



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH
 CONTRACTS AND PROCUREMENT SERVICES
 64 NEW YORK AVENUE, NE, 2ND FLOOR, WASHINGTON, DC 20002
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February 14, 2013

**EVALUATION SERVICES
 REQUEST FOR PROPOSAL (RFP)
 AMENDMENT NUMBER ONE (1) – RM-13-RFP-061-EVAL-BY4-SC**

TO ALL PROSPECTIVE OFFERORS:

THIS AMENDMENT HEREBY EXTENDS THE SUBMISSION DATE FROM FRIDAY, FEBRUARY 15, 2013 AT 2:00PM (EST) TO WEDNESDAY, FEBRUARY 20, 2013 AT 2:00PM (EST).

THIS AMENDMENT RESPONDS TO QUESTIONS AS A RESULT OF THE OPTIONAL PRE PROPOSAL CONFERENCE HELD ON MONDAY, JANUARY 28, 2013.

QUESTIONS AND ANSWERS

Question No.	RFP Section	Question
1		Prior to the option renewals each year, will there be a substantive, formalized review process before the option can be renewed, or is this expected to be more of a "pro-forma" unless any specific issues have arisen during the previous option period?
DMH RESPONSE: There shall be an internal evaluation for compliance with requirements of contract and satisfactory performance on the part of the contractor and is done by the Contracting Officer's Technical Representative (COTR) prior to the award of the next performance period.		
Question No.	RFP Section	Question
2	Section C.3.1.3	In the Scope of Work/Deliverables Section, Item C.3.1.3 reads "Access the impact of infrastructure..." Should it instead read, "Assess the impact of infrastructure...?"
DMH RESPONSE: The correct word is "Assess."		

Question No.	RFP Section	Question
3	Section H.7	Given that the Period of Performance for this contract shall be one (1) year from date of award with four (4) one year option periods (as per page 21, Period of Performance), and that the annual award is under \$250,000, does this offset the mandatory subcontracting requirements of H.7 (page 33)?
DMH RESPONSE: The Mandatory Subcontracting requirements are enforced for Contract Awards of \$250,000.000 and above.		
Question No.	RFP Section	Question
4		Is it possible to receive copies of the SOC and ACYF grant proposals submitted by DMH?
DMH RESPONSE: Copies of SOC and ACYF grants shall be made available to the successful Vendor that is awarded a Contract resulting from this RFP Solicitation.		
Question No.	RFP Section	Question
5	Section B.3	P. 4 'Pricing Schedule', line item No. 0001, lists 1025 hours and a Unit Rate. Given that we will have multiple individuals working on this project, how are we to represent a single Unit Rate? As we are also to submit a Budget Narrative, would the correct approach be to detail the hours and hourly rates in the budget narrative and then divide this total amount by 1025 to arrive at a Unit Rate?
DMH RESPONSE: Contract Line Item Number (CLIN) 0001 on the Schedule B Pricing Schedule Sheet having requested a Unit Rate is actually requesting an Hourly Rate.		
Question No.	RFP Section	Question
6	Section B.3	P. 4 'Pricing Schedule', line item No. 0003 indicates 30 trips to DC. This seems like a high number (2.5 trips per month). Is this a requirement, or can we propose that some of these project meetings can be done by phone?
DMH RESPONSE: The number of trips can be modified based on a number of factors including number of Evaluators that are travelling, strategies for data collection and ability to conduct meetings through other mediums.		

