



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

November 7, 2014

**REQUEST FOR PROPOSALS (RFP)
 FOR CONSUMER FOCUSED ACTIVITY CENTER (CFAC)
 RM-15-RFP-002-BY4-MA SOLICITATION AMENDMENT NUMBER ONE (1)**

**THE DEPARTMENT OF BEHAVIORAL HEALTH (DBH) REQUEST FOR PROPOSAL (RFP)
 SOLICITATION RM-15-RFP-002-BY4-MA HAS BEEN AMENDED TO REFLECT THE
 FOLLOWING:**

Question No.	RFP Section	Question/Comment
1		Submission Deadline Update
DBH RESPONSE: Submission Deadline changed from Thursday, November 20, 2014 at 2:00 P.M. to Friday, November 21, 2014 at 2:00 P.M.		

Question No.	RFP Section	Question/Comment
2		Would it be possible to request advance funding to provide the initial steps in order to develop a center that the Department of Behavioral Health is looking to create?
DBH RESPONSE: This solicitation doesn't provide for advance funding.		

Question No.	RFP Section	Question/Comment
3	SECTION C1.2	Is there a desired location besides metro accessibility in Washington, DC?
DBH RESPONSE: It is a business decision that shall be determined by the proposed Offeror as to where to locate their CFAC. However, it must be identified and discussed in the Budget Narrative.		

Question No.	RFP Section	Question/Comment
4	SECTION L.2.1	Is bond paper required to submit Technical and Price Proposal?
DBH RESPONSE: Copy paper can be substitute for bond paper in responding to this solicitation.		

Question No.	RFP Section	Question/Comment
5	SECTION L.2.2	Is there a particular order on how to submit the Technical Proposal?
DBH RESPONSE: The Technical Proposal submission should be organized in the order of the Evaluation Criteria and must address the requirements of Section C and the Evaluation Criteria.		



Question No.	RFP Section	Question/Comment
6	SECTION C.4.1	C.4.1 States “There shall also be posted for consumers’ information, a Twenty Four (24) hour emergency contact number, or an on-call number”. Should this be interpreted that the CFAC simply needs to post the Access Helpline’s phone number (or other existing community hotline) on the premises in a conspicuous place or is there an expectation that the center have staff on-call Twenty Four (24) hours a day? All persons served by DBH certified CSAs and specialty programs should have an on-call component to their program.
DBH RESPONSE: The CFAC needs to post the DBH Access Helpline’s phone number on their premises in a conspicuous visible place. It is not an expectation from this solicitation issued by DBH that the CFAC must have staff on-call Twenty Four (24) hours a day, as the center shall not provide treatment services to Consumers/Clients.		

Question No.	RFP Section	Question/Comment
7		Is there an ability to partner with another organization?
DBH RESPONSE: DBH has no objections to vendors entering partnerships. There is a need to clearly identify the Partnership and provide detailed information for the organization’s name along with the Principles of the organizations while depicting the role of each organization shall be responsible for as it relates to this solicitation. In addition, specifics must be provided as it relates to the Scope of Work (SOW) and Evaluation Criteria.		

Question No.	RFP Section	Question/Comment
8	SECTION B.4	An organization that offers Benefits what category should it be placed in Schedule B Pricing Sheet?
DBH RESPONSE: It is a business decision that must be determined by the proposed Offeror. However, it must be identified and discussed in the Budget Narrative.		

Question No.	RFP Section	Question/Comment
9	SECTION B.4	Is there an ability to insert multiple Peer Specialists in Schedule B Pricing Sheet?
DBH RESPONSE: It is a business decision that must be determined by the proposed Offeror. However, it must be identified and discussed in the Budget Narrative.		

Question No.	RFP Section	Question/Comment
10		Was there input from the Peer perspective in developing the Request for Proposal (RFP)?
DBH RESPONSE: DBH Office of Consumer Family Affairs (OCFA) Staff is comprised of both Primary and Secondary Peers/Consumers that had their perspective represented in the development of this Request for Proposal (RFP).		



Question No.	RFP Section	Question/Comment
11	SECTION H.13	Mandatory Subcontracting requirement (if applicable)
DBH RESPONSE: DBH may reject any proposal that fails to include a Subcontracting Plan or a Request for a Waiver to the Department of Small and Local Business Development (DSLBD) that is required by law.		

