



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

August 19, 2009

**GOVERNMENT OF THE DISTRICT OF COLUMBIA INVITATION FOR BID (IFB)  
CHILD PARENT PSYCHOTHERAPY FOR FAMILY VIOLENCE (CPP-FV)  
SOLICITATION AMENDMENT NUMBER 3**

**THIS SOLICITATION HAS BEEN EXTENDED FROM  
THURSDAY, AUGUST 20, 2009  
TO THE OFFICIAL CLOSING DATE  
MONDAY, AUGUST 24, 2009 @ 2:00 PM (EST.)**

**TO PROSPECTIVE OFFERORS:**

The Department of Mental Health (DMH) Invitation For Bid (IFB) Solicitation RM-09-IFB-100-BY3-OF has been amended with the following Questions and Answers:

<b>Number</b>	<b>IFB Section</b>	<b>Question</b>
<b>1</b>	<b>F.1</b>	When is the anticipated start and end date for the Child Parent Psychotherapy for Violence (CPP-FV) Training, Coaching and Technical Assistance for Mental Health Provides Contract?
<b>DMH RESPONSE:</b> A Contract shall be awarded to the lowest responsive and responsible Bidder once all Bids are received, reviewed and a determination made after the official closing date of Monday, August 24, 2009.		
<b>Number</b>	<b>IFB Section</b>	<b>Question</b>
<b>2</b>	<b>B.1</b>	What is the dollar amount that will be awarded for the CPP-FV Contract?
<b>DMH RESPONSE:</b> The dollar amount that shall be awarded for this Contract shall be based upon the lowest Responsive and Responsible Bidder's submission.		
<b>Number</b>	<b>IFB Section</b>	<b>Question</b>
<b>3</b>	<b>C.1</b>	Can you direct me to something that would let me know what kind of training, coaching, and/or technical assistance you're actually looking for?
<b>DMH RESPONSE:</b> The DC Department of Mental Health is seeking a contractor who is an expert trainer in the Child Parent Psychotherapy for Family Violence evidence-based model; to bids for training, coaching and certification for up to a maximum of 40 therapists, clinical		

Supervisors over a three year period. Bid should include a Training of Trainers component.

The bid should be completed on the Schedule B Pricing format provided in the original Invitation for Bid (IFB).

Submissions may also include:

**A. Past Performance**

- The Offeror demonstrates a minimum of three years experience conducting training on CPP-FV treatment model.
- The Offeror demonstrates at least three years past experience providing CPP-FV to children/youth with severe emotional disturbances in foster care.

**B. A detailed Child Parent Psychotherapy for Family Violence Training Plan**

- The Offeror provides a clear, concise training plan that includes training objectives, activities and timelines by which the Offeror shall accomplish all contract deliverables.
- A detailed outline of the CPP-FV Training, coaching and Technical Assistance Timeline.
- The training curriculum should include a Training of Trainers component.
- The training curriculum shall prepare training participants to learn, adopt, implement and sustain use of the CPP-FV model over time at the local level.

**C. Training Experience and Personnel Expertise**

- The Offeror demonstrates the experience and ability to train the mental health service providers to provide CPP-FV.
- The Offeror demonstrates that its organization and staff has experience and expertise in providing continuing education and technical assistance for service providers.
- The Offeror demonstrates their experience in assisting other communities in sustaining CPP-FV competency at the local community level.
- The Offeror provides resumes and position descriptions for all professional training staff responsible for the training and technical assistance of the CPP-FV training.

**D. Quality Monitoring and Evaluation**

- The Offeror provides evaluation tools for all training modules.
- The Offeror provides a clear plan to collect and evaluate data, including a clear reporting/feedback mechanism to be utilized between the contractor and the training participants.
- The Offeror demonstrates the ability to implement and monitor fidelity to the CPP-FV model, which includes the use of booster classroom trainings and online and or telephonic technical assistance.

- The Offeror demonstrates the ability and outline plan to establish a CPP-FV Learning Collaborative with training participants.

**E. Reporting Contractor shall provide DMH with a quarterly report summarizing:**

- All program activities of the Contract.
- During planning for trainings, Contractor shall describe such activities including pre-training activities with potential training participants from Core Service Agencies (CSA)s and Specialty providers for the training.
- Once training has commenced, quarterly reports shall reflect summaries of training attendance, strengths and challenges of each session, progress of the technical assistance, fidelity to the model, including outcome of online/telephonic consultation sessions.
- Reports shall also include Contractor's efforts and progress on the training of trainers (TOT) component as set forth in this Invitation for Bid.

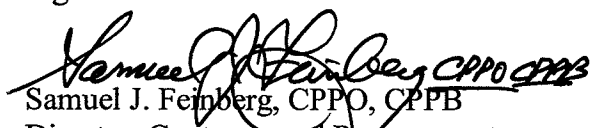
**F. Bid**

- Submission of pricing on Schedule B Pricing Pages for one Base Year and two Option Years.
- Submission of budget and the narrative and justifications, existing resources and other in-kind supports which supports the pricing on Schedule B Pricing Pages.
- Narrative justification for each line item in the proposed budget, as well as descriptions for existing resources and supports
- Specify training expenses, startup and implementation, administrative costs, materials, salaries and benefits etc.
- Travel /Lodging costs.

**ALL OTHER TERMS AND CONDITIONS OF THE  
INVITATION FOR BIDS (IFB) REMAIN UNCHANGED.**

Only one copy of this amendment is being sent to potential Offerors. Offerors shall sign below and attach a signed copy of this amendment to each submission specified for receipt of the IFB Bids. Bids shall be mailed or delivered in accordance with the instructions provided in the original IFB. In the event your Bid has been previously deposited with the Department of Mental Health, Contracts and Procurement Administration (DMH/CPA), submit this signed Amendment in a sealed envelope, identified on the outside by the IFB number and submission date. This signed Amendment must be received by the DMH/CPA no later than the date and time for closing. Failure to acknowledge receipt of Amendment Three (3) for Solicitation Number No.: INVITATION FOR BID (IFB) CHILD PARENT PSYCHOTHERAPY FOR FAMILY VIOLENCE (CPP-FV) RM-09-IFB-100-BY3-OF may be cause for rejection of any Bid submitted in response to the subject IFB.

Signed:

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

Amendment Number Three (3) is hereby acknowledged and is considered a part of the IFB for Solicitation Number: RM-09-IFB-100-BY3-OF.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Print or Type Name of Firm

**All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:**

Samuel J. Feinberg, CPPO, CPPB,  
Director, Contracts and Procurement, Agency Chief Contracting Officer  
Department of Mental Health  
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(202) 671-3188 – Office/ (202) 671-3395 – Fax Email: [Samuel.feinberg@dc.gov](mailto:Samuel.feinberg@dc.gov)