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**DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH  
CONTRACTS AND PROCUREMENT SERVICES  
64 NEW YORK AVENUE, NE 2<sup>ND</sup> FLOOR WASHINGTON, DC 20002  
TELEPHONE NUMBER: 202-671-3171; FAX NUMBER: 202-671-3395**

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June 19, 2014

**REQUEST FOR PROPOSALS (RFP)  
FOR CONSUMER FOCUSED ACTIVITY CENTER  
RM-14-RFP-168-BY4-MA SOLICITATION AMENDMENT NUMBER THREE (3)**

**TO PROSPECTIVE OFFERORS:**

**THE DEPARTMENT OF BEHAVIORAL HEALTH (DBH) REQUEST FOR PROPOSAL (RFP) SOLICITATION RM-14-RFP-168-BY4-MA HAS BEEN AMENDED TO REFLECT THE FOLLOWING:**

Question #	RFP Section	Question/Comment
1	SECTION C.5	Is the staffing pattern described in the RFP (1 ED, 1 Peer Specialist, & 1 receptionist) a requirement or simply an illustration of what the center might look like? I would imagine that the deliverables would be best met w/ more than that distribution, or some other type of hybrid.
<b>DBH RESPONSE:</b> All of the staff of the Consumer Focused Activity Center (CFAC), including the Executive Director, must be a present or former DBH Consumer. In addition, the CFAC must have at least one Peer Specialist on Staff.		

Question #	RFP Section	Question/Comment
2	SECTION C.5	Is the interest generated by a loan for the start up fees an allowable expense? (Minimum of 3 - 4 months - since it appears this is a cost-reimbursement contract and that start up costs is not granted in advance). Otherwise it's unfeasible for small, fairly new grassroots nonprofits for these kinds of expenses without a loan.
<b>DBH RESPONSE:</b> The Interest generated by a loan is Not an Allowable Expense.		

Question #	RFP Section	Question/Comment
3	SECTION C.5	When is the first installment reimbursed - how many days into awarding the contract? i.e., if it takes 90 days to be up and running, can one start invoicing in 30 days of the 90 days, instead of waiting a full quarter of a year?
DBH RESPONSE: Payment shall be made to the Vendor Awarded the Contract resulting from this Request for Proposal upon the receipt of a properly executed Invoice that matches the Contract Schedule B Price Sheet and the associated Purchase Order.		

Question #	RFP Section	Question/Comment
4		Does the applicant business need to be located in DC as of application time? If not, is there preference given to already DC located vendors?
DBH RESPONSE: The Applicant Business does not need to be located in DC as of application time. No preference is given to Vendors already located in DC.		

Question #	RFP Section	Question/Comment
5		Will you entertain partnership with more than one organization, even if one is the lead applicant?
DBH RESPONSE: Partnership shall be entertained as it relates to this RFP.		

Question #	RFP Section	Question/Comment
6	SECTION G.7.1	What is the anticipated turnaround time for reimbursements once the 3 month development period is finished, i.e., on an ongoing basis - given properly invoiced forms timely on monthly basis? Worst case scenarios vs. scenarios as usual? We need to have a realistic expectation of the buffer and ongoing payment issues that may crop up.
DBH RESPONSE: Payment shall be made to the Contract resulting from this Request for Proposal upon the receipt of a properly executed Invoice that matches the Contract Schedule B Price Sheet and the associated Purchase Order.		

Question #	RFP Section	Question/Comment
7		What is the process once all application & documents are received from prospective vendors by close date - turnaround time for 2nd interviews etc, decision, award letter, notification, etc?
DBH RESPONSE: It is the intention of DBH to expeditiously conduct the RFP process associated with responses to this solicitation within the timeframe directly affected by the number of submissions.		

Question #	RFP Section	Question/Comment
8		What kind of entities and organizations will be evaluating the applications?- i.e., staff of DC Behavioral Health, independent nonprofits, Office of Consumer & Family Affairs, for profits, consumer representation or consumer organization representation, such as NAMI, DBSA, DCRCA, 12 step groups, SMART Recovery, etc.?
DBH RESPONSE: At this time, the Technical Evaluation Team shall be comprised of DBH personnel.		

Question #	RFP Section	Question/Comment
9	SECTION H.1.1	There is a section that refers to a \$200 fine per day if contract deliverables are not met - can you expand on that? For example, the scope of services describes a requirement to serve 80 individuals per month (that's non-duplicated, or visits?) so let's assume non duplicated. So if the successful awardee serves 75 individuals any given month - having run a center myself, there are some factors one cannot control but can try one's best to meet-is that a finable offense? etc. I understand gross negligence and things like that, but how subtle is this fine for breach of scope of services?
DBH RESPONSE: There is no Fine associated with the Contract resulting from this RFP Solicitation. There is a Liquidated Damage Clause in Section H.1.1.		

