

**DISTRICT OF COLUMBIA, DEPARTMENT OF BEHAVIORAL HEALTH (DBH)
SOLICITATION, OFFER, AND AWARD
SECTION A**

1. ISSUED BY/ADDRESS OFFER TO: DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH CONTRACTS AND PROCUREMENT SERVICES (CPS) 64 NEW YORK AVENUE, NE, 2ND FLOOR WASHINGTON, DC 20002		2. PAGE OF PAGES: 1 of 73
		3. CONTRACT NUMBER:
		4. SOLICITATION NUMBER: RM-15-RFP-100-SRR-XXX-BY4-SC
		5. DATE ISSUED: Thursday, July 31, 2014
		6. OPENING/CLOSING TIME: Thursday, July 31, 2014/Wednesday, August 20, 2014 @2:00PM (EST)
7. TYPE OF SOLICITATION/CONTRACT: <input type="checkbox"/> SEALED BID <input type="checkbox"/> SINGLE AVAILABLE SOURCE <input checked="" type="checkbox"/> REQUEST FOR PROPOSAL (RFP)	8. DISCOUNT FOR PROMPT PAYMENT:	
NOTE: IN SEALED BID SOLICITATION "OFFER AND THE CONTRACTOR" MEANS "BID AND BIDDER"		

10. INFORMATION CALL	NAME: Samuel J. Feinberg, CPPO, CPPB Director, Contracts and Procurement Agency Chief Contracting Officer	TELEPHONE NUMBER: (202) 671-3188	B. E-MAIL ADDRESS: Samuel.Feinberg@dc.gov
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OFFER (TO BE COMPLETED BY THE CONTRACTOR)

12. In compliance with the above, the undersigned agrees, if the offer is accepted within **180** calendar days (unless a different period is inserted by the Contractor) from the date for receipt of offers specified above, that with respect to all terms and conditions by the DBH under "AWARD" below, this offer and the provisions of the RFP shall constitute a Formal Contract. All offers are subject to the terms and conditions contained in the Request for Proposal.

13. ACKNOWLEDGEMENT OF AMENDMENTS (The Contractor acknowledge receipt of amendments to the REQUEST FOR PROPOSAL for The Contractors and related documents numbered and dated):	AMENDMENT NO:	DATE:
14. NAME AND ADDRESS OF THE CONTRACTOR:	15. NAME AND TITLE OF PERSONAL AUTHORIZED TO SIGN OFFER: (Type or Print)	
14A. TELEPHONE NUMBER:	15A. SIGNATURE:	15B. OFFER DATE:
AREA CODE:	EXT:	

AWARD (To be completed by the DBH)

16. ACCEPTED AS TO THE FOLLOWING ITEMS:	17. AWARD AMOUNT:	
18. NAME OF CONTRACTING OFFICER: (TYPE OR PRINT) Samuel J. Feinberg, CPPO, CPPB Director, Contracts and Procurement Agency Chief Contracting Officer	19. CONTRACTING OFFICER SIGNATURE:	20. AWARD DATE:

SECTION B

SUPPLIES OR SERVICES AND PRICE

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SECTION B: SUPPLIES OR SERVICES AND PRICE

B.1 PURPOSE OF CONTRACT

The Government of the District of Columbia, Department of Behavioral Health (DBH) or the (DBH or District) is seeking Contractors to provide enhanced residential services to individuals certified for Supported Rehabilitative Residence (SRRs) level of care. The number of individuals to be served shall not exceed two hundred and one (201). The District contemplates the Multiple Contract Awards of Indefinite Delivery Indefinite Quantity (IDIQ) Contracts resulting from this solicitation. The amount of each Contract awarded as a result of this solicitation shall depend upon the availability of funds along with the quality and number of Offers received by DBH. The Award of Option Years within this referenced Contract shall depend on the availability of funds, the Contractor’s satisfactory performance and progress in meeting Contract requirements, along with the timely submission of required data and reports. *Pricing Schedule below shall be amended to reflect the final rulemaking that shall establish the reimbursement requirements and rates for qualified Supported Rehabilitative Residence Services (SRR) providers which proposes to contract with DBH.*

B.2 SCHEDULE B – PRICING SCHEDULE

Line Item #	Activity and Services	Maximum Quantity	Unit	Unit Price	Extended Price
0001 Base Year	Mental Health Community Residential Facility Services, as outlined in Section C.	_____	Consumer Per Day	\$_____	\$_____
0001 Option One	Mental Health Community Residential Facility Services, as outlined in Section C.	_____	Consumer Per Day	\$_____	\$_____
0001 Option Two	Mental Health Community Residential Facility Services, as outlined in Section C.	_____	Consumer Per Day	\$_____	\$_____
0001 Option Three	Mental Health Community Residential Facility Services, as outlined in Section C.	_____	Consumer Per Day	\$_____	\$_____
0001 Option Four	Mental Health Community Residential Facility Services, as outlined in Section C.	_____	Consumer Per Day	\$_____	\$_____

 Print Name of Offeror

 Print Name of Authorized Person

 Date

 Signature of Authorized Person

PART I - THE SCHEDULE

SECTION C

DESCRIPTION/SPECIFICATIONS/ STATEMENT OF WORK

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**PART I - THE SCHEDULE
SECTION C
DESCRIPTION/SPECIFICATIONS/ STATEMENT OF WORK**

C.1 BACKGROUND/GENERAL REQUIREMENTS:

The Department of Behavioral Health (DBH) provides emergency care and comprehensive mental health and substance use disorder services for eligible District residents through a network of community based providers and unique government delivered behavioral health services. In addition, DBH operates Saint Elizabeths Hospital, the District's Psychiatric Facility.

DBH is seeking Supported Rehabilitative Residence (SRR) Providers who are licensed as a SRR or can demonstrate the capacity to meet SRR licensure designation requirements to meet Contractor Requirements under this Contract. The successful Contractor shall demonstrate the ability to provide intensive residential support and services to Consumers enrolled in the Public Mental Health System, diagnosed with a serious mental illness and in need of intensive behavioral and medical supports within a structured and supervised setting.

The purpose of this effort is to provide culturally and linguistically appropriate residential supports and services to individuals living with serious mental illness in the least restrictive environment. The philosophy of DBH is that Consumer choice is a primary determinant of residential placement decisions. The goal is to assist Consumers to become fully integrated into their community. SRRs are **not** viewed as permanent housing. All housing services must be designed to support a recovery focus and the system must offer the necessary supports that allow people to obtain the skills to move to a more independent setting. The successful Contractor (s) shall be required to develop a Transition Plan which shall include the utilization of the Critical Time Intervention (CTI). The Contractor (s) shall be required to become proficient in CTI, is a model to assist individuals in care to move from the SRR to a more independent living environment. DBH's goal is to enable as many individuals as possible to live in Supportive Housing. DBH shall provide the necessary training to enable the Contractor (s) to become familiar with the CTI model.

C.2 APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by this reference:

Item No.	Document Type	Title	Date
1.	DBH Policy 300.1D	Level of Care Utilization System (LOCUS/CALOCUS) Evaluations	2012
2.	Chapter 34, Title 22A of the D.C. Municipal Regulations	Mental Health Rehabilitation Services (MHRS) Provider Certification Standards	2011
3.	Chapter 38, Title 22 of the D.C. Municipal Regulations	Community Residents Facilities for Mentally Ill Persons	1995
4.	Chapter 31, Title 22-B of the D.C. Municipal Regulations	Licensing of Health Care and Community Residence Facilities	1992

C.3 DEFINITIONS

- C.3.1 **Access Helpline**- (AHL) This 24-hour, seven-day-a-week telephone line is staffed by mental health professionals who can refer a caller to immediate help or ongoing care. The Access Helpline can activate mobile crisis teams to respond to adults and children who are experiencing a psychiatric or emotional crisis and are unable or unwilling to travel to receive mental health services. The Access Helpline at 1 (888) 7WE-HELP or 1-888-793-4357 is the easiest way to get connected to services provided by the Department of Behavioral Health and its Certified Mental Health Care Providers.
- C.3.2 **Comprehensive Psychiatric Emergency Program (CPEP)** - a DBH-certified community-based Mental Health Rehabilitation Services (MHRS) Provider. CPEP provides 24-hours, 7 days a week services to protect clients who are a danger to themselves or others as a result of mental illness, who are unable to meet their basic needs and role functions. In addition, CPEP is committed to providing State of the Art Assessment, Treatment and Linkage in the least restrictive and safe environment.
- C.3.3 **Consumer** - Adults, children or youth who seek or receive Mental Health Services or Mental Health Supports funded or regulated by DBH. D.C. Official Code §7-1131.02 (2).
- C.3.4 **Core Services Agency (CSA)** - is a Community-based provider of Mental Health Services and Mental Health Supports that is certified by DBH and that acts as a clinical home for Consumers of Mental Health Services by providing a single point of access and accountability for diagnostic assessment, medication-somatic treatment, counseling and psychotherapy, community support services and access to other needed services.
- C.3.5 **Critical Time Intervention (CTI)** – is a time-limited support model that assists consumers in re-establishing themselves in community-based housing with access to necessary mental health services and housing supports.
- C.3.6 **Level of Care (LOC)**-refers to intensity of services with required features (e.g., MHRS type of service-as applicable, location and housing recommendation).

- C.3.7 **LOCUS-Level of Care Utilization System and Child and Adolescent Level of Care Utilization System (CALOCUS)**- refers to clinical evaluations tools that are utilized to determine level of care (LOC) and medical necessity for adults and children and youth respectively. (See DBH Policy Number 300.1D Level of Care Utilization System (LOCUS/CALOCUS) Evaluations).
- C.3.8 **Mental Health Rehabilitation Services (MHRS)** - Mental Health Rehabilitative or Palliative Services provided by a DBH-certified Community Mental Health Provider to Consumers in accordance with the District of Columbia State Medicaid Plan, the MAA/DBH Interagency Agreement, and District of Columbia Municipal Regulations Title 22 Subtitle A Chapter 34. Mental Health Rehabilitation Services Provider Certification Standards.
- C.3.9 **Provider in Good Standing** - Current facility licenses, as required; MHRS certification is current; up to date corrective action plans, if applicable; no outstanding notices of infractions; and a failure rate for audit results that is within acceptable limits.
- C.3.10 **Service Authorization**-a process within the Division of Care Coordination where by clinical staff (Care Coordinators) determine the medical necessity for services that require prior authorization or re-authorization. Prior authorizations/re-authorizations require electronic and sometimes “hard copy” submission of specific clinical information in order to be processed. All prior authorizations/re-authorizations are processed routinely by Care Coordinators or designated staff within the Office of Programs and Policy after the provider adheres to required protocols and submits required data. Some decisions require more in-depth review by the Care Coordinator.
- C.3.11 **Supported Employment** - a system of support for people with disabilities in regards to ongoing employment in integrated settings. Supported employment provides assistance such as job coaches, job development, job retention, transportation, assistive technology, specialized job training and individually tailored supervision. Supported Employment often refers to both the development of employment opportunities and on-going support for those individuals to maintain employment. The DBH utilizes the Fidelity Scale developed by Dartmouth College, Psychiatric Research Center as a program evaluation tool to assess the delivery of this service by contracted providers.
- C.3.12 **Supportive Housing**-this Evidence-based Practice is defined as decent, safe and affordable community-based housing that provides tenants with the rights of tenancy under state and local landlord tenant laws, along with being linked to voluntary and flexible supports and services designed to meet tenants’ needs and preferences. (Permanent Supportive Housing Tool Kit (2010).
- C.3.13 **Supported Rehabilitative Residence (SRR)**-A SRR shall be a homelike setting where residential and rehabilitative services are provided in a publicly or privately owned apartment or house for eight (8) or fewer residents 18 or older, with a primary diagnosis of mental illness and who require twenty four (24) hour on site supervision, personal assistance, lodging, meals and who are not in the custody of the District of Columbia Department of Corrections. Specialized services, such as limited and intermittent nursing care or physical therapy, shall be provided if necessary on a scheduled basis as established in the resident’s IRP, by properly licensed staff. Intermittent nursing care may be provided by residence staff or home health aides if required.

