



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

August 3, 2009

**GOVERNMENT OF THE DISTRICT OF COLUMBIA REQUEST FOR QUOTE (RFQ)  
MENTAL HEALTH STATISTICS IMPROVEMENT PROGRAM RM-09-RFQ-123-BY2-OF  
SOLICITATION AMENDMENT NUMBER 1**

**TO PROSPECTIVE OFFERORS:**

The Department of Mental Health (DMH) Request for Quote (RFQ) Solicitation RM-09-RFQ-123-BY2-OF has been amended as follows:

<b>Number</b>	<b>RFQ Section</b>	<b>Questions</b>
<b>1</b>	<b>B.1</b>	On Page 1,4,5,6 of Solicitation Number RM-09-RFQ-123-BY2-OF (MHSIP), There is no line item for supplies or administrative cost. Where should the cost for supplies and administration be entered?
<b>DMH RESPONSE:</b> Prospective Offeror shall submit a separate Cost Justification sheet for supplies and administration to be taken under consideration by the DMH Contracts and Procurement Administration Director, Agency Chief Contracting Officer.		
<b>Number</b>	<b>RFQ Section</b>	<b>Questions</b>
<b>2</b>	<b>B.4</b>	Is it necessary to provide a Program Narrative in response to this RFQ or is the requirement to only fill in the blanks of the RFQ?
<b>DMH RESPONSE:</b> There is no requirement for a Program Narrative in response to this RFQ. D.C. Mental Health shall provide training on how to conduct the survey and how to submit the responses. The Prospective Offeror shall proceed to complete the blanks in Schedule B of the RFQ.		
<b>Number</b>	<b>RFQ Section</b>	<b>Questions</b>
<b>3</b>	<b>C.4.3</b>	Please define "Coding." What is the standard protocol of coding that Contractors may used to determine the cost for administering such coding?
<b>DMH RESPONSE:</b> Coding refers to mapping or transferring the consumer responses on the survey to an Excel worksheet. The Excel spreadsheet is comprised of ONLY numerical values. Most of the survey shall have a response of '1', '2', '3', '4', '5', or '9'. Those responses shall be coded as '1', '2', '3', '4', '5', or '9' on the spreadsheet. A few questions may have a response of 'Yes' or 'No'. Those responses shall be coded as '1' or '2' on the spreadsheet. A few questions shall have a choice response of 'a', 'b', 'c', etc... Those responses shall be coded as '1' for the 'a' answer, '2' for the 'b' answer, '3' for the 'c' answer and continued numerically for each alphabet answer. It is a matter of transferring responses from the survey worksheet to an Excel spreadsheet as numbers only. Attention should be made to ensure that each answer is transferred correctly to the corresponding answer slot in the spreadsheet. There should not be any administrative cost for coding.		

Number	RFQ Section	Questions
4	L.2.1	Requires "One original and 3 copies of the quote, all pages of the RFQ, attachments and all documents..." By initialing the blanks on pages 