



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

May 7, 2009

**SIGN LANGUAGE INTERPRETING AND TRANSLATION SERVICES RM-09-RFP-082-BY4-OF  
REQUEST FOR PROPOSAL SOLICITATION AMENDMENT NUMBER 1**

**TO PROSPECTIVE OFFERORS:**

The Department of Mental Health (DMH) Request for Proposal (RFP) Solicitation RM-09-RFP-082-BY4-OF has been amended to answer the following question(s):

<b>Question Number</b>	<b>RFP Section</b>	<b>Question</b>
1	L.16	What are the Non-Selection Polices and Procedures
<b>DMH RESPONSE: STANDARDS OF RESPONSIBILITY</b>		
<p>The Prospective Offeror shall demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements, therefore, the Prospective Offeror shall submit the documentation listed below, within five (5) days of the request by the District.</p>		
L.16.1 Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.		
L.16.2 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.16.3 Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.		
L.16.4 Furnish evidence of compliance with the applicable District licensing, tax laws and regulations.		
L.16.5 Furnish evidence of a satisfactory performance record, record of integrity and business ethics.		
L.16.6 Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.		
L.16.7 If the Prospective Offeror fails to supply the information requested, the 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 ACCO shall determine the Prospective Offeror to be non-responsible.		

Question Number	RFP Section	Question
2	G.2	Type of Contract
<b>DMH RESPONSE:</b> This Contract Type shall be changed from Fixed Price to Firm Fixed Price. The District of Columbia Department of Mental Health Contracts and Procurement Administration are contemplating executing a Firm Fixed Price Contract with Four One Year Option Periods.		
Question Number	RFP Section	Question
3	L.5	What are the directions if the Prospective Offeror has questions?
<b>DMH RESPONSE:</b> If a Prospective Offeror has any questions relative to this Contract, the Prospective Offeror shall submit the question in writing to the Contact Person, identified on page one, in writing. The Prospective Offeror shall submit questions no later than <u>seven (7)</u> calendar days prior to the closing date and time indicated for this Contract. <b>All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:</b> Samuel J. Feinberg, CPPO, CPPB, Director, Contracts and Procurement, Agency Chief Contracting Officer Department of Mental Health 64 New York Avenue – 4 <sup>th</sup> Floor Washington, DC 20002 (202) 671-3188 – Office/ (202) 671-3395 – Fax Email: <a href="mailto:Samuel.feinberg@dc.gov">Samuel.feinberg@dc.gov</a>		
Question Number	RFP Section	Question
4	F.1	What does the Period of Performance (POP) consist of:
<b>DMH RESPONSE:</b> The Period of Performance (POP) under this Solicitation shall be in accordance with the terms and conditions set forth herein and by any Modification made thereto. The POP under this Solicitation shall be a Base Year with Four One Year Option periods. Option periods shall be exercised and renewed at the sole and absolute discretion of the Department of Mental Health (DMH), based upon favorable annual reviews and annual appropriated funding.		
Question Number	RFP Section	Question
5	C.3	Work to be performed by the type and description of Sign Language Interpreting /Translation services?
<b>DMH RESPONSE:</b> Prospective Offeror shall have some experience, knowledge, skills and ability to perform and provide multilingual interpretation services (Simultaneous and/or Consecutive) in native languages for meetings, conferences, seminars, litigation proceedings, briefings, training, escort and various forms of voice communication of the listed services in Section C.3.2.		

Question Number	RFP Section	Question
6	M.3	Evaluation Factors
<b>DMH RESPONSE:</b>		Prospective Offeror shall provide staff qualifications, experience and any needed staff to fulfill the deliverables based on the Prospective Offeror's sole business decisions to how they would submit the required documentation referred by Section M.3 The Evaluation Factors for this Solicitation are depicted in their entirety in Section M.3.1 through M.4.1.
Question Number	RFP Section	Question
7	--	DMH Business Opportunities
<b>DMH RESPONSE:</b>		Prospective Offeror's can locate all Solicitations for DMH at <a href="http://www.dmh.dc.gov">www.dmh.dc.gov</a> listed under Business Opportunities – index of Procurement listings.

**SIGN LANGUAGE INTERPRETING AND TRANSLATION SERVICES**

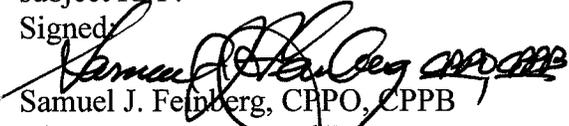
Request for Proposal (RFP) Solicitation RM-09-RFP-082-BY4-OF

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSALS 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 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 Administration (DMH/CPA), 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 no later than the date and time for closing. Failure to acknowledge receipt of Amendment One (1) for Solicitation Number No.:

**RM-09-RFP-082-BY4-OF** 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

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**RM-09-RFP-082-BY4-OF**

Amendment Number One (1) is hereby acknowledged and is considered a part of the proposal for Solicitation Number: RM-09-RFP-082-BY4-OF.

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

\_\_\_\_\_  
Date

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

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