



**DISTRICT OF COLUMBIA OFFICE OF CONTRACTS AND PROCUREMENT  
DEPARTMENT OF BEHAVIORAL HEALTH  
CONTRACTS AND PROCUREMENT SERVICES**

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February 17, 2016

**AMENDMENT ONE (1) for REQUEST FOR PROPOSALS (RFP)  
NO. RM-16-RFP-038-BY3-DJW TRANSITION AGE YOUTH (TAY)**

**TO ALL PROSPECTIVE OFFERORS:**

**The above referenced Request for Proposals (RFP) is hereby amended as follows:**

**PART 1 - Administrative Revisions**

**PART II – Questions from Offerors Answers from the Program**

**PART I**

**1) DELETE IN SECTION I.5 “MANDATORY SUBCONTRACTING REQUIREMENTS” IN ITS ENTIRITY AND REPLACE WITH THE FOLLOWING:**

- (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 bid 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 bid 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 bid 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.

**(a) Subcontracting Plan**

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 bid and may only be amended with the prior written approval of the Cluster Health and Human Services Chief Contracting Officer and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (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.

**(b) 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.

**(c) 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.

**(d) 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.

**(e) 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.**

**PART II**

Question Number	RFP Section	Question/Clarification
1.	N/A	<b>Pricing Sheet item 1001 (2001 etc.) – Does the 50 consumer served in item 1001: Non-Medicaid Fee-for-Service services and supports-vocational training/counseling, educational activities, teaching, etc. refer to new consumers referred to the agency or could the 50 consumers served be transition age youth already served by the agency?</b>
<p><b>DBH RESPONSE:</b>            The fifty (50) consumers indicated in the Schedule B Line Item 1001: Non-Medicaid Fee-for-Service services and supports-vocational training/counseling, educational activities, teaching, etc., refers to youth and young adults newly connected to the agency who are receiving transition support from a Transition Specialist through the Transition Age Youth System of Care.</p>		
Question Number	RFP Section	Question/Clarification
2.	C.4.32	<b>Item C.4.32- Can the contractor agree to document services provided by the Transition Specialist and other data collection and evaluation elements in ICAMs without becoming a FIP to be eligible for the contract? The contractor will be in compliance with item C.5.12.</b>
<p><b>DBH RESPONSE:</b>            The successfully awarded Contractor <b>must</b> be a <b>Fully Integrated Provider (FIP) in iCAMS</b> at award or be a FIP within ninety (90) days of Award of Contract.</p>		
Question Number	RFP Section	Question/Clarification
3.	N/A	<b>What is the expected caseload size of the Transition Specialist?</b>
<p><b>DBH RESPONSE:</b>            The expected Caseload size shall be Twenty (20) Cases for each Transition Specialist at any given time.</p>		
Question Number	RFP Section	Question/Clarification
4.	N/A	<b>What is the expected timeline from contract award to hire of the Transition Specialists?</b>
<p><b>DBH RESPONSE:</b>            The successfully awarded Contractor shall hire the Transition Specialists to serve Youth and Young Adults, specifically within Wards 7 &amp; 8, within Forty-Five (45) Days of Contract Award. Within their</p>		

proposal, the Contractor shall have outlined expected timeframes for sharing potential candidates (e.g., resumes and interviews) with the DBH TAY Project Director (or designee) and for hiring the Transition Specialists.

Question Number	RFP Section	Question/Clarification
5.	N/A	Are we eligible to apply as a TACT provider, or is the RFP only open to core service agencies?

**DBH RESPONSE:**

The successfully awarded Contractor must meet the Minimum Qualifications to include being a DBH certified Core Service Agency with experience as a Transition to Independence Process (TIP) or have a pending application for TIP training. In addition, be a DBH Certified Supported Employment Services Provider and have documented experience serving Youth & Young Adults with behavioral health needs committed to participating in DBH mandatory trainings related to successfully transitioning a person from the Child System of Care to the Adult System of Care.

Question Number	RFP Section	Question/Clarification
6.		If only open to Core Service Agencies (CSA), are we able to partnership with a CSA and apply for the RFP?

**DBH RESPONSE:**

The eligible Core Service Agencies (CSA) may apply and demonstrate the Partnership to meet the requirements of the Scope of Work in their proposal.

7.	C.6	<p><b>Would you please let us know if it is necessary for a proposer to meet all of the following eligibility requirements that are listed in the RFP? Or can a proposer meet one or several of the below if they do not meet them all?</b></p> <p><b>C.6 MINIMUM QUALIFICATIONS</b>  <b>C.6.1 The Contractor shall be a DBH certified Core Service Agency and have experience as a Transition to Independence Process (TIP) provider or have a pending application for TIP Training (i.e., submitted an application in the most recent offer for TIP training).</b>  <b>C.6.2 The Contractor shall be a DBH certified Supported Employment Services provider.</b>  <b>C.6.3 The Contractor shall demonstrate documented experience serving youth and young adults with behavioral health needs.</b>  <b>C.6.4 The Contractor shall commit to participating in DBH mandatory trainings and technical assistance related to the core components necessary to successfully transition a young person from the children system of care to the adult system of care.</b></p>
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<b>DBH RESPONSE:</b> The successfully awarded Contractor shall meet all of the the Minimum Qualifications listed in the Request for Proposal (RFP).		
<b>Question Number</b>	<b>RFP Section</b>	<b>Question/Clarification</b>
8.	N/A	Can you please clarify the subcontracting requirements if the contract amount exceeds \$250,000. In section H.12 the link provided states that the subcontract has to be 35% of the contract award. In section I.5 Mandatory Subcontracting Requirements state that the subcontract amount should be 5-10% of the contract.
<b>DBH RESPONSE:</b> This Question has been addressed in Part I of this Amendment One (1).		

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL (RFP) SHALL REMAIN UNCHANGED.**

Only one copy of this amendment is being sent to prospective Offerors. Offerors 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 RFP. 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 by the RFP number and submission date. This signed Amendment must be received by the DBH/CPS on or before **Monday, February 29, 2016 at 2:00 PM EST** the date and time for closing. **Failure to acknowledge receipt of Amendment One (1) for Solicitation Number RM-16-RFP-038-BY3-DJW may be cause for rejection of any Proposal submitted in response to the subject RFP.**

Signed:  
  
 Samuel J. Feinberg, CPPQ, CPPB  
 Cluster Health Services Chief Contracting Officer

2/17/2016  
 Date

Amendment Number One (1) is hereby acknowledged and is considered a part of the Proposal **RM-16-RFP-038-BY3-DJW**

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

\_\_\_\_\_  
 Date

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

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 Print or Type Name of Offeror