C.4 **SCOPE OF SERVICES**

- C.4.1 The purpose of this effort is to prepare individuals with serious mental illness with the skills necessary to function independently in the community to the greatest extent possible. Housing placement is based upon the individual needs of the consumer and bed availability. DBH's goal is to provide the support required to afford individuals with serious mental illness with access to services, supports, treatment and care that is **time limited** and focused on specific mental health recovery goals. A Transition Plan, developed upon admission and followed throughout the person's stay, shall be used to assist persons in care to live within a more independent living environment within the community. Eligibility for this level of care is dependent upon MHRS eligibility and certification of need for this level of care from the DBH Certification Review Team (CRT).
- C.4.2. One of the principles that guide DBH's housing policy is that whenever possible an individual should reside in supportive housing setting. The SRR is an essential option for providing community based residential services for individuals in need of time-limited supported and/or for individuals with co-occurring medical issues and need those who require active assistance with daily living skills. However, the expectation is that the SRR Operator shall whenever possible integrate the principles of permanent supportive housing into the structure of the SRR. This includes, but is not limited to individuals having access to their living quarters twenty-four hours per day, seven days a week.
- C.4.3 The individuals eligible for this intensive level of care are those who are (1) enrolled in the DBH public mental health system (2) have complex psychiatric, medical and social needs that put them at a high risk of needing a more restrictive setting such as a nursing home and/psychiatric hospital if they do not receive supervision during their awake hours, along with life skills development, community support and the other MHRS services included in their Individual Recovery Plan.

C.5 **CONTRACTOR QUALIFICATIONS**

The Prospective Offeror shall meet the following qualifications prior to commencing performance under this Contract and for the duration of the Contract:

- C.5.1 Maintain a Mental Community Residential Facility (MHCRF) License issued through the DBH Office of Accountability/Division of Licensure with authorization to provide Supported Rehabilitative Residence Services;
- C.5.2 Ensure that the maximum number of Consumers that can be served in any one Mental Health SRR is eight (8), unless this requirement has been waived in writing by the Department of Consumer and Regulatory Affairs (DCRA) for the facility and the waiver submitted to DBH prior to serving more than eight (8);
- C.5.3 Own or operate the facility or facilities that the Contractor shall use to provide Supported Rehabilitative Residence Services;

- C.5.4 Comply with contract monitoring and evaluation activities required by DBH or its designee;
- C.5.5 Have the ability to contract with the District of Columbia, which requires that the Prospective Contractor have no outstanding debts with the Office of Tax and Revenue or the Department of Behavioral Health;
- C.5.6 Does not have a record of false or fraudulent statements or conduct in dealing with the District of Columbia Government;
- C.5.7 Is able to comply with the required or proposed delivery or performance schedule, based upon the Offeror's existing commercial and government contract commitments;
- C.5.8 Has adequate financial resources to perform the contract or the ability to obtain those resources;
- C.5.9 Has a satisfactory record of compliance with the law, including labor and civil rights law and rules and First Source Employment Agreement Act of 1984, effective June 29, 1984 (D.C. Law 5-93; D.C. Official Code sec.2-219.01 *et seq.*);
- C.5.10 Has, or has the ability to obtain, the necessary production, construction, technical equipment and facilities;
- C.5.11 Has not exhibited a pattern of overcharging the District;
- C.5.12 Does not have an outstanding debt with the District or the federal government in a delinquent status; and
- C.5.13 Is otherwise qualified and is eligible to receive an award under applicable laws and rules.

C.6 RESIDENTIAL SERVICE REQUIREMENTS

The Prospective Offeror shall demonstrate the ability to meet the following requirements:

- C.6.1 The Contractor shall have experience in providing on-site management of individuals with psychiatric and/or behavior problems;

The Contractor shall demonstrate an ability to provide on-site individualized mental health services and structured supports to each Consumer, twenty-four (24) hours a day, seven (7) days per week. Services shall be in accordance with the Consumer's IRP and shall include but not be limited to:

- C.6.1.1 Medication administration and physical therapy, to be provided by licensed staff on a scheduled basis according to the resident's IRP;
- C.6.1.2 Medication supervision and management;
- C.6.1.3 Therapeutic support and management with basis on clinical recommendations;

- C.6.1.4 One to one support for behavioral management or functional living skills training;
- C.6.1.5 Crisis and emergency services in accordance with the Consumer's Crisis Emergency Plan;
- C.6.1.6 Assistance with bowel/bladder incontinence;
- C.6.1.7 Coordination of Substance Use Treatment with assigned CSA;
- C.6.1.8 Provision for social/recreational activities for Consumers in the residence daily, on weekends and evenings;
- C.6.1.9 Special support services (e.g., language, sight and mobility);
- C.6.1.10 Routine first aid services.
- C.6.2 The Contractor shall ensure that services are responsive to the unique ethnic, racial and cultural needs of the Consumer served.
- C.6.3 The Contractor shall ensure that the full spectrum of MHRS shall be available to the Consumer from either the Contractor and/or the CSA; however MHRS services shall be tracked and billed separately with distinction from the Residential Support Services required under this Contract.
- C.6.4 The Contractor shall provide all in-home Activities of Daily Living (ADL), functional assistance, training and support services as part of the per-Consumer-per Day Rate agreed upon in the Contract.
- C.6.5 The Contractor shall maintain a staff-to-Consumer ratio of 1:8, twenty-four (24) hours a day whenever a resident is present and a staff-to-Consumer ratio of 2:8 during periods of peak activity such as meals and when the residents are in the facility and awake. The Contractor shall have a plan for the provision of 2:8 staff-to-Consumer ratios when the needs of residents indicate the need for additional staff.
- C.6.6 The Contractor shall demonstrate an ability to provide on-site individualized mental health services and structured supports to each Consumer, twenty-four (24) hours a day, seven (7) days per week. "Awake" supervision shall be provided to all consumers for a minimum of sixteen (16) hours per day. The Contractor shall have the capacity to provide twenty-four hour (24) per day "awake" supervision when required to adequately address the needs of an individual who experiences periods of destabilization or those who require twenty-four hour (24) "awake" supervision on an ongoing basis in order to be maintained within the community.

C.6.7 The Contractor shall develop and implement an annual training plan to ensure that staff has knowledge of mental health, co-occurring substance use disorders and culturally competent practice.

C.6.8 The Contractor shall provide written justification prior to refusal of a Consumer that must be reviewed by the CSA and DBH with consensus obtained.

C.6.9 The Contractor shall provide written justification for holding the Consumer's bed when the Consumer is hospitalized and/or absent for thirty (30) days or longer.

C.7 **TRANSITION PLANNING**

C.7.1. In keeping with the DBH philosophy, Contractors must continuously assess and document the need for placement in SRR placement and proactively plan for less intensive levels of residential care in partnership with the individual and their CSA.

SRR placements are not viewed as permanent living situations. The District's goal is to facilitate the integration of Consumers into independent living environments within the community to the greatest degree possible. Contractor shall develop and implement a Transition Plan that includes specific goals and objectives designed to assist the Consumer in obtaining the necessary skills to become more independent with the ability to live in a less restrictive environment within the community.

C.7.2 The Contractor shall develop a Transition Plan within 60 days of the Consumers admission. The Transition Plan for each Consumer shall provide a description of the barriers to living in the community and shall include specific strategies for addressing barriers to transition to a less restrictive environment.

C.7.3 The Transition Plan shall include a description of the specific residential services and supports to be delivered to the Consumer, the criteria that shall be utilized to determine when the Consumer is ready for a less restrictive community placement, and the process that shall be used to make that determination in collaboration with the Consumer and his/her CSA.

C.7.4 DBH shall utilize an Evidence-based Practice, the Critical Time Intervention (CTI) model, to facilitate the transition of Consumers from SRRs who are able to live in a less restrictive environment to more integrated community placement community. This shall open up slots so that individuals who require a higher level of need can be accommodated in those facilities.

C.7.5 The Transition Plan shall document the Consumer's progress toward recovery including how the Consumer responds to services provided, staff, other Consumers and the treatment team from the referring CSA.

C.7.6 The Contractor shall utilize the Critical Time Intervention model to assist Consumers as they transition from supervised Residential living to a less restrictive community based settings. CTI is a time-limited support model that assists Consumers in re-establishing themselves in the community-based housing with access to necessary mental health services and housing supports. Within this model, Transition Specialists work with the Consumer and his/her support network over a nine (9) month period to ensure successful transition to the community. At the conclusion of that time period, the Consumer's CSA and other members of his/her support network, take on the responsibility of assisting the individual to manage tasks and stressors related to community living.

C.7.7 The Contractor shall monitor the medical, behavioral and psychiatric status of Consumers and keep the Consumer's CSA informed whenever there is a change in status.

C.8 **ACCESS AND ELIGIBILITY**

C.8.1 A Consumer must meet the following eligibility criteria for admission into a SRR as defined by this Contract:

C.8.1.1 Consumer shall be at least eighteen (18) years of age;

C.8.1.2 Consumer must be enrolled in Medicaid, or be eligible for enrollment and have an application pending;

C.8.1.3 Be a bona fide resident of the District, as defined in D.C. Official Code § 7-1131.02 (29) (2008) Repl.);

C.8.1.4 Be an adult with mental illness as defined in D.C. Official Code § 7-1131.02 (24); and

C.8.1.5 Be certified as requiring MHRS by a qualified practitioner; and

C.8.1.6 Be certified by the DBH to meet the criteria for this Level of Care.

C.8.2 The Contractor shall ensure that each Consumer admitted is certified by DBH to require this level of care.

