



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES**

**609 H STREET, NE 4TH FLOOR, WASHINGTON, DC 20002
PHONE: (202) 671-3174 * FAX: (202) 671-3395**

September 4, 2012

**AMENDMENT ONE (1) for REQUEST FOR PROPOSAL (RFP) NO. RM-012-106-BY4-DJW FOR
CONSULTANT SERVICES**

TO ALL PROSPECTIVE BIDDERS:

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

Questions from Offerors and Answers from the Program

Question Number	RFP Section	Question
1.	C.4	I noticed this requirement that should hold no impact with the demands of the RFP being that the review of materials and taking part in mortality conferences is not the practice of medicine in any jurisdiction that I know of. I hold a license in Florida and would do my reviews in Florida. I'm wondering if that was a cut and paste form some other proposal request that required an actual practicing clinician with responsibility for direct patient care in DC. If not then I and likely no interested forensic pathologist would be eligible for this.
DMH RESPONSE: Section C.4 "Contractor Requirements" is being replaced and shall now read "The Contractor must be a licensed Physician. The consensus is that a licensed Physician is required, but that the license does not have to be from the District of Columbia. The Physician has to be able to participate in monthly meetings in addition to reviewing the mortality review reports. In response to the second part of the question being if this was a cut and paste from some other proposal. The solicitation was not a cut and paste from another proposal.		
Question Number	RFP Section	Question
2.	B.4	Page 2 of the form on your web site refers to a cost schedule, admittedly optional, that seems suitable for a corporate applicant but not for an individual professional person. Question: Is this a generic form you use for all contracts, including with individuals, or did I download the wrong form?
DMH RESPONSE: DMH's Contracts & Procurement Services does customize the Schedule B Pricing Sheet according to the Requirement being fulfilled. The Schedule B Pricing Sheet in this instance calls for how much you shall charge DMH per month and/or per hour to do the Mortality Review Reports and the mandatory monthly Face to Face meetings here at DMH.		

3.	N/A	The document on a later page refers to a "fixed fee" contract which is for reviewing one record and attending one meeting per month. The time for the meeting is clear. The time for the review is open -- but there is no way to estimate how long that might take without knowing the type of record -- electronic v paper, handwritten v typed, short v long. Can you or someone else in the Department offer an informal indication of what is involved?
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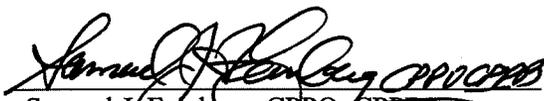
DMH RESPONSE:

DMH receives an average of 140 mortality review reports per fiscal year. Each report must be reviewed by a physician. This physician should be able to review 2-4 cases per hour depending on the complexity of the case. In addition to the time needed to review each case, the physician must attend the DMH Mortality Review committee meeting once per month. Each committee meeting is scheduled for one (1) hour. The Contractor's services are estimated to be ten (10) hours.

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

Only one copy of this amendment is being sent to prospective Offerors. Offerors shall sign below and attach a signed copy of this amendment to each Proposal to be submitted to the place specified for receipt of Proposals. Proposals shall be mailed or delivered in accordance with the instructions provided in the original RFP. In the event your Proposal has been previously deposited with the Department of 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/CPA on or before **Tuesday September 11, 2012 at 2:00 PM EST** the date and time for closing. **Failure to acknowledge receipt of Amendment One (1) for Solicitation Number RM-012-RFP-106-BY4-DJW may be cause for rejection of any Proposal submitted in response to the subject RFP.**

Signed:



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

9/4/12
 Date

Amendment Number One (1) is hereby acknowledged and is considered a part of the Bid **RM-012-RFP-106-BY4-DJW**

 Signature of Authorized Representative

 Date

 Title of Authorized Representative

 Print or Type Name of Offeror