Question No.	RFP Section	Question
7		<p>P. 4 'Pricing Schedule', line item No. 0003 indicates 30 trips to DC, line item No. 0002 indicates attendance at the SOC grantee meeting, and line item No. 0005 indicates attendance at the ACYF grantee meeting. Are the staff hours for these trips to be included in line item 0001 (set at 1025) or can these hours be included in a separate line item? The 30 2-day meetings at 8 hours a day = 480 hours + 2 2-day grantee meetings with 2 evaluators = 64 hours = a total of 544 hours for meetings, not including travel time, which is more than 50% of the total hours allocated in line item No. 0001.</p>
<p>DMH RESPONSE: The staff hours for attendance at the SAMHSA and ACYF meetings are included in CLIN 0002 and CLIN 0005. The hours of meeting time for the trips to DC in CLIN 0003 are indicated in CLIN 0001. Meeting hours are based on actual meeting participation or preparation for a meeting so each day may not be a full 8 hours and travel time is not covered under the Contract.</p>		

Question No.	RFP Section	Question
8	Section M.3.3.D	<p>P. 65 'Technical Understanding...', item D states: "Demonstrate experience in the development and implementation of evaluation plans to meet the expectation of grantors such as SAMHSA, CSAT, CSAP, CMHS, and/or HHS ACYF grants. <u>Specific evaluation strategies for both grants should be described in detail.</u>" What is being referred to in the second sentence with 'both grants'? Should we describe specific evaluation strategies used in our previous evaluations of SAMHSA, CSAT, CSAP, CMHS, and/or HHS ACYF grants OR should we be outlining an evaluation strategy for the SOC and ACYF grants described in this RFP?</p>
<p>DMH RESPONSE: A detail explanation regarding past experience in the development and implementation of Evaluation Plans to meet the expectations of Grantors such as SAMHSA, CSAT, CSAP, CMHS and/or HHS ACYF Grants. In addition, include specific Evaluation strategies that the Bidder would recommend for inclusion in the Evaluation of both the current SAMHSA SOC Grant and the ACYF Trauma Grant as an illustration of that experience.</p>		

Question No.	RFP Section	Question
9	Section M.3.4.D	P. 65 'Management Plan', item A seems very similar to item D under 'Technical Understanding'. I want to be sure we are providing the additional information you are seeking. Should this section be focussed on how we 'managed' these evaluations? If not, how should the information in this section be different than the information in item D under 'Technical Understanding'?
DMH RESPONSE: They are similar but under Technical Understanding the focus is on the Technical aspects of doing an Evaluation for a Grantor such as SAMHSA, CSAT..., while Item A under the Management Plan is focused on the experience in managing this type of comprehensive Evaluation plan, development and implementation.		

Question No.	RFP Section	Question
10	Section M.3.4.B through M.3.4.E	P. 66 'Management Plan', items B-E, should our responses be framed around how we have 'managed' these processes in the past and how we would manage them in this project? OR, are you looking for a description of our previous experience in conducting these activities (such as: 'ability to develop and implement qualitative and quantitative evaluation strategies')?
DMH RESPONSE: DMH is are looking for a description of both how the processes were managed and details regarding the experience in conducting the activities.		

Question No.	RFP Section	Question
11	Section M.3.5.A through M.3.5. B	P. 66, 'Quality Improvement', items A-B, should our responses be framed around how we have examined 'quality improvement' in these systems in the past and how we would examine 'quality improvement' in this project? OR, are you looking for a description of our knowledge about difference concepts and systems (such as: 'knowledge and familiarity with child welfare systems').
DMH RESPONSE: This Section is looking for details of overall knowledge and familiarity with the concepts and systems with explanation of how this knowledge impacts continuous quality improvement initiatives.		