Question No.	RFP Section	Question/Comment
12	SECTIONS L.2.1, L.2.2 & L.2.3.1	Proposal Form, Organization and Content

DBH RESPONSE:

Please Delete Sections L.2.1, L.2.2 and L.2.3.1 in their entirety and replace them with the following:

L.2.1 One original and Five (5) copies of the written Proposals shall be submitted in Two (2) separate sealed envelopes, with one titled "Technical Proposal" and the other titled "Price Proposal", which are then placed together into one large envelope. Each page shall be numbered and labeled to include the Solicitation number and name of the Prospective Contractor, Stapled or bound technical Proposal shall be submitted with a minimum of Five (5) pages and not to exceed the maximum of Twenty (20) pages, additional pages only for cost Proposal and supporting documentation. Proposals shall be typewritten in single space, single page, Times New Roman: Twelve (12) point font size on 8.5" by 11" bond paper. Telephonic, telegraphic and Facsimile Proposals shall "NOT" be accepted. Each Proposal shall be submitted in a sealed envelope conspicuously marked on the outside:

"Proposal in Response to Solicitation No. RM-15-RFP-002-BY4-MA"(Consumer Focused Activity Center)

L.2.2 Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. The Offeror shall respond to each factor in a way that shall allow the District to evaluate the Offeror's response. The Offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services and delivery thereof. The information requested for the technical proposal shall facilitate evaluation for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the Offeror proposes to fully meet the requirements in Section C Scope of Work (SOW), along with the Technical Evaluation Criteria.

- 1. Technical Understanding of the requirement and approach**
- 2. Personnel**
- 3. Past Performance**

Question No.	RFP Section	Question/Comment
13	SECTION H.13	Mandatory Subcontracting requirement (if applicable)
DBH RESPONSE: An Offeror responding to this solicitation which meets the requirement for a Subcontract shall be required to submit with its Proposal, any Subcontracting Plan is required by law. Proposals responding to this RFP may be rejected if the Offeror fails to submit a Subcontracting Plan Waiver that is required by law. For Contracts to be awarded equaling or exceeding \$250,000, at least 35% of the dollar volume of the Contract shall be subcontracted in accordance with section H.13. A Subcontracting Plan form is available at http://ocp.dc.gov, click on "Required Solicitation Documents".		



Question No.	RFP Section	Question/Comment
14	SECTION H.13	Mandatory Subcontracting requirement (if applicable)
<p>DBH RESPONSE:</p> <p>Please ensure your understanding and compliance with the following:</p> <p>(a) Mandatory Subcontracting Requirements</p> <ol style="list-style-type: none"> (1) Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs). (2) If there are insufficient SBEs to completely fulfill the requirement of paragraph (a)(1), then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work. (3) A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections (a)(1) and (a)(2) of this clause. (4) Except as provided in (a) (5) and (a) (7), a prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63. (5) A prime contractor that is a certified joint venture and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63. (6) Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources. (7) A prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less. <p>(b) Subcontracting Plan</p> <p>If the prime contractor is required by law to subcontract under this contract, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section (a) of this clause. The plan shall be submitted as part of the proposal and may only be amended after award with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan after award shall inure to the benefit of the District.</p> <p>Each subcontracting plan shall include the following:</p>		



- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise;
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor shall pay each subcontractor.

(c) Copies of Subcontracts

Within Twenty-One (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, CA, District of Columbia Auditor and the Director of DSLBD.

(d) Subcontracting Plan Compliance Reporting.

(1) If the Contractor has a subcontracting plan required by law for this contract, the Contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- (A) The price that the prime contractor shall pay each subcontractor under the subcontract;
- (B) A description of the goods procured or the services subcontracted for;
- (C) The amount paid by the prime contractor under the subcontract; and
- (D) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.

(2) If the fully executed subcontract is not provided with the quarterly report, the prime contractor shall not receive credit toward its subcontracting requirements for that subcontract.

(e) Annual Meetings

Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

(f) Notices

The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

(e) Enforcement and Penalties for Breach of Subcontracting Plan

- (1) A contractor shall be deemed to have breached a subcontracting plan required by law, if the contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.
 - (2) A contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.
 - (3) If the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default provisions in clause 8 of the SCP, Default.

When requesting a Waiver from the Subcontracting Plan Requirements a Contractors shall follow the procedures outlined herewith;



An Offeror requesting a Waiver from the Subcontracting Requirements, must submit the request in writing along with its Response this RFP Solicitation to:

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

In addition to the Waiver request, Offeror shall provide documentation to justify the request; the justification must demonstrate a Good Faith Effort in reaching out to CBEs for subcontracting opportunities. In order to find out if there are any CBEs who can provide subcontracting services to you, you may go to the following Website <http://lsdbe.dslbd.dc.gov/public/certification/search.aspx>.

