



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

February 26, 2014

**DEPARTMENT OF BEHAVIORAL HEALTH
REQUEST FOR PROPOSAL AMENDMENT NUMBER ONE (1)
RM-14-RFP-171-BY4-TLW**

TO ALL PROSPECTIVE OFFERORS:

PART I - Answers questions submitted by Prospective Offerors.

PART II - Amends certain sections of the Request for Proposal (RFP).

PART I

Question Number	RFP Section	QUESTION
1	A	Will the DC Government delay the date for submission of Proposals for all offers until March 28, 2014 to allow Offerors who only recently learned of this Solicitation sufficient time to review the Proposal and submit a Proposal, if appropriate?
		DBH RESPONSE
		The Department of Behavioral Health has decided to Grant an Extension of the Original Closing Date of this Solicitation. Therefore, the Closing Date has changed from Friday, February 28, 2014 to Monday, March 3, 2014 No Later Than 5:00 P.M..

Question Number	RFP Section	QUESTION
2A	H.3.1(c)	<p>Under section H.3.1 (c), “Confidentiality Law” is defined to include certain provisions but does not define all laws that should be included in this definition.</p> <p>A. Could you provide more guidance as to which laws are in included in this definition?</p>
		DBH RESPONSE
		The Laws being referenced are listed in the Contract.
Question Number	RFP Section	QUESTION
2 - B	H.3.1.(c)	B. Should the reference in this section to DC Code 130-3.07 Actually be 1303.07?
		DBH RESPONSE
		This is an Administrative Error. The reference to D C Code 130-3.07 should actually be stated in the RFP as 1303.07.
Question Number	RFP Section	QUESTION
2- C	C.4.7	<p>In Section C.4 it provides that Offerors should have no “agreement or arrangement with an owner or operator of a behavioral health service, a behavioral health facility, or health benefits plan that could directly or indirectly result in remuneration, in cash or in kind, to the entity.</p> <p>C. Would this prohibition apply on a de minimis basis - such as if the Offeror receives a very small amount of funding (less than 5%) -from a behavioral health service, a behavioral health facility, or a health benefits plan?</p>
		DBH RESPONSE
		Since specific information pertaining to percentages of remuneration is not provided, the prohibition as stated in Section C.4.7 shall remain unchanged in the Solicitation.

QUESTION NUMBER	RFP Section	QUESTION
3	I.6	The Department of Behavioral Health Policies and Rules are no longer listed at the link listed in Section I.6. Could you please provide these to the Offerors?
DMH RESPONSE		
<p>Unfortunately, the link identified in the RFP Solicitation is not functioning properly. Please enter "dbh.dc.gov" in your Computer browser address bar. At the DBH website go the top far right and click on "Policies and Rules".</p>		
QUESTION NUMBER	RFP SECTION	QUESTION
4	H.3.1.(f)	Could you provide guidance as to the complete list of District laws that modifies the "Privacy Rule" defined in H.3.1 (f)?
DBH RESPONSE		
<p>Please refer to the attached document concerning new HIPAA</p>		
QUESTION NUMBER	RFP SECTION	QUESTION
5	I.18	In section I.18, there are numerous references to I-2, I-5.5, I-5.6 and I-5.9 but those sections either do not appear in the solicitation or are sections of the solicitation that are not related rights in data. Could you please guidance as to the proper references?
DBH RESPONSE		
<p>This is an Administrative Error. Please disregard all references to Sections I.2; 1.5.5; I.5.6 and I.5.9 as these Sections have been removed from the Solicitation.</p>		
QUESTION NUMBER	RFP SECTION	QUESTION
6	K.4	In Section K.4, there are a number of requirements. Could you confirm that consistent with Section H.9.9 of the Solicitation, this section should be modified if the Offeror is a non-profit organization?
DBH RESPONSE		
<p>Please carefully review Section K-4 which is focused overall on the goal of the creation of new job opportunities for bona fide District residents. Section H.9.9 applies to the provisions of Section H.9.4 through H.9.8 which do not apply to nonprofit organizations that must submit verifiable documentation of their current nonprofit organizational status in the Request for Proposal submission.</p>		

QUESTION NUMBER	RFP SECTION	QUESTION
7	K.4	<p>To the extent that data is de-identified consistent with HIPPA, may Offerors use de-identified and</p> <ul style="list-style-type: none"> iii. aggregated data obtained in performance of this contract for purposes - such as advocacy on behalf of others. iv. Children- other than for performance under this contract?
DBH RESPONSE		
Please refer to the new HIPAA document attached to this Solicitation and follow the instructions referenced in the new document.		
QUESTION NUMBER	RFP SECTION	QUESTION
8		Is the focus of the proposed Ombudsman Program solely children and youth or are adults also expected to receive assistance?

DBH RESPONSE	
	This program is mandated by a law which was written to strengthen services for District youth (South Capitol Street Bill), therefore the intended focus of the Ombudsman Program is to be a resource for youth and their families. Please refer to the legislation for further clarification.

PART II

	<p>L.2 <u>PROPOSAL FORM, ORGANIZATION AND CONTENT</u></p> <p>One original and four (4) copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point font size on 8.5" by 11" bond paper. Telephonic and telegraphic proposals shall not be accepted. Each Technical and Price Proposal shall be submitted in a large, sealed envelope conspicuously marked: <i>"Proposal in Response to Solicitation No. RM-14-RFP-171-BY4-TLW, Establish, Manage and Operate a Citywide Behavioral Health Ombudsman Program."</i></p> <p style="text-align: center;">_____.</p> <p style="text-align: center;"><i>(Insert Your Company's Name)</i></p>
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Offerors are directed to the specific Technical and Price Proposal Evaluation Criteria found in Section M of this Solicitation, **EVALUATION FACTORS FOR AWARD**. 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 services and service delivery. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in the statement of work.

1. Technical Understanding of the requirement and approach
2. Management Plan
3. Quality Improvement Plan
4. Personnel
5. Past Performance

DBH RESPONSE

PLEASE REPLACE SECTION L.2 ITEMS 1 THROUGH 5 IN THEIR ENTIRITY WITH THE FOLLOWING ITEMS 1 THROUGH 3.

L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

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(Insert Your Company's Name)

Offerors are directed to the specific Technical and Price Proposal Evaluation Criteria found in Section M of this Solicitation, **EVALUATION FACTORS FOR AWARD**. 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

	<p>providing a comprehensive description of program services and service delivery. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in the statement of work.</p> <ol style="list-style-type: none"> 1. Technical Understanding of the requirement and approach 2. Program Plan 3. Past Performance
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ALL OTHER TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSAL (RFP) REMAIN UNCHANGED.

Only one copy of this Amendment is being sent to Prospective Bidders. Bidders shall sign below and attach a signed copy of this Amendment to each Proposal to be submitted to the place specified for Receipt of Proposals. Proposals shall be mailed or delivered in accordance with the instructions provided in the original solicitations. In the event your Proposal has been previously deposited with the Department of Behavioral Health, Contracts and Procurement Services (DBH/CPS), submit this signed Amendment in a sealed envelope, identified on the outside with the Solicitation Number and Submission Date.

This signed Amendment must be received by the DBH/CPS on or before Friday, February 28, 2014 at 2:00 PM EST, the Date and Time for the Closing of this Solicitation. Failure to acknowledge receipt of Amendment One (1) of Solicitation Number RM-14-RFP-171-BY4-TLW may be cause for rejection of any Proposal submitted in response to the subject.

Signed:


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

Amendment Number One (1) is hereby acknowledged and is considered a part of the Proposal for Solicitation Number RM-14-RFP-171-BY4-TLW.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Firm