C.8.3 The Contractor shall participate in discharge planning for Consumers in an inpatient or institutional setting prior to admission and at anytime during the Consumer's stay in the facility.

C.8.4 SRRs covered by this Contract must be located within the District of Columbia.

C.9 **STANDARD OF PERFORMANCE**

C.9.1 The Contractor shall at all times, while acting in good faith and in the best interests of the DBH, use its best efforts and exercise all due care and sound business judgment in performing its duties under this contract. Contractor shall at all times, comply with DBH operational policies, procedures and directives while performing the duties specified in this contract.

C.10 **CONFIDENTIALITY**

C.10.1 The Contractor shall maintain the confidentiality and privacy of all identifying information concerning DBH clients in accordance with the confidentiality law, the privacy rule (the requirements and restrictions contained in 45 CFR part 160 and part 164, subparts A and E, as modified by any District of Columbia laws, including the Mental Health Information Act of 1978, that may have preemptive effect by operation of 45 CFR part 160, subpart B) and Section H.3 of this Contract.

C.11 **ADVERTISING AND PUBLICITY**

C.11.1 The Contractor shall not issue or sponsor any advertising or publicity that states or implies, either directly or indirectly, that DBH endorses, recommends or prefers the Contractor's services; shall not use the DBH's logo in any fashion; or use or release information, photographs or other depictions obtained as a result of the performance of services under this Contract, for publication, advertising or financial benefit.

*****END OF SECTION C*****

PART I - THE SCHEDULE

SECTION D

PACKAGING AND MARKING

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SECTION D

PACKAGING AND MARKING

D.1 References Standard Contract Provisions (SCP) Clause 2/Shipping Instructions-Consignment/Page 1.

http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP_Channel%20202_9%20Solicitation%20Attachments_standard_contract_provisions_0307.pdf
("Double click on link.")

D.2 Includes any additional instructions that are specific to the requirement of the Solicitation/Contract.

***** END OF SECTION D *****

SECTION E

INSPECTION AND ACCEPTANCE

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SECTION E: INSPECTION AND ACCEPTANCE

PART 1: THE SCHEDULE

SECTION E - INSPECTION AND ACCEPTANCE

E.1 INSPECTION OF SUPPLIES AND SERVICES

E.1.1 References SCP Clause 5/Inspection of Supplies and/or Clause 6/Inspection of Services/ Pages 1-4. **Standard Contract Provisions for Use with Supplies and Services Contracts dated March 2007 (Attachment J.1)**

[http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP_Channel%209%20Solicitation%20Attachments_standard_contract_provisions_0307.pdf](http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP_Channel%20209%20Solicitation%20Attachments_standard_contract_provisions_0307.pdf)

E.2 CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES

E.2.1 The Contractor shall be held to the full performance of the Contract. The DBH shall deduct from the Contractor's invoice, or otherwise withhold payment for any non-conforming service as specified below.

E.2.2 A service task may be composed of several sub-items. A service task may be determined to be partially complete if the Contractor satisfactorily completes some, but not all, of the sub items.

E.2.3 The DBH shall give the Contractor written notice of deductions by providing copies of reports which summarize the deficiencies for which the determination was made to assess the deduction in payment.

E.2.4 In case of non-performed work, DBH shall:

E.2.4.1 Deduct from the Contractor's invoice all amounts associated with such non-performed work at the rate set out in Section B, or provided by other provisions of the Contract;

E.2.4.2 DBH may, at its option, afford the Contractor an opportunity to perform the non-performed work with a reasonable period subject to the discretion of the Director, Contracts and Procurement Agency Chief Contracting Officer (Director/ACCO) and at no additional cost to the DBH; and

E.2.4.3 DBH may, at its option, perform the Contracted services by the DBH personnel or other means.

E.2.5 In the case of unsatisfactory work, DBH:

E.2.5.1 Shall deduct from the Contractor's invoice all amounts associated with such unsatisfactory work at the rates set out in Section B, or provided by other provisions of the Contract, unless the Contractor is afforded an opportunity to re-perform and satisfactorily completes the work; and

E.2.5.2 May, at its option, afford the Contractor an opportunity to re-perform the unsatisfactory work within a reasonable period, subject to the discretion of the Director/ACCO and at no additional cost to the DBH.

E.3 TERMINATION FOR CONVENIENCE

E.3.1 The DBH may terminate performance of work under this Contract for the convenience of the Government, in a whole or, from time to time, in part, if the Director/ACCO determines that a termination is in the Government's best interest.

E.3.2 After receipt of a Notice of Termination and, except as directed by the Director/ACCO, the Contractor shall immediately proceed with the following obligations:

E.3.2.1 Stop work as specified in the notice;

E.3.2.2 Place no further subcontracts or orders except as necessary to complete the continued portion of the Contract;

E.3.2.3 Terminate all applicable subcontracts and cancel or divert applicable commitments covering personal services that extend beyond the effective date of termination;

E.3.2.4 Assign to DBH, as directed by the Director/ACCO, all rights, titles and interests of the Contractor under the subcontracts terminated; in which case DBH shall have the right to settle or pay any termination settlement proposal arising out of those terminations;

E.3.2.5 With approval or ratification to the extent required by the Director/ACCO settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts; approval or ratification shall be final for purposes of this clause;

E.3.2.6 Transfer title, if not already transferred and, as directed by the Director/ACCO, deliver to DBH any information and items that, if the Contract had been completed, would have been required to be furnished, including (i) materials or equipment produced, in process, or acquired for the work terminated (ii) completed or partially completed plans, drawings and information;

E.3.2.7 Complete performance of the work not terminated; and

E.3.2.8 Take any action that may be necessary for the protection and preservation of property related to this Contract.

E-4 TERMINATION FOR DEFAULT

- E.4.1 DBH may, subject to the conditions listed below, by written notice of default to the Contractor, terminate the Contract in whole or in part if the Contractor fails to:
- E.4.1.1 Perform the services within the time specified in the Contract or any extension; or
- E.4.1.2 Make progress as to endanger performance of the Contract; or
- E.4.1.3 Perform any of the other material provisions of the Contract.
- E.4.2 The DBH's right to terminate the Contract may be exercised if the Contractor does not cure such failure within ten (10) days, or such longer period as authorized in writing by the Contracting Officer (CO) after receipt of the notice to cure from the CO, specifying the failure.
- E.4.3. If DBH terminates the Contract in whole or in part, it may acquire, under the terms and in the manner the Director/ACCO considers appropriate, supplies and services similar to those terminated and the Contractor shall be liable to DBH for any excess costs for those supplies and services. However, the Contractor shall continue the work not terminated.
- E.4.4 Except for default by subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such issues include (i) acts of God, (ii) fires or floods, (iii) strikes and (iv) unusually severe weather. In each instance, the failure to perform must be beyond the control and without the fault or negligence of the Contractor.
- E.4.5 If the failure to perform is caused by the fault of a subcontractor, at any tier and, if the cause of the default is beyond the control of both the Contractor and the subcontractor and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required schedule.
- E.4.6 If the Contract is terminated for default, DBH may require the Contractor to transfer title and deliver to DBH as directed by the Director/ACCO, any completed and partially completed supplies and materials that the Contractor has specifically produced or acquired for the terminated portion of the Contract. Upon direction of the Director/ACCO, the Contractor shall also protect and preserve property in its possession in which DBH has an interest.

- E.4.7 DBH shall pay the Contract price or a portion thereof, for fully or partially completed or delivered supplies and services that are accepted by DBH.
- E.4.8 If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for convenience of DBH.
- E.4.9 The rights and remedies of DBH in this clause are in addition to any other rights and remedies provided by law or under the Contract.

***** END OF SECTION E *****

PART I - THE SCHEDULE

SECTION F

DELIVERY and PERFORMANCE

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PART I - THE SCHEDULE

SECTION F

DELIVERY AND PERFORMANCE

F-1 **CONTRACT TYPE**

The District contemplates making Multiple Contract Awards of Indefinite Delivery Indefinite Quantity (IDIQ) Contracts resulting from this solicitation.

F-2 **PERIOD OF PERFORMANCE**

F-2.1 Performance under this contract shall be in accordance with the terms and conditions set forth herein and by any modification made thereto. The Period of Performance (POP) for this Contract shall be One (1) Year from Date of Award with Four (4) One Year Option Periods.

F-3 **OPTION PERIOD**

F-3.1 The District shall extend the POP of this Contract by exercising up to Four (4) One Year Option Periods or a fraction thereof.

F-4 **OPTION TO EXTEND THE TERM OF THE CONTRACT**

F-4.1 The District shall extend the term of this Contract for a period of Four (4) One Year, option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the Contract, provided that the District shall give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the Contract expires. The preliminary notice does not commit the District to an extension. The exercise of the option is at the sole and absolute discretion of DBH and subject to the availability of funds at the time of the exercise of the option. The Contractor shall waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Director, Agency Chief Contracting Officer (Director/ACCO) prior to expiration of the Contract.

F-4.2 If the District exercises the option, the extended Contract shall be considered to include the option provision.

F-4.3 The price for the option period shall be as specified in Section B of the Contract.

F.5 **DELIVERABLES**

F.5.1 The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the **Contracting Officer's Technical Representative (COTR)** identified in Section G.5 in accordance with the requirements described in Section C.

- F.5.2 In addition to any other deliverable outlined in this Contract, DBH staff shall from time to time request information concerning a Consumer's care and/or treatment. Contractor shall provide such information within 48 hours of the request (or a negotiated agreed-upon timeframe), in a manner requested by DBH, provided that Contractor shall provide such information no later than the end of the next business day following the date of the request if necessary for DBH to meet a court deadline or other legal requirement.
- F.5.3 The Contractor shall submit to the District, as a deliverable, the report described in Section I.16 that is required by First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor may not be paid.
- F.5.4 The Contractor shall provide an Outline, Preliminary Draft, Final Draft and Final Product Plan of the Strategic Supportive Housing Plan (SSHP).

F-6 **CONTRACTOR NOTICE REGARDING LATE PERFORMANCE**

In the event the Contractor anticipates or encounters difficulty in complying with the terms and conditions as stated in this contract, or in meeting any other requirements set forth in this contract, the Contractor shall immediately notify the Director, Contracts and Procurement/ Agency Chief Contracting Officer in writing giving full detail as to the rationale for the late delivery and why the Contractor should be granted an extension of time, if any. Receipt of the Contractor's notification shall in no way be construed as an acceptance or waiver by the DBH.

***** END OF SECTION F *****

PART I: THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

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PART I: THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

G-1 CONTRACT ADMINISTRATION

Correspondence or inquiries related to this contract or any modifications shall be addressed to:

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

Email: Samuel.feinberg@dc.gov

G-2 TYPE OF CONTRACT

This is an IDIQ Contract for Supported Rehabilitative Residence (SRR) Services. The Contractor shall be remunerated according to Schedule B Price Sheet. In the event of termination under this Contract, the DBH shall only be liable for the payment of all services accepted during the hours of work actually performed. Pursuant to the Terms and Conditions, of this contract individuals working under this contract for Department of Behavioral Health (DBH) are not eligible to be paid for holidays and sick leave. However, if you work on a Holiday, you shall be paid at your regular hourly rate.