Question #.	RFP Section	Question/Comment
10	SECTION B.4	What is the quantity of peer specialist that can be included in the proposal? If it is one peer specialist, can it be split among many? (See B.4)
DBH RESPONSE: The Quantity of Peer Specialist for this RFP Solicitation is One FTE which can be utilized by having Peer Specialist combined to equate to One FTE on Staff.		

Question #	RFP Section	Question/Comment
11	SECTION B.4	Will DBH consider including a Deputy Director position and fund it on the Price Sheet? (See B.4)
DBH RESPONSE: At this time, the Positions describe on the Schedule B Price Sheet are the only available Positions allowed in response to this RFP.		

Question #	RFP Section	Question/Comment
12	SECTION B.4	The last amendment included a change in Conferences and Travel from 12 to 1 in quantity. Will a new price sheet be distributed? (See B.4)
DBH RESPONSE: There are Revised Schedule B Price Sheets for the Base Year and all Four One Year Option Periods.		

Question #	RFP Section	Question/Comment
13	SECTION B.4	For Staff Development, please elaborate on Quantity of 4. Does “4” reflect the quantity of events to occur or does “4” reflect the quantity of staff members? Also, the Price Sheet states, “Month” without the plural form of “months.” Please clarify if this is a monthly, quarterly, etc. occurrence. (See B.4)
DBH RESPONSE: Four (4) reflects the quantity of events taking place each Base Year & Option .		

Question #	RFP Section	Question/Comment
14	SECTION L2.1	The solicitation (Section L: Instructions, Conditions and Notice to Offerors) states font type, font size, etc for the proposal submission. But, we did not see a page margin requirement mentioned. Could you please let us know if the solicitation has any such requirement for the proposal or if we are at our discretion.
DBH RESPONSE: There is No Page Margin requirement within this RFP but the expectation from DBH is to utilize Standard Business Practices.		

Question No.	RFP Section	Question/Comment
15	SECTION B.4	Exactly what is the unit price? On the budget form, it shows some as month and some as each, but the far right column appears to want the total contract price and thus the total at the bottom is the total contract price. Do we then divide the total contract price by month to get a monthly unit price? Or by workdays and get a daily unit price?
DBH RESPONSE: This RFP has Unit Pricing indicated by Month, Quarter and Each. The Prospective Vendor is required to enter their Unit Price based upon the identified Unit and perform the required math application to achieve the associated Amount (Extension).		

Question No.	RFP Section	Question/Comment
16	SECTION G.2.1	What is the rationale for not allowing holiday and sick leave for the staff? If the contractor is an entity (not an individual) that gets awarded, the Executive Director, Peer Specialist and receptionist will be W-2 employees, not 1099 contractors, in order to comply with the IRS regulations regarding employees vs. contractors. In addition, paid staff is required to receive sick benefits under DC’s Accrued Safe and Sick Leave act. In addition, the center will still be open even if an employee calls out sick.
DBH RESPONSE: The Prospective Vendors fortunate enough to be awarded the Contract resulting from this RFP Solicitation shall be a Contractor paid with Tax Payers Dollars and not a Government Employee.		

Question No.	RFP Section	Question/Comment
17	SECTION M.5	That nonprofits are deducted 12 points automatically in the application process given that preference is given to small minority disabled type of organizations for profit? Or would 12 point also be deducted from your profits that are not woman-owned minority disabled at cetera?
<b>DBH RESPONSE: There is No Deduction of 12 Points. Vendors who have been certified by DSLBD receive up to a maximum of 12 Points based upon the specific level of their Certification as a Certified Business Enterprise.</b>		

The District shall furnish responses to any questions submitted in writing to all Prospective Offerors by issuing another Amendment to this Solicitation if necessary.

Signed:

  
Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer

Amendment Number Three (3) is hereby acknowledged and is considered a part of the RFP for Solicitation Number: **RM-14-RFP-168-BY4-MA**. All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:

Samuel J. Feinberg, CPPO, CPPB,  
Director of Contracts and Procurement Services  
Agency Chief Contracting Officer  
64 New York Avenue, NE – 2<sup>nd</sup> Floor  
Washington, DC 20002  
(202) 671-3188 Office; (202) 671-3395; Fax;  
Email: [Samuel.Feinberg@dc.gov](mailto:Samuel.Feinberg@dc.gov)