Once there, enter the Description of the Services being provided such as "substance abuse treatment" in the "NIGP Description Word Search box, and print out the results. If items appear in the section "Available NIGP Codes (check all that apply)" use the pertinent NIGP Codes and perform a search in the following Website: <http://lsdbe.dslbd.dc.gov/public/certification/search.aspx>.

If no NIGP Codes exist for the Services you are providing, that shall serve as part of the justification for not being able to subcontract your services. In addition, you may attach all the requirements that your organization must meet in order to be Certified to provide the services and explain how subcontracting may be a hardship for you.

Question No.	RFP Section	Question/Comment
15	SECTION M.1	Evaluation for Award

DBH RESPONSE:

M.1. Preferences for Certified Business Enterprises

Under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2014”, D.C. Official Code § 2-218.01 *et seq.*, as amended (“Act”, as used in this section), the District shall apply preferences in evaluating proposals from businesses that are certified by the Department of Small and Local Business Development (DSLBD) pursuant to Part D of the Act.

M.1.1. Application of Preferences

For evaluation purposes, the allowable preferences under the Act shall be applicable to prime contractors as follows:

M.1.1.1 Any prime contractor that is a small business enterprise (SBE) certified by the DSLBD shall receive the addition of Three (3) points on a 100-point scale added to the overall score.

M.1.1.2 Any prime contractor that is a resident-owned business (ROB) certified by DSLBD shall receive the addition of Five (5) points on a 100-point scale added to the overall score.

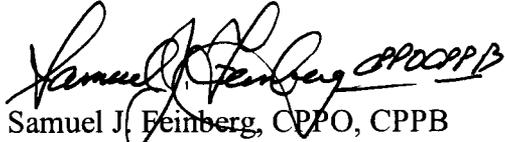


- M.1.1.3** Any prime contractor that is a longtime resident business (LRB) certified by DSLBD shall receive the addition of Five (5) points on a 100-point scale added to the overall score.
- M.1.1.4** Any prime contractor that is a local business enterprise (LBE) certified by DSLBD shall receive the addition of two points on a 100-point scale added to the overall score.
- M.1.1.5** Any prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD shall receive the addition of Two (2) points on a 100-point scale added to the overall score.
- M.1.1.6** Any prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD shall receive the addition of Two (2) points on a 100-point scale added to the overall score.
- M.1.1.7** Any prime contractor that is a veteran-owned business (VOB) certified by DSLBD shall receive the addition of Two (2) points on a 100-point scale added to the overall score.
- M.1.1.8** Any prime contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD shall receive the addition of Two (2) points on a 100-point scale added to the overall score.
- M.1.2** Maximum Preference Awarded
- Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act is the equivalent of Twelve (12) points on a 100-point scale for proposals submitted in response to this RFP. There shall be no preference awarded for subcontracting by the prime contractor with certified business enterprises.
- M.1.3** Preferences for Certified Joint Ventures
- A certified joint venture shall receive preferences as determined by DSLBD in accordance with D.C. Official Code § 2-218.39a(h).
- M.1.4** Verification of Offeror's Certification as a Certified Business Enterprise
- M.1.4.1** Any vendor seeking to receive preferences on this solicitation must be certified at the time of submission of its proposal. The CO shall verify the Offeror's certification with DSLBD, and the Offeror should not submit with its proposal any additional documentation regarding its certification as a certified business enterprise.
- M.1.4.2** Any vendor seeking certification in order to receive preferences under this solicitation should contact the:
- Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street, NW, Suite 850N
Washington DC 20001**
- M.1.4.3** All vendors are encouraged to contact DSLBD at (202) 727-3900 Office ;Website <http://lsdbe.dslbd.dc.gov/public/certification/search.aspx> if additional information is required on certification procedures and requirements.



THE DISTRICT SHALL FURNISH RESPONSES TO ANY QUESTIONS SUBMITTED IN WRITING TO ALL PROSPECTIVE OFFERORS BY ISSUING ANOTHER ADMENDMENT TO THIS SOLICITATION IF NECESSARY.

Signed:


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

Amendment Number One (1) is hereby acknowledged and is considered a part of the RFP for Solicitation Number: **RM-15-RFP-002-BY4-MA**. **All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:**

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

Print or Type Name of Bidder

Title of Authorized Representative

Signature of Authorized Representative

Date