This Contract is a “non-personal service Contract”. It is therefore, understood and agreed that the Contractor and/or the Contractor’s employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the Government’s right and obligation to inspect, accept or reject work, comply with such general direction of the Director, Contracts and Procurement/Agency Chief Contracting Officer, or the duly authorized representative as the Contracting Officer’s Technical Representative (COTR) as is necessary to ensure accomplishment of the contract objectives.

By accepting this order or Contract the Contractor agrees, that the District, at its discretion, after completion of order or contract period, may hire an individual who is performing services as a result of this order or contract, with restriction, penalties or fees.

G-3 **MODIFICATIONS**

Any changes, additions or deletions to this contract shall be made in writing by a formal Modification to this contract and shall be signed by the Director, Contracts and Procurement/Agency Chief Contracting Officer only.

G-4 **AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR**

Funds are not presently available for performance under this Contract beyond September 30, 2015. DBH's obligation for performance of this Contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the DBH for any payment may arise for performance under this contract beyond September 30, 2015, until funds are made available to the Director, Contracts and Procurement/Agency Chief Contracting Officer for performance and until the Contractor receives notice of availability of funds, to be confirmed in writing by the Agency's Chief Financial Officer.

G-5 **DESIGNATION OF THE CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE**

The Director, Contracts and Procurement/Agency Chief Contracting Officer shall designate a Contracting Officer's Technical Representative (COTR) who shall, among other duties relating to this contract, have direct responsibility to assign work to the Contractor, review the Contractor's performance during the term of this contract and make recommendations to the Director, Contracts and Procurement/Agency Chief Contracting Officer. The COTR shall also review, approve and sign all invoices prior to payment by DBH. The COTR for this procurement is:

Brandi Gladden, Program Manager
Department of Behavioral Health
Office of Programs and Policy
64 New York Ave, NE, 3rd Floor
Washington, DC 20002
Telephone: 202-671-2906
Fax: 202-671-1930
Email: brandi.gladden@dc.gov

G-6 **BILLING AND PAYMENT**

G.6.1 The Contractor shall submit an original and three copies of the invoice to the Department of Behavioral Health, Accounts Payable Office at 64 New York Avenue, NE, 4th Floor Washington, DC 20002 or by e-mail to dmh.ap@dc.gov. The invoices shall include Contractor's name and address, invoice date, Contract number, Contract line items numbers (CLINS), description of the services, quantity, unit price and extended prices, terms of any prompt payment discounts offered, name and address of the official to whom payment is to be sent and the name, title and phone number of the person to be notified in the event of a defective invoice. Payment shall be made within Thirty (30) days after the COTR receives a proper and certified invoice from DBH Accounts Payable of the Contractor's Invoice, unless a discount for prompt payment is offered and payment is made within the discount periods. Please note that the invoice shall match the itemized

lines (CLIN Lines) of the Purchase Order as written up to, but not exceeding the maximum of each line. Any invoices deemed improper for payment shall be returned, **UNPAID** and shall be resubmitted as indicated in this clause.

G.7 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

For contracts subject to the First Source Employment Agreement requirement, final request for payment must be accompanied by the report or a waiver of compliance. No final payment shall be made to the Contractor until the CFO has received the Director/ACCO's final determination or approval of waiver of the Contractor's compliance with the First Source Employment Agreement requirements.

G.8 ASSIGNMENTS

G.8.1 In accordance with 27 DCMR § 3250, unless otherwise prohibited by this contract, the Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution

G.8.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

G.8.3 Notwithstanding an assignment of money claims pursuant to authority contained in the contract, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated _____, make payment of this invoice to: (name and address of assignee).

G.9 THE QUICK PAYMENT CLAUSE

G.9.1 Interest Penalties to Contractors:

G.9.1.1 The District shall pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or

c) the 15th day after the required payment date for any other item.

G.9.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.9.2 Payments to Subcontractors:

G.9.2.1 The Contractor must take one of the following actions within 7 days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a contract:

- a. Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- b. Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.9.2.2 The Contractor must pay any lower-tier subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.9.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.9.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G-10 **RESPONSIBILITY FOR AGENCY PROPERTY**

The Contractor shall assume full responsibility for and shall indemnify the DBH for any and all loss or damage of whatsoever kind and nature to any and all Agency property, including any equipment, supplies, accessories, or part furnished, while in contractor's custody during the performance of services under this contract, or while in the Contractor's custody for storage or repair, resulting from the negligent acts or omissions of the Contractor or any employee, agent, or representative of the Contractor or Subcontractors. The Contractor shall do nothing to prejudice the DBH's right to recover against third parties for any loss, destruction of, or damage to DBH property and upon the request of the Director, Contracts and Procurement/Agency Chief Contracting Officer shall, at the DBH's expense, furnish to the DBH all reasonable assistance and cooperation, including assistance in the protection of suit and the execution of instruments of assignment in favor of the DBH recovery.

***** END OF SECTION G *****

**PART I: THE SCHEDULE
SECTION H
SPECIAL CONTRACT REQUIREMENTS**

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PART I: THE SCHEDULE

SECTION H

SPECIAL CONTRACT REQUIREMENTS

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 LIQUIDATED DAMAGES

H.1.1 When the Contractor fails to perform the tasks required under this Contract, DBH shall notify the Contractor in writing of the specific task deficiencies with a Notice to Cure notification with a cure period of not to exceed ten (10) Business Days. The assessment of Liquidated Damages as determined by the Director, Contracts and Procurement/ Agency Chief Contracting Officer shall be in an amount of **\$200.00** per day per unavailable services as depicted in the Scope of Services. This assessment of Liquidated Damages against the Contractor shall be implemented after the expiration of the cure period and until such time that the Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract for a maximum of thirty (30) Business Days.

H.1.2 When the Contractor is unable to cure its deficiencies in a timely manner and DBH requires a replacement Contractor to perform the required services, the Contractor shall be liable for Liquidated Damages accruing until the time DBH is able to award said contract to a qualified responsive and responsible Contractor. Additionally, if the Contractor is found to be in default of said Contract under the Default Clause of the Standard Contract Provisions, the original Contractor is completely liable for any and all total cost differences between their Contract and the new Contract awarded by DBH to the replacement Contractor.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination No. 2005-2103 Revision No. 13, dated 6.19.2013, issued by the U.S. Department of Labor in accordance with and incorporated herein as Attachment J.6 of this Agreement. The Contractor shall be bound by the wage rates for the term of the Contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer for the option obtains a revised wage determination, that determination is applicable for the option periods; the Contractor may be entitled to an equitable adjustment.

H.3 AUDITS, RECORDS, AND RECORD RETENTION

H.3.1 At any time or times before final payment and three (3) years thereafter, the Director/ACCO may have the Contractor's invoices or vouchers and statements of cost audited. For cost reimbursement contracts, any payment may be reduced by amounts found by the Director/ACCO not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Contractor by the District Government and an

overpayment is found, the Contractor shall reimburse the District for said overpayment within thirty (30) days after written notification.

H.3.2 The Contractor shall establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting principles and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under the contract that results from this solicitation.

H.3.3 The Contractor shall retain all records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to the contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of the contract.

H.3.4 The Contractor shall assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, District, or other personnel duly authorized by the Director/ACCO.

H.3.5 Persons duly authorized by the Director/ACCO shall have full access to and the right to examine any of the Contractor's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

H.3.6 The Contractor shall include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

H.3.7 The provisions of this clause govern in preference to the provisions of Clause 18, Examination and Retention of Records, in the Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts, March 2007, to the extent of any inconsistency.

H.4 **PUBLICITY**

The Contractor shall at all times obtain the prior written approval from the Director/ACCO before it, any of its officers, agents, employees or subcontractor either during or after expiration or termination of the contract make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.5 **CONFLICT OF INTEREST**

H.5.1 No official or employee of the District of Columbia or the Federal Government who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall, prior to the completion of the project, voluntarily acquire any personal interest, direct or indirect, in the contract or proposed contract.

H.5.2 The Contractor represents and covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants not to employ any person having such known interests in the performance of the contract.

H.6 **MANDATORY SUBCONTRACTING REQUIREMENTS**

Information concerning DBH Mandatory Subcontracting Requirements for Contracts in Excess of \$250,000 is available at DBH link:

<http://dmh.dc.gov/sites/default/files/dc/sites/dmh/publication/attachments/Procurement%20-%20Mandatory%20Subcontracting%20Requirements%20%20%20April%202014.pdf>.

The Contractor shall be held responsible in complying with the Mandatory Subcontracting Requirements during the duration of the Contract.

H.7 **PRIVACY AND CONFIDENTIALITY COMPLIANCE**

Information concerning DBH Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) is available at DBH link:

<http://dmh.dc.gov/sites/default/files/dc/sites/dmh/publication/attachments/Procurement%20-%20-%20HIPAA%20Clause%20%28Updated%29.%20April%202014.pdf>. The

Contractor shall be held responsible in complying with the HIPAA Compliance Clause during the duration of the Contract.

H.8 **AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

During the performance of the contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. *See* 42 U.S.C. §12101 *et seq.*

H.9 **NOTICE OF NON-DISCRIMINATION**

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act shall not be tolerated. Violators shall be subject to disciplinary action.

H.10 **SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED**

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded program and activities. See 29 U.S.C. § 794 *et seq.*

H.11 **WAY TO WORK AMENDMENT ACT OF 2006**

H.11.1 Except as described in H.11.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.

H.11.2 The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage rate.

H.11.3 The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.

H.11.4 The Department of Employment Services may adjust the living wage annually and the District’s Office of Contracting and Procurement shall publish the current living wage rate on its website at www.ocp.dc.gov. If the living wage is adjusted during the term of the contract, the Contractor shall be bound by the applicable wage rate as of the effective date of the adjustment, and the Contractor may be entitled to an equitable adjustment.

H.11.5 The Contractor shall provide a copy of the Fact Sheet attached as J.9 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.10 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

H.11.6 The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.

H.11.7 The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*

H.11.8 The requirements of the Living Wage Act of 2006 do not apply to:

- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
- (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;

- (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
- (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
- (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
- (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
- (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.11.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

H.12 **CONTRACTOR LICENSE/CLEARANCES**

Contractor shall maintain documentation that all staff possesses adequate training, qualifications and competence to perform the duties to which they are assigned and hold current licenses or certification as appropriate.

H.13 **COST OF OPERATION**

Except as otherwise specified in this Contract, Contractor shall be responsible for all costs of operation under this Contract, including but not limited to taxes, surcharges, licenses, insurance, transportation, salaries and bonuses.

***** END OF SECTION H *****

PART I: THE SCHEDULE

SECTION I

LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

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SECTION I

LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION I – CONTRACT CLAUSES **CONTRACT CLAUSES**

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS AND WAGE DETERMINATION

The Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, dated March 2007 (Attachment J-1), are incorporated by reference into this contract. The Standard Provisions are attached hereto and can also be retrieved at:

http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP_Channel%209%20Solicitation%20Attachments_standard_contract_provisions_0307.pdf (Double click on link)

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee of the District or customer of the District shall be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, shall include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Attachment J.4. An award cannot be made to any Prospective Offeror who has not satisfied the equal employment requirements as set forth by the Department of Small and Local Business Development.

I.6 DEPARTMENT OF MENTAL HEALTH POLICIES AND RULES

Includes requirement to be in compliance with DBH Policies and Rules with References to DBH Web Site with Link: <http://dmh.dc.gov/node/240592> (Double click on link)

I.7 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that shall interfere with the performance of work by another District Contractor or by any District employee.

I.8 SUBCONTRACTORS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior, written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District shall have the right to review and approve prior to its execution to the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

1.9.1 Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor contractor.

I-10 SUSPENSION OF WORK

I-10.1 The Director, Contracts and Procurement/Agency Chief Contracting Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Director, Contracts and Procurement/Agency Chief Contracting Officer determines appropriate for the convenience of the District. If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed or interrupted by an act of the Director, Contracts and Procurement/Agency Chief Contracting Officer in the administration of this contract, or by the Director, Contracts and Procurement/Agency Chief Contracting Officer's failure to act within the time specified in this contract (or within a reasonable time if not specified), an adjustment shall be made for any increase in the cost of performance of this contract (excluding profit) necessarily caused by the unreasonable suspension, delay, or interruption, and the contract modified in writing accordingly.

I-10.2 No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor, or for which an equitable adjustment is provided for or excluded under any other term or condition of this contract.

I-10.3 A claim under this clause shall not be allowed for any costs incurred more than twenty (20) days before the Contractor shall have notified the Director, Contracts and Procurement/Agency Chief Contracting Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and unless the claim, in an amount stated, is asserted in writing as soon as

practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

I-11 STOP WORK ORDER

- I-11.1 The Director, Contracts and Procurement/Agency Chief Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of ninety (90) days after the order is delivered to the Contractor, and for any further period to which the parties may agree.
- I-11.2 The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurring of costs allocable to the work covered by the order during the period of work stoppage. Within a period of ninety (90) days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Director, Contracts and Procurement/Agency Chief Contracting Officer shall either cancel the stop-work order; or terminate the work covered by the order as provided in the Default or Termination for Convenience clauses in the Standard Contract Provisions (Attachment J-1).
- I-11.3 If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Director, Contracts and Procurement/Agency Chief Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly.
- I-11.4 If the stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and the Contractor asserts its right to the adjustment within thirty (30) days after the end of the period of work stoppage; provided, that, if the Director, Contracts and Procurement/Agency Chief Contracting Officer decides the facts justify the action, the Director, Contracts and Procurement/Agency Chief Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- I-11.5 If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the District, the Director, Contracts and Procurement/Agency Chief Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- I-11.6 If a stop-work order is not canceled and the work covered by the order is terminated for default, the Director, Contracts and Procurement/Agency Chief Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

I.12 INSURANCE

The Contractor shall procure and maintain at its own cost and expense, during the entire period of performance under this Contract, the types of insurance specified below. The Contractor shall submit a Certificate of Insurance giving evidence of the required coverage prior to commencing work. All insurance shall be procured from insurers

authorized to do business in Washington, DC. The Contractor shall require all subcontractors to carry the insurance required herein, or Contractor may, at his option, provide the coverage for any or all subcontractor, and if so, the evidence of insurance submitted shall so stipulate. In no event shall work be performed until the required certificate of insurance has been furnished. The insurance shall provide for 30 days prior written notice to be given to the District in the event coverage is substantially changed, canceled or non-renewed. If the insurance provided is not in compliance with all the requirements herein, the District maintains the right to stop work until proper evidence is provided.

Evidence of insurance shall be submitted to:

Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer
Government of the District of Columbia
Department of Behavioral Health
64 New York Avenue, NE, 2nd Floor
Washington, DC 20002

I.13.1 WORKERS' COMPENSATION INSURANCE

A policy complying with the requirements of the statutes of the jurisdiction(s) in which the contract work will be performed, covering all employees of the Contractor. Employer's Liability coverage with limits of liability of not less than \$100,000/accident, \$100,000/disease, and \$500,000/disease policy limit shall be included.

I.14.2 COMMERCIAL GENERAL LIABILITY INSURANCE

A policy issued to and covering liability imposed upon the Contractor with respect to all work to be performed and all obligations assumed by the Contractor under the terms of this Contract. Products-completed operations, independent contractors, and contractual liability coverage's are to be included. If any machinery, equipment, storage containers or anything else that has the potential for releasing contaminants (e.g., fuels, lubricants, etc.) into the environment will be brought onto the job site, the policy shall endorsed to provide coverage's for sudden and accidental pollutions. The District is to be designated as an additional insured with respect to operations to be performed. Coverage under this policy or policies, shall have limits of liability of not less than \$1,000,000 per occurrence, combined single limit for bodily injury (including disease or death), personal injury and property damage (including loss of use) liability.

I.14.3 All insurance shall be written with responsible companies. Each insurance policy shall be provided for at least thirty (30) days written notice to the District, prior to any termination or material alternation.

I.15 GOVERNING LAW

This Contract is governed by the laws of the District of Columbia, the rules and regulations of the Department of Mental Health and other pertinent laws, rules and regulations relating to the award of public contracts in the District.

I.16 FIRST SOURCE EMPLOYMENT AGREEMENT

The Contractor shall maintain compliance with the terms and conditions of the First Source Employment Agreement executed between the District of Columbia and the Contractor throughout the entire duration of the contract, including option periods if any.

I.17 ANTI-KICKBACK PROCEDURES

Definitions:

“Kickback,” as used in this clause, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, to any prime Contractor, prime Contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a subcontract relating to a prime contract.

“Person,” as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.

I.17.1 “Prime contract,” as used in this clause, means a contract or contractual action entered into by the District for the purpose of obtaining supplies, materials, equipment, or services of any kind.

I.17.2 “Prime Contractor” as used in this clause, means a person who has entered into a prime contract with the District.

I.17.3 “Prime Contractor employee,” as used in this clause, means any officer, partner employee, or agent of a prime Contractor.

I.17.4 “Subcontract,” as used in this clause, means a contract or contractual action entered into by a prime Contractor or subcontractor for the purpose of obtaining supplies, materials, equipment, or services of any kind under a prime contract.

I.17.5 “Subcontractor,” as used in this clause, means any person, other than the prime Contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract, and includes any person who offers to furnish or furnishes general supplies to the prime Contractor or a higher tier subcontractor.

I.17.6 “Subcontractor employee,” as used in this clause, means any officer, partner, employee, or agent of a subcontractor.

I-17.7 The Anti-Kickback Act of 1986, 41 U.S.C. §§ 51-58 (the Act), prohibits any person from:

I.17.7.1 Providing or attempting to provide or offering to provide any kickback;

I.17.7.2 Soliciting, accepting, or attempting to accept any kickback; or

I.17.7.3 Including, directly or indirectly, the amount of any kickback in the contract price charged by a prime Contractor to the District or in the contract price charged by a subcontractor to a prime Contractor or higher tier subcontractor.

I.17.8 The Contractor shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in paragraph I-17.7 of this clause in its own operations and direct business relationships.

I.17.9 When the Contractor has reasonable grounds to believe that a violation described in paragraph I-17.7 of this clause may have occurred, the Contractor shall promptly report in writing the possible violation to the Director, Contracts and Procurement/Agency Chief Contracting Officer.

I.17.9 The Director, Contracts and Procurement/Agency Chief Contracting Officer may offset the amount of the kickback against any monies owed by the District under the prime contract and/or direct that the Prime Contractor withhold from sums owed a subcontractor under the prime contract the amount of the kickback. The Director, Contracts and Procurement/Agency Chief Contracting Officer may order that monies withheld under this clause be paid over to the District unless the District has already offset those monies under this clause. In either case, the Prime Contractor shall notify the Director, Contracts and Procurement/Agency Chief Contracting Officer when the monies are withheld.

I.18 RIGHTS IN DATA

I.18.1 “Data,” as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

I.18.2 The term “Technical Data”, as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.

- I.18.3 The term “Computer Software”, as used herein means computer programs and computer databases. “Computer Programs”, as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.
- I.18.4 The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I.18.5 All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by the Contractor for the District under this contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public. The District shall not unreasonable withhold consent to the Contractor’s request to publish or reproduce data in professional and scientific publications.
- I.18.6 The District shall have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:
- I.18.6.1 Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;
 - I.18.6.2 Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;
 - I.18.6.3 Copy computer programs for safekeeping (archives) or backup purposes; and

- I.18.6.4 Modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.
- I.18.7 The restricted rights set forth in section I-18.6 are of no effect unless:
- I.18.7.1 The data is marked by the Contractor with the following legend:

RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions stated in Contract No. _____
With _____(Contractor's Name); and

- I.18.7.2 If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.
- I.18.8 In addition to the rights granted in Section I-18.9 below, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I-18.9 below, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the Contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in this paragraph.
- I.18.9 Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use Section I-18.5 in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.
- I.18.10 For all computer software furnished to the District with the rights specified in Section I-18.3, the Contractor shall furnish to the District a copy of the source code with such rights of the scope specified in Section I-18.7. For all computer software furnished to the District with the restricted rights specified in Section I-18.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by the court if competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the sources code the reasonable cost of making each copy.

I.18.11 The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses for the following:

I.18.11.1 Violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or

I.18.11.2 Based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.18.12 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

I.18.13 Sections I-18.6, I-18.7, I-18.8, I-18.11 and I-18.12 in this clause are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of

I.19 ORDER OF PRECEDENCE

A conflict in language or any inconsistencies in this Contract shall be resolved by giving precedence to the document in the highest order of priority which contains language addressing the issue in question. The following sets forth in descending order of precedence documents that are hereby incorporated into this contract by reference and made a part of the Contract:

I.19.1 Settlement Agreement dated September 8, 2011 in *Dixon, et al. v Gray, et al.*, CA 74-285 (TFH) (Attachment J.2)

I.19.2 Wage Determination No. 2005-2103, Revision 13, dated June 19, 2013 (Attachment J.7)

I.19.3 Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts dated March 2007. (Attachment J.1)

I.19.4 Sections A through M of this Contract Number RM-15-RFP-100-SRR-XXX-BY4-SC, Signed Amendments by Vendor and Waiver of Subcontracting Requirements

I.19.5 Best and Final Offer (RFP)

I.19.6 Request for Proposal Submission

I.19.7 Request for Proposal Solicitation, as amended

I.19.8 DBH Policies and Rule

This Contract, including incorporated documents, constitutes the entire agreement between the parties. All previous discussions, writings and agreements are merged herein and shall not provide a basis for modifying or changing this written contact.