Question No.	RFP Section	Question
12		<p>Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 (SCP) 27 pages. Link to web address did not work. Web search (same title, date and number of pages) http://app.ocp.dc.gov/pdf/DCKA-2011-A-0057_att1.pdf. Is this the correct document? On page 11 of the RFP it states: "Contractor shall complete all required compliance documents contained in Section J." On page 55 of the RFP, it lists the documents from section J to be submitted with the technical proposal (J.3, 4, 5, and 6). We just want to confirm that we do not need to submit anything from J-1 with the proposal.</p>
<p>DMH RESPONSE: The Web Link is for the correct document. This document is for informational purposes only and not required to be submitted with Proposal.</p>		
Question No.	RFP Section	Question
13		<p>Settle Agreement dated September 8, 2011 In Dixon, et al. v Gray, et al., ca 74-285 (TFH) (Dixon Settlement Agreement) 22 pages. Link to web address did not work Web search (similar subject, same civil action number and number of pages). http://dmh.dc.gov/sites/default/files/dc/sites/dmh/publication/attachments/DixonSettlementAgreement.pdf. Is this the correct document? On page 11 of the RFP it states: "Contractor shall complete all required compliance documents contained in Section J." On page 55 of the RFP, it lists the documents from section J to be submitted with the technical proposal (J.3, 4, 5, and 6). We just want to confirm that we do not need to submit anything from J-2 with the proposal.</p>
<p>DMH RESPONSE: The Web Link is for the correct document. This document is for informational purposes only and not required to be submitted with Proposal.</p>		
Question No.	RFP Section	Question
14		<p>Equal Employment Opportunity (EEO) Policy Statement 6 pages Link to web address did not work. Did not find any relevant documents. On page 11 of the RFP it states: "Contractor shall complete all required compliance documents contained in Section J." On page 55 of the RFP, it lists the documents from section J to be submitted with the technical proposal (J.3, 4, 5, and 6). Can you please let us know how to access this document?</p>
<p>DMH RESPONSE: Attached is web link to access the EEO document which is required to be submitted with Proposal. http://ocp.dc.gov/DC/OCP/Publication%20Files/EEO%20Compliance%20Documents%200307.pdf Page 11 is referring to documents contained on Page 46 - Section J and Page 55 – Section L.2.3, subsections L.2.3.2.1 through L.2.3.2.7 which also mentions J-3, 4, 5 and 6 (same documents).</p>		

Question No.	RFP Section	Question
15		Tax Certification Affidavit 1 page . Link to web address did not work. Web search (same title and page number) http://ocp.dc.gov/DC/OCP/Vendor+Support+Center/Solicitation+Attachments/Tax+Certification+Affidavit . Is this the correct document?
DMH RESPONSE: The Web Link is for the correct document which is required to be submitted with Proposal.		

Question No.	RFP Section	Question
16		First Source Agreement 9 pages . Link to web address did not work. Web search (same title and number of pages) Is this the correct document? On page 11 of the RFP it states: "Contractor shall complete all required compliance documents contained in Section J." On page 55 of the RFP, it lists the documents from section J to be submitted with the technical proposal (J.3, 4, 5, and 6). What elements of this form should be completed and submitted?
DMH RESPONSE: The Web Link identified is an outdated version. Page 11 is referring to documents contained on Page 46 - Section J and Page 55 – Section L.2.3, subsections L.2.3.2.1 through L.2.3.2.7 which also mentions J-3, 4, 5 and 6 (same documents) and are required to be submitted with Proposal. When completing the First Source Agreement form, please ensure Page 1 is completed; Page 6 has a signature; Page 7 is completed in its entirety; Page 8 must have the names of all employees assigned to the contract, in addition to indicating whether they are a District Resident and the Ward they reside in (if applicable); and Page 9 must indicated that <u>no hiring</u> of new employees for this contract (if applicable). Email attachment of this document shall be provided with this Amendment.		

Question No.	RFP Section	Question
17		Bidder/Offeror Certificate Form 5 pages . Link to web address did not work Web search (same title and number of pages). Is this the correct document?
DMH RESPONSE: The Web Link identified is an outdated version. Email attachment of this document shall be provided with this Amendment and submitted with Proposal.		