\_\_\_\_\_  
Print or Type Name of Bidder

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**B.4: SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS  
BASE YEAR (REVISED)**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	The Contractor shall provide all resources to perform the services in accordance to the Scope of Work:				
0001	<b>Executive Director Salary</b>	12	Months	\$ _____	\$ _____
0002	<b>Receptionist</b>	12	Months	\$ _____	\$ _____
0003	<b>Peer Specialist</b>	12	Months	\$ _____	\$ _____
0004	<b>Occupancy</b>	12	Months	\$ _____	\$ _____
0005	<b>Staff Development</b>	4	Months	\$ _____	\$ _____
0006	<b>Office Supplies</b>	12	Each	\$ _____	\$ _____
0007	<b>Conferences and Travel</b>	4	Each	\$ _____	\$ _____
0008	<b>Postage (Per Quarter)</b>	4	Quarters	\$ _____	\$ _____
0009	<b>Overhead</b>	12	Months	\$ _____	\$ _____
	_____				\$ _____
	Print Name				<b>NOT TO EXCEED</b>
	_____				
	Title				
	_____				
	Signature				
	_____				
	Date				
	_____				

**B.4: SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS  
OPTION YEAR ONE (1) (REVISED)**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	The Contractor shall provide all resources to perform the services in accordance to the Scope of Work:				
0001	<b>Executive Director Salary</b>	12	Months	\$ _____	\$ _____
0002	<b>Receptionist</b>	12	Months	\$ _____	\$ _____
0003	<b>Peer Specialist</b>	12	Months	\$ _____	\$ _____
0004	<b>Occupancy</b>	12	Months	\$ _____	\$ _____
0005	<b>Staff Development</b>	4	Months	\$ _____	\$ _____
0006	<b>Office Supplies</b>	12	Each	\$ _____	\$ _____
0007	<b>Conferences and Travel</b>	4	Each	\$ _____	\$ _____
0008	<b>Postage (Per Quarter)</b>	4	Quarters	\$ _____	\$ _____
0009	<b>Overhead</b>	12	Months	\$ _____	\$ _____
	_____				\$ _____
	Print Name				<b>NOT TO EXCEED</b>
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	Date				
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**B.4: SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS  
OPTION YEAR TWO (2) (REVISED)**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	The Contractor shall provide all resources to perform the services in accordance to the Scope of Work:				
0001	<b>Executive Director Salary</b>	12	Months	\$ _____	\$ _____
0002	<b>Receptionist</b>	12	Months	\$ _____	\$ _____
0003	<b>Peer Specialist</b>	12	Months	\$ _____	\$ _____
0004	<b>Occupancy</b>	12	Months	\$ _____	\$ _____
0005	<b>Staff Development</b>	4	Months	\$ _____	\$ _____
0006	<b>Office Supplies</b>	12	Each	\$ _____	\$ _____
0007	<b>Conferences and Travel</b>	4	Each	\$ _____	\$ _____
0008	<b>Postage (Per Quarter)</b>	4	Quarters	\$ _____	\$ _____
0009	<b>Overhead</b>	12	Months	\$ _____	\$ _____
					\$ _____
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	Print Name				
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	Title				
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	Signature				
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	Date				

**B.4: SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS  
OPTION YEAR THREE (3) (REVISED)**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	The Contractor shall provide all resources to perform the services in accordance to the Scope of Work:				
0001	<b>Executive Director Salary</b>	12	Months	\$ _____	\$ _____
0002	<b>Receptionist</b>	12	Months	\$ _____	\$ _____
0003	<b>Peer Specialist</b>	12	Months	\$ _____	\$ _____
0004	<b>Occupancy</b>	12	Months	\$ _____	\$ _____
0005	<b>Staff Development</b>	4	Months	\$ _____	\$ _____
0006	<b>Office Supplies</b>	12	Each	\$ _____	\$ _____
0007	<b>Conferences and Travel</b>	4	Each	\$ _____	\$ _____
0008	<b>Postage (Per Quarter)</b>	4	Quarters	\$ _____	\$ _____
0009	<b>Overhead</b>	12	Months	\$ _____	\$ _____
	_____				\$ _____
	Print Name				<b>NOT TO EXCEED</b>
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**B.4: SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS  
OPTION YEAR FOUR (4) (REVISED)**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	The Contractor shall provide all resources to perform the services in accordance to the Scope of Work:				
0001	<b>Executive Director Salary</b>	12	Months	\$ _____	\$ _____
0002	<b>Receptionist</b>	12	Months	\$ _____	\$ _____
0003	<b>Peer Specialist</b>	12	Months	\$ _____	\$ _____
0004	<b>Occupancy</b>	12	Months	\$ _____	\$ _____
0005	<b>Staff Development</b>	4	Months	\$ _____	\$ _____
0006	<b>Office Supplies</b>	12	Each	\$ _____	\$ _____
0007	<b>Conferences and Travel</b>	12	Each	\$ _____	\$ _____
0008	<b>Postage (Per Quarter)</b>	4	Quarters	\$ _____	\$ _____
0009	<b>Overhead</b>	12	Months	\$ _____	\$ _____
	_____				\$ _____
	Print Name				<b>NOT TO EXCEED</b>
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	Title				
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	Signature				
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	Date				
	_____				

\*\*\*END OF SECTION B\*\*\*