***** END OF SECTION I *****

**PART I: THE SCHEDULE
SECTION J
WEB ADDRESSES FOR COMPLIANCE DOCUMENTS**

- J-1 Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts dated March 2007 (SCP). (Double click on link”) (27 PAGES)
http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP_Channel%202_9%20Solicitation%20Attachments_standard_contract_provisions_0307.pdf
- J-2 Dixon Settlement Agreement dated September 8, 2011 In Dixon, et al. v Gray, et al., ca 74-285 (TFH) (Double click on link) (22 PAGES)
- J-3 Tax Certification Affidavit (Double click on link) (1 PAGE)
http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP_Channel%202_9%20Solicitation%20Attachments_tax_certification_affidavit.pdf
- J-4 Equal Employment Opportunity (EEO) Policy Statement (6 PAGES) (Double click on link)
http://ocp.in.dc.gov/ocp/lib/ocp/policies_and_form/eo_compliance.pdf
- J-5 First Source Agreement (13 PAGES TOTAL) (NEW FORM-10 PAGES-EMAIL ATTACHMENT) (EMPLOYMENT PLAN-3 PAGES -Double click on link)
<http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/FIRST%20SOURCE%20EMPLOYMENT%20PLAN%20-%20%28%24300K%20-%20%245%20M%29%20Rev.%202013.pdf>
- J-6 Bidder/Offeror Certification Form (5 PAGES) <http://ocp.dc.gov/node/740742>
- J-7 Mandatory Subcontracting Plan Information <http://ocp.dc.gov/node/541462>
- J-8 Wage Determination No. 2005-2103 (Revision 13) June 19, 2013 (10 PAGES)
<http://www.wdol.gov/wdol/scafiles/std/05-2103.txt?v=12> (Double click on link)
- J-9 Living Wage Act Fact Sheet (The Way to Work Amendment Act of 2006) (2 PAGES)
(Double click on link) <http://ocp.dc.gov/publication/2014-living-wage-fact-sheet>
- J.10 Living Wage Notice of 2014 (The Way to Work Amendment Act of 2006)
<http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/2014-LIVING-WAGE-NOTICE.pdf>
- J.11 Department of Behavioral Health Policies and Rules <http://dmh.dc.gov/node/240592>
(Double click on link)
- J.12 Level of Care Utilization System (LOCUS/CALOCUS) Evaluations (55 PAGES)
<http://dmh.dc.gov/sites/default/files/dc/sites/dmh/publication/attachments/TL161.pdf>
(Double click on link)
- J.13 Reporting Major Unusual Incidents (MUIs) and Unusual Incident (UIs) (18 PAGES)
<http://dmh.dc.gov/sites/default/files/dc/sites/dmh/publication/attachments/TL165.pdf>
(Double click on link)
- J.14 MHRS Provider Authorization and Billing Manual (93 PAGES)
<http://dmh.dc.gov/sites/default/files/dc/sites/dmh/publication/attachments/1000.2A%20TL-192.pdf>
(Double click on link)

The Contractor shall perform all services in accordance with the Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts, dated March 2007 and incorporated herein by reference.

***** END OF SECTION J *****

SECTION K

**REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF
OFFERORS**

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**SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS
OF OFFERORS**

K.1 AUTHORIZED NEGOTIATORS

The Offeror represents that the following persons are authorized to negotiate on its behalf with the District in connection with the request for proposals. (list names, titles, and telephone numbers of the authorized negotiators).

K.2 TYPE OF BUSINESS ORGANIZATION

K.2.1 The Offeror, by checking the applicable box, represents that

(a) It operates as:

a corporation incorporated under the laws of the State of _____

an individual,

a partnership

a nonprofit organization, or

a joint venture; or

(b) If the Offeror is a foreign entity, it operates as:

an individual

a joint venture, or

a corporation registered for business in _____

(Country)

**K.3 CERTIFICATION AS TO COMPLIANCE WITH EQUAL
OPPORTUNITY OBLIGATIONS**

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 10, 1985 and the Office of Human Rights' regulations, Chapter 11, "Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for Contracts subject to the order. Failure to complete the certification may result in rejection of the Offeror for a Contract subject to the order.

I hereby certify that I am fully aware of the content of the Mayor’s Order 85-85 and the Office of Human Rights’ regulations, Chapter 11, and agree to comply with them in performance of this Contract.

Offeror _____ Date _____

Name _____ Title _____

Signature _____

Offeror ____ has ____ has not participated in a previous Contract or subcontract subject to the Mayor’s Order 85-85. Offeror ____ has ____ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed subcontractor. (The above representations need not be submitted in connection with Contracts or subcontracts, which are exempt from the Mayor’s Order.)

K.4 BUY AMERICAN CERTIFICATION

The Offeror hereby certifies that each end product, except the end products listed below, is a domestic end product (as defined in Clause 23 of the Standard Contract Provisions, “Buy American Act”), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS

_____ COUNTRY OF ORIGIN

K.5 DISTRICT EMPLOYEES NOT TO BENEFIT - REFERENCES SCP CLAUSE13/DISTRICT EMPLOYEES NOT TO BENEFIT/PAGE 7

http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP_Channel%209%20Solicitation%20Attachments_standard_contract_provisions_0307.pdf (Double click on link)

Each Offeror shall check one of the following:

_____ No person listed in Clause 13 of the Standard Contract Provisions shall benefit from this Contract.

_____ The following person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the Standard Contract Provisions.

K.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

- (a) Each signature of the Offeror is considered to be a certification by the signatory that:
- (1) The prices in the Offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any Contractor or competitor relating to:
 - (i) those prices
 - (ii) the intention to submit an Offer, or
 - (iii) the methods or factors used to calculate the prices in the Offer;
 - (2) The prices in the Offer have not been and shall not be knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor before award unless otherwise required by law; and
 - (3) No attempt has been made or shall be made by the Offeror to induce any other concern to submit or not to submit an Offer for the purpose of restricting competition.
- (b) Each signature on the Offer is considered to be a certification by the signatory that the signatory:
- (1) Is the person in the Offeror's organization responsible for determining the prices being offered in this Offer, and that the signatory has not participated and shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - (2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(Please insert full name and title of the person(s) in the organization responsible for determining the prices offered in this Offer)

- (i) As an authorized agent, does certify that the principals named in subdivision (b)(2) above have not participated, and shall not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
 - (ii) As an agent, has not participated, and shall not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the Offeror deletes or modifies subparagraph (a)(2) above, the Offeror shall furnish with its Offer a signed statement setting forth in detail the circumstances of the disclosure.

K.7 ACKNOWLEDGMENT OF AMENDMENTS

The Offeror acknowledges receipt of the following Amendments to the solicitation and related documents numbered and dated as follows:

Amendment No.	Date	Name of Authorized Representative	Title of Authorized Representative	Signature of Authorized Representative

*****END OF SECTION K*****

SECTION L

INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

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SECTION L

INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

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SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District

The District intends to award a contract resulting from this solicitation to the responsive and responsible Offeror whose Offer conforming to the solicitation shall be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.2 Initial Offers

The District may award a contract on the basis of initial Offer received, without discussion. Therefore, each initial Offer should contain the Contractor best terms from a standpoint of cost or price, technical and other factors.

L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

L.2.1 One original and four (4) copies of the written Proposals shall be submitted and titled “**Technical Proposal.**” **One copy of compliance documents only is permitted.** Proposals shall be typewritten in 12 point Times New Roman font on 8.5” by 11” bond paper. **Telephonic, and facsimile proposals shall not be accepted.** Each proposal shall be submitted in a sealed envelope conspicuously marked “**Proposal in Response to Solicitation No. (insert solicitation number, title and name of Offeror)**”.

L.2.2 Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. Offerors shall respond to each factor in a way that shall allow the District to evaluate the Offeror’s response. Offerors shall submit information in a clear, concise, factual and logical manner, providing a comprehensive description of program supplies and services delivery thereof. 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 Section C.

L.2.3 Technical Proposal

L.2.3.1 The Technical Proposal shall be no more than 20 single-spaced pages, one side only. The District shall not consider any pages in excess of 20 pages to be a part of the Technical Proposal and shall not review or evaluate such pages. Offeror shall address all of the requirements depicted in Section C – Scope of Work/ Deliverables.

L.2.3.2 Offeror shall also complete the following documents and submit them along with its Technical Proposal:

- L.2.3.2.1** Solicitation, Offer and Award form (See Section L.9, below);
- L.2.3.2.2** Attachment J.3 of this solicitation, Tax Certification Affidavit
- L.2.3.2.3** Attachment J.4 of this solicitation, Equal Employment Opportunity Form
- L.2.3.2.4** Attachment J.5 of this solicitation, First Source Agreement (**Form Updated**)
- L.2.3.2.5** Attachment J.6 of this solicitation, Bidder/Offeror Certification Form
- L.2.3.2.6** Attachment J.7 of this solicitation, Subcontracting Plan Form
- L.2.3.2.7** Section K of this solicitation, Representations, Certifications and Other Statements of Offeror

- L.2.3.2.8** The names, address, phone numbers and e-mail addresses of at least, but no more than three (3) government agencies/points of contact for which Offeror has provided the same or similar services in the last three (3) years. The District shall contact these agencies as part of conducting its Past Performance Evaluation (See Section M.3.7, below.)

- L.2.3.2.9** Any document required by Section C and Section L.19 of this solicitation.

L.2.4 **Price Proposal (NOT APPLICABLE FOR THIS RFP DUE TO PENDING PUBLISHED RATE)**

- L.2.4.1** Offerors shall complete Section B, Pricing Schedule to include a detail supporting Budget Narrative to explain Pricing.

L.3 **PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS**

L.3.1 **Proposal Submission**

Proposal must be submitted no later than **Wednesday, August 20, 2014 @ 2:00PM (EST) to the following address AND CLEARLY MARKED THAT IT IS A REQUEST FOR PROPOSAL SUBMISSION WITH THE SOLICITATION NUMBER: RM-15-RFP-100-SRR-XXX-BY4-SC in compliance with Section L.2:**

Government of the District of Columbia
Department of Behavioral Health
Contracting and Procurement Services
64 New York Avenue, NE, 2nd Floor
Washington, DC 20002
Attn: Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer

Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are “late” and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- (a) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;
- (b) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or
- (c) The proposal is the only proposal received.

L.3.2 Withdrawal or Modification of Proposals

An Offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date for receipt of proposals.

L.3.3 Postmarks

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the Contractor can furnish evidence from the postal authorities of timely mailing.

L.3.4 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.3.5 Late Proposals

A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

L.4 EXPLANATION TO PROSPECTIVE OFFERORS

If a prospective Offeror has any questions relative to this solicitation, the prospective Offeror shall submit the question in writing to the **Contact Person identified in Section A, Page One, Item #10 of this solicitation**. The prospective Offeror shall submit questions no later than **seven (7) calendar days** prior to the closing date and time indicated for this solicitation. The District shall not consider any questions received fewer than **seven (7) calendar days** before the date set or submission of the proposals. The District shall furnish responses promptly to all prospective Offerors. The District shall issue an Amendment to the solicitation if that information is necessary in submitting Offers, or if the lack of it

would be prejudicial to any other prospective Offeror. Oral explanations or instructions given before the award of the contract shall not be binding.

L.5 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an Offer should not return this solicitation. Instead, they should advise the Director/ACCO, Department of Behavioral Health , 64 New York Avenue, N.E., 2nd Floor, Washington, DC 20002, Telephone (202) 671-3171/3185 by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Director/ACCO of the reason for not submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the Director, ACCO that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.6 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.6.1 Offerors who include in their proposals data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

“This proposal includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a Contract is awarded to this Offeror as a result of or in connection with the submission of this data, the District shall have the right to duplicate, use, or disclose the data to the extent consistent with the District’s needs in the procurement process. This restriction does not limit the District’s rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in Sheets (insert page numbers or other identification of Sheets).”

L.6.2 Mark each Sheets of data it wishes to restrict with the following legend:

”Use or disclosure of data contained on the Sheet is subject to the restriction on the title page of this proposal.”

L.7 PROPOSALS WITH OPTIONS YEARS

The Offeror shall include option year prices in its Price proposal. An Offer may be determined to be unacceptable if it fails to include option year pricing.

L.8 PROPOSAL PROTESTS

Any actual or prospective Offeror or Contractor, who is aggrieved in connection with the solicitation or award of a Contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest

based on alleged improprieties in a solicitation which are apparent prior to the time set for receipt of initial proposals shall be filed with the Board prior to bid opening or the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into this solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 441 – 4th Street, N.W., Suite 350 North, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the Contracting officer for the solicitation.

L.9 SIGNING OF OFFERS

The Offeror shall sign the Offer in **Blue Ink** and print or type the name of the Offeror and the name and title of the person authorized to sign the Offer in blocks 14, 14A, 15 and 15A of Section A, Solicitation, Offer and Award form, page one of this solicitation. The Offeror's solicitation submission must be **signed in Blue Ink** by an authorized negotiator as identified in Section K.1 of your submission. DBH shall not under any circumstances accept a submission signed by someone other than an authorized negotiator, nor submitted with either an electronic signature, a signature stamp, a color copy of a signature, or anything other than an original signature in **Blue Ink** by an authorized negotiator. Furthermore, wherever any other part of the solicitation requires you to submit a document with a signature (*e.g.* Section L-Certification as to Compliance with Equal Employment Opportunity, Tax Certification Affidavit, First Source Employment Agreement), only an original signature by an authorized negotiator, in **Blue Ink** shall be accepted by DBH. Erasures or other changes must be initialed by the person signing the Offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Director/ACCO.

L.10 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Contractor's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

L.11 RETENTION OF PROPOSALS

All proposal documents shall be the property of the District and retained by the District, and therefore shall not be returned to the Offeror.

L.12 PROPOSAL COSTS

The District is not liable for any costs incurred by the Offeror in submitting proposals in response to this solicitation.

L.13 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS

In addition to other proposal submission requirements, the Contractor must submit within ten (10) days of request an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code section 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals following award of the Contract, subject to applicable FOIA exemption under Section 2-534(a)(1).

L.14 **CERTIFICATES OF INSURANCE**

The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in Section I.12 prior to commencing work. Evidence of insurance shall be submitted within ten (10) days of request by the District to:

Samuel J. Feinberg, CPPO, CPPB
Director, 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

L.15 **ACKNOWLEDGMENT OF AMENDMENTS**

Offerors shall acknowledge receipt of any amendment to this solicitation by (a) signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section K of the solicitation; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of Offers. An Offeror's failure to acknowledge an amendment may result in rejection of the Offer.

L.16 **BEST AND FINAL OFFERS**

If, subsequent to receiving original proposals, negotiations are conducted, all Offerors within the competitive range shall be so notified and shall be provided an opportunity to submit written Best and Final Offers (BAFOs) at the designated date and time. Best and Final Offers shall be subject to Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions shall be reopened unless the

Contracting Officer determines that it is clearly in the Government's best interest to do so, *e.g.*, it is clear that information available at that time is inadequate to reasonably justify selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for BAFOs to all Offerors still within the competitive range.

L.17 **KEY PERSONNEL**

The Offeror shall identify proposed key personnel for each discipline required and outline their relevant experience, indicating the percentage of their total time to be dedicated to this project, and shall identify the Project Manager who shall lead the day-to-day activities of the project and outline his/her relevant experience (introductory narrative plus 1 page (maximum) **resumes of key personnel only** are encouraged).

L.18 **ACCEPTANCE PERIOD**

The Offeror agrees that its Offer remains valid for a period of 120 days from the solicitation's closing date.

L.19 **LEGAL STATUS OF CONTRACTOR**

L.19.1 Offeror must provide as part of its proposal its Name, Address, Telephone Number, Federal tax identification number and DUNS Number.

L.19.2 Offeror must provide a copy with its proposal a copy of each District of Columbia license, registration or certification that the Offeror is required by law to obtain. This mandate also requires the Offeror to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code section 47-2862 (2001), if the Offeror is required by law to make such certification. If the Offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to Contract award or its exemption from such requirements; and

L.19.3 If the Offeror is a partnership or joint venture, Offeror must provide the names of general partners or joint ventures, and copies of any joint venture or teaming agreements.

L.20 **FAMILIARIZATION WITH CONDITIONS**

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties that may be encountered, and the conditions under which work is to be accomplished. Offerors shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.21 **STANDARDS OF RESPONSIBILITY**

The Offeror shall demonstrate to the satisfaction of the District the capability in all respects to perform fully the Contract requirements, therefore, the Offeror shall submit the documentation listed below, within five (5) days of the request by the District:

- L.21.1** Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the Contract.
- L.21.2** Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- L.21.3** Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- L.21.4** Furnish evidence of compliance with the applicable District licensing, tax laws and regulations.
- L.21.5** Furnish evidence of a satisfactory performance record, record of integrity and business ethics.
- L.21.6** Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- L.21.7** If the Offeror fails to supply the information requested, the Director/ACCO shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the Offeror to be non-responsible.

L.22 **OPTIONAL PRE-PROPOSAL CONFERENCE**

- L.22.1** The District shall conduct an Optional Pre-Proposal Conference on **Friday, August 8, 2014@1:00PM in the DBH Training Room 242** at the Department of Behavioral Health, 64 New York Avenue, NE, 2nd Floor, Washington, D.C. 20002. Prospective Offerors shall be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from Offerors on the solicitation document as well as to clarify the contents of the solicitation. Attendees must complete the Pre-Proposal Conference Attendance Roster at the conference so that their attendance can be properly recorded. This conference is to be held no more than 7 days after the release of the solicitation.
- L.22.2** Impromptu questions shall be permitted and spontaneous answers shall be provided at the District's discretion. Verbal answers given at the pre-proposal conference are only intended for general discussion and do not represent the District's formal position. All questions must be submitted in writing to the Director/ACCO following the close of the Pre-Proposal conference in order to generate a formal answer, but in any event no fewer than seven (7) days prior to the date set for receipt of proposals. Answers shall be provided in writing to all prospective Offerors who are listed on the official Offerors' list as having received a copy of the solicitation, and shall be issued as an Amendment to the solicitation.

*****END OF SECTION L*****

SECTION M

EVALUATION FACTORS FOR AWARD

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SECTION M: EVALUATION FACTORS FOR AWARD

M.1 EVALUATION FOR AWARD

The Contract(s) shall be awarded to the responsible Offeror(s) whose Offer(s) conforming to the solicitation shall be most advantageous to the District, based upon the Evaluation Criteria specified below. While the points in the Evaluation Criteria indicate their relative importance, the total scores shall not necessarily be determinative of the award. Rather the total scores shall guide the District in making an intelligent award decision based upon the Evaluation Criteria.

M.2 TECHNICAL RATING

The Technical Rating Scale is as follows:

Numeric Rating	Adjective	Description
1	Unacceptable	Fails to meet minimum requirements; major deficiencies which are not correctable
2	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
3	Acceptable	Meets requirements; only minor deficiencies which are correctable
4	Good	Meets requirements; no deficiencies
5	Excellent	Exceeds most, if not all requirements; no deficiencies

For example, if a subfactor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as “Good” the part of the proposal applicable to the subfactor, the score for the subfactor is 4.8 (4/5 of 6). The subfactor scores shall be added together to determine the score for the factor level.

M.3 TECHNICAL EVALUATION CRITERIA

M.3.1 The Technical Evaluation Criteria set forth below have been developed by agency technical personnel and has been tailored to the requirements of this particular solicitation. The criteria serve as the standard against which all proposals shall be evaluated and serve to identify the significant matters which the Offeror should specifically address in complying with the requirements of this solicitation.

M.3.2 Offeror's Technical Proposal and Price Proposal shall be evaluated separately.

M.3.3 TECHNICAL UNDERSTANDING OF REQUIREMENT AND TECHNICAL APPROACH (60 POINTS)

- a. Describe in writing a clear understanding of the range of services required in Chapter 38, Title 22 of the DC Municipal Regulations.
- b. Describe in writing an understanding of the DBH residential service delivery system (Residential, Transitional and Crisis services, Supported Independent Living) including all relevant regulations, rules and DBH policies.
- c. Describe in writing an understanding of the importance of providing clinical support and assisting individuals in achieving recovery focused goals.
- d. Describe in writing how proposed services shall improve the DBH residential service delivery system through the provision of recovery focused culturally and linguistically competent care.
- e. Describe in writing an understanding of the importance of coordinating care and documenting consumer progress to the referring CSA.
- f. Describe in writing how your staff have been trained and their ability to provide mental health and behavioral supports to residents.
- g. Describe in writing a clear understanding of the requirement to provide a Transition Plan and provide and include a sample Transition Planning document.
- h. Describe in writing a thorough understanding of the value and potential role of Peer Specialist in implementing CTI model.

M.3.4 MANAGEMENT PLAN (10 POINTS)

- a. Describe in writing thorough understanding of how the residential services program shall be organized, staffed and managed in accordance with the requirements in Section C.
- b. Describe in writing how the residential services program shall be provided to include but not limited to:
 - 1) Coordination of day-to-day provisions of program services
 - 2) Accommodation of consumers with special needs (language, sight, mobility)
 - 3) Location of facilities
 - 4) Provision of intermittent nursing care or physical therapy
 - 5) Provision of services that are culturally and linguistically competent
 - 6) Access to facility by residence 7 (seven) days per week/twenty-four (24) hours per day

- c. Describe in writing how Offeror shall work in collaboration with the DBH CRF review process to record admissions, transfers, discharges and deaths.
- d. Describe in writing how the Offeror shall ensure that the residential services program staff are in place and possess the ability to provide staffing ratios of 1:8 and 2:8 during periods of peak activity (meals, residents in the facility and awake), a minimum of 16 hours awake supervision and 24 hour supervision as needed.
- e. Describe in writing your commitment to annual training to address issues of staff competency within the relevant areas of mental health as well as cultural/linguistic competency. The draft training plan shall be included in the Offeror's submission.
- f. Describe your plan in writing to ensure that residential services billing does not duplicate MHRS and other billing for the same Consumer.
- g. Describe in writing how to ensure billing shall occur in a timely manner.
- h. Describe in writing your ability to meet DBH's monthly reporting requirements, as well as provide information to DBH staff within the requested timeframe including providing information no later than the close of the next business day if required to meet court deadlines or other legal requirements.
- i. Describe in writing your ability to comply with the performance improvement and monitoring quality indicators for residential service programs.

M.3.5. PERSONNEL

(10 POINTS)

- a. Describe in writing how staff shall be organized and managed to conduct required activities.
- b. Describe briefly how staff possesses the organizational resources, capability and experience to deliver the services described within the Scope of Work.
- c. Provide in writing job/role descriptions along with the staff educational and experiential background related to the key tasks required to complete the plan.

M.3.6 QUALITY IMPROVEMENT PLAN

(10 POINTS)

- a. Offeror demonstrates how a variety of sources, including but not limited to, Consumer satisfaction surveys, community service review results, performance improvement and quality indicators, and routine oversight and monitoring activities will be used to assess Consumer satisfaction and overall program effectiveness.

M.3.7 PAST PERFORMANCE CRITERIA

(10 POINTS)

The District shall evaluate Offeror's Past Performance in performing on contracts, grants or subcontracts for mental health services or similar services. Provide the names, addresses, numbers and email information for three (3) points of contact for which Offeror has provided the same or similar service in the last three (3) years. In addition, include a Letter of Support from each point of contact to include dates of service, brief description of the type of work provided and whether service was satisfactory.

M.4 PRICE CRITERIA ((NOT APPLICABLE FOR THIS RFP DUE TO PENDING PUBLISH RATE

The price evaluation shall be objective. The prospective Offeror with the lowest cost/price shall receive the maximum price points. All other proposals shall receive a proportionately lower score. The following formula shall be used to determine each Offeror's evaluated cost/price score:

$$\frac{\text{Lowest cost/price proposal} \times 10}{\text{Cost/Price of proposal being evaluated}} = \text{evaluated cost/price score}$$

M.5 PREFERENCE 12 Points

M.6 TOTAL 112 Points

M.7 CLAUSES APPLICABLE TO ALL OPEN MARKET SOLICITATIONS

M.7.1 Preference for Subcontracting to Open Market solicitations with No LBE, DEB, RBO Subcontracting Set Aside

A. Preference for Local Businesses, Disadvantaged Businesses, Resident Business Ownerships or Businesses Operation in an Enterprise Zone.

1. General Preferences

Under the provisions of D.C. Law 13-169, "Equal Opportunity for Local, Small, or Disadvantaged Business Enterprises Amendment Act of 2000" (the "Act", as used in this section), the District shall apply preferences in evaluating offers from businesses that are local, disadvantaged, resident business ownership or located in an enterprise zone of the District of Columbia.

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

1. Four percent reduction in the bid price or the addition of four points on a 100-point scale for a local business enterprise (LBE) certified by the Local Business Opportunity Commission (LBOC);
2. Three percent reduction in the bid price or the addition of three points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the LBOC;

3. Three percent reduction in the bid price or the addition of three points on a 100-point scale for a resident business ownership (RBO), as defined in Section 2 (a)(8A) of the Act, and certified by the LBOC; and
4. Two percent reduction in the bid price or the addition of two points on a 100-point scale for a business located in an enterprise zone, as defined in Section 2(5) of D.C. Law 12-268 and in 27 DCMR 899, 39 DCR 9087-9088 (December 4, 1992).

Any prime Contractor that is a LBE certified by the LBOC shall receive a four percent (4%) reduction in bid price for a bid submitted by the LBE in response to an Invitation for Bids (IFB) or the addition of four points on a 100-point scale added to the overall score for bids submitted by the LBE in response to a Request for Proposals (RFP).

Any prime Contractor that is a DBE certified by the LBOC shall receive a three percent (3%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to a RFP.

Any prime Contractor that is a RBO certified by the LBOC shall receive a three percent (3%) reduction in the bid price for a bid submitted by the RBO in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the RBO in response to a RFP.

Any prime Contractor that is a business enterprise located in an enterprise zone shall receive a two percent (2%) reduction in bid price for a bid submitted by such business enterprise in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by such business in response to a RFP.

B. Preferences for Subcontracting in Open Market Solicitations with No LBE, DBE, RBO Subcontracting Set Aside

The preferences for subcontracting in open market solicitations where there is no LBE, DBE or RBO subcontracting set aside are as follows:

1. If the prime Contractor is not a certified LBE, certified DBE, certified RBO or a business located in the enterprise in an enterprise zone, the District shall award the above-stated preferences by reducing the bid price or by increasing the points proportionally based on the total dollar value of the bid or proposal that is designated by the prime Contractor for subcontracting with a certified LBE, DBE, RBO or business located in an enterprise zone.
2. If the prime Contractor is a joint venture that is not a certified LBE, certified DBE or certified RBO joint venture, or if the prime Contractor is a joint venture that includes a business in an enterprise zone but such business located in an enterprise zone does not own and control at least fifty-one percent (51%) of the joint venture, the District shall award the above-stated preferences by reducing the bid price or by increasing the points proportionally in the proposal based on the total dollar value of the bid or

proposal that is designated by the prime Contractor for a certified LBE, DBE, RBO or business located in an enterprise zone, for participation in the joint venture.

For Example:

If a non-certified prime Contractor subcontracts with a certified local business enterprise for a percentage of the work to be performed on an RFP, the calculation of the percentage points to be added during evaluation would be according to the following formula:

$$\frac{\text{Amount of Subcontract}}{\text{Amount of Contract}} \times 4^* = \text{Points Awarded for Evaluating LSDBE Subcontracting}$$

*Note: Equivalent of four (4) points on a 100 point scale

The maximum total preference under the act of this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to a RFP. Any prime Contractor receiving the full bid price reduction or point addition to its overall score for a particular preference shall not receive any additional bid price reduction or points for further participation on a subcontracting level for that particular preference.

However, the prime Contractor shall receive a further proportional bid price reduction or point addition on a different preference for participation on a subcontracting level for that different preference. For example, if a LBE prime Contractor receives the four percent bid price reduction or the equivalent of four points on a 100-point scale, the LBE prime Contractor does not receive a further price reduction or additional points if such Contractor proposes subcontracting with an LBE. However, if this same LBE prime Contractor proposes subcontracting with a DBE, the LBE prime Contractor receives a further proportional bid price reduction or point addition for the DBE participation on the subcontracting level.

C. Preferences for Open Market Solicitation with LBE, DBE or RBO Subcontracting Set Aside

If the solicitation is an open market solicitation with LBE, DBE or RBO subcontracting set-aside, the prime Contractor shall receive the LBE, DBE, or RBO preferences only if it is a certified LBE, DBE or RBO. There shall be no preference awarded for subcontracting by the prime Contractor with a LBE, DBE or RBO, even if the prime Contractor proposes LBE, DBE, or RBO subcontracting above the subcontracting levels required by the solicitation. However, the prime Contractor shall be entitled to the full preference for business located in an enterprise zone if it is a business located in an enterprise zone or a proportional preference if the prime Contractor subcontracts with a business located in an enterprise zone.

The maximum total preference under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100 point scale for proposals submitted in response to a RFP.

D. Preferences for Certified Joint Ventures Including Local or Disadvantaged Businesses or Resident Business Ownerships

When an LBOC-certified joint venture includes a local business enterprise (LBE), disadvantaged business enterprise (DBE) or a resident business ownership (RBO), and the LBE, DBE or RBO owns and controls at least fifty-one percent (51%) of the venture, the joint venture shall receive the preference as if it were a certified LBE, DBE or RBO.

E. Preference for joint Ventures Including Businesses located in an Enterprise Zone

When a joint venture includes a business located in an enterprise zone, and such business located in an enterprise zone owns and controls at least fifty-one percent (51%) of the venture, the joint venture shall receive the preferences as if it were a business located in an enterprise zone.

1. Vendor Submission for Preferences

Any vendor seeking to receive preferences on this Contract must submit at the time of, and as part of its bid or proposal the following documentation, as applicable to the preference being sought:

- (a) Evidence of the vendor's, sub Contractor's, or joint venture partner's certification or self-certification as a LBE, DBE, or RBO, to include either:
 - (1) A copy of all relevant letters of certification from the Local Business Opportunity Commission (LBOC); or
 - (2) A copy of the sworn notarized Self-Certification Form prescribed by the LBOC, along with an acknowledgement letter issued by the Director of the LBOC. Businesses with principal offices located outside of the District of Columbia must first be certified as LBEs before qualifying for self-certification.

2. Evidence that the vendor or any sub Contractor is located in an enterprise zone.

In order for an Contractor to receive allowable preferences under this Contract, the Contractor must include the relevant information as described in subparagraphs (a) and (b) of this clause, as part of its proposal.

Refer to J.2.1 for the Self-Certification Package. In order to receive any preferences under this Contract, any vendor seeking self-certification must complete and submit the forms to:

Office of Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

All vendors are encouraged to contact the Local, Small and Disadvantaged Business Enterprises Certification Program at (202) 727-3900 if additional information is required on certification procedures and requirements.

Penalties for Misrepresentation

Any material misrepresentation on the sworn notarized self-certification form could result in termination of the contract, the Contractor's liability for civil and criminal action in accordance with the Act, D.C. Law 12-268, and other District laws, including debarment.

Local, Small, and Disadvantaged Business Enterprise Subcontracting

When a prime Contractor is certified by the Office of Local Business Development as a local, small or disadvantaged business or a resident business ownership, the prime Contractor shall perform at least fifty percent (50%) of the contracting effort, excluding the cost of materials, good, and supplies with its own organization resources, and if it subcontracts, fifty percent (50%) of the subcontracting effort, excluding the cost of materials, goods, and supplies shall be with certified local, small or disadvantaged business enterprises and resident business ownerships, unless a waiver is granted by the Contracting Officer, with prior approval and consent of the Director of the LBOC under the provisions of 27 DCMR 805, 39 DCR 5578-5580 (July 24, 1992).

By submitting a signed bid or proposal, the prime Contractor certifies that it shall comply with the requirements of paragraph (a) of this clause.

*****END OF SECTION M*****