Question No.	RFP Section	Question
18		Wage Determination No. 2005-2103 (Revision 12) June 13, 2012 10 pages Link to web address did not work. Web search (same title, date and revision number). Is this the correct document? On page 11 of the RFP it states: "Contractor shall complete all required compliance documents contained in Section J." On page 55 of the RFP, it lists the documents from section J to be submitted with the technical proposal (J.3, 4, 5, and 6). We just want to confirm that we do not need to submit anything from J-7 with the proposal.
DMH RESPONSE: The Web Link is for the correct document . This document is for informational purposes only and not required to be submitted with Proposal.		

Question No.	RFP Section	Question
19		Living Wage Act Fact Sheet (The Way to Work Amendment Act of 2006) 2 pages . Link to web address did not work. Web search (same title, date and number of pages) http://ocp.dc.gov/DC/OCP/Publication%20Files/Living%20Wage%20Act%20Fact%20Sheet2010.pdf Is this the correct document? On page 11 of the RFP it states: "Contractor shall complete all required compliance documents contained in Section J." On page 55 of the RFP, it lists the documents from section J to be submitted with the technical proposal (J.3, 4, 5, and 6). We just want to confirm that we do not need to submit anything from J-8 with the proposal.
DMH RESPONSE: The Web Link is for the correct document . This document is for informational purposes only and not required to be submitted with Proposal.		

Question No.	RFP Section	Question
20		Department of Mental Health Policies and Rules. Link to web address did not work. Web search: found what seemed to be relevant information, but the link lead to several documents. Main Page: http://dmh.dc.gov/page/policies-rules . Is this the correct document? On page 11 of the RFP it states: "Contractor shall complete all required compliance documents contained in Section J." On page 55 of the RFP, it lists the documents from section J to be submitted with the technical proposal (J.3, 4, 5, and 6). We just want to confirm that we do not need to submit anything from J-9 with the proposal.
DMH RESPONSE: The Web Link is for the correct document. This document is for informational purposes only and not required to be submitted with Proposal which can be viewed at your leisure.		

Question No.	RFP Section	Question
21		The page limit is stated as a maximum of 20 pages. Are resumes for key personnel and past performance contacts included in that 20 page limit or may they be included as appendices?
DMH RESPONSE: The maximum 20 pages are specific to the Technical Proposal. Section L.17 addresses the Key Personnel resumes.		
Question No.	RFP Section	Question
22		Are other appendices allowable? And as above, do additional appendices count in the 20 page limit?
DMH RESPONSE: Any documents that are submitted in response to the Technical Proposal requirement are subjected to the maximum 20 page limit except for Resumes of Key Personnel and Past Performance.		
Question No.	RFP Section	Question
23	L.2.3.1	In order to be most responsive in structuring our response to the RFP, should the proposal specifically address each item in Section C.3 and how we would meet that particular requirement or should we address each item in Sections M.3.3, M.3.4, M.3.5 and M.3.6?
DMH RESPONSE: How a Prospective Offeror making a Business Decision associated with being most responsive is truly their own decision. Section C of the solicitation contains the Scope of Work and Minimum Qualifications, while Section M contains the Evaluation Criteria for evaluating Technical and Price Proposal on submissions.		

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSALS REMAIN UNCHANGED.

Only one copy of this Amendment is being sent to prospective Offerors. Offerors shall sign below and attach a signed copy of this Amendment to each proposal to be submitted to the place specified for receipt of proposals. Proposals shall be mailed or delivered in accordance with the instructions provided in the original RFP. In the event your proposal has been previously deposited with the Department of Mental Health, Contracts and Procurement Services (DMH/CPS), submit this signed Amendment in a sealed envelope, identified on the outside by the RFP number and submission date. This signed Amendment must be received by the DMH/CPS no later than the date and time for closing.

Failure to acknowledge receipt of Amendment One (1) for Solicitation Number **RM-13-RFP-061-EVAL-BY4-SC** may be cause for rejection of any proposal submitted in response to the subject RFP.

Signed:


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

Amendment Number One (1) is hereby acknowledged and is considered a part of the proposal for Solicitation Number **RM-13-RFP-061-EVAL-BY4-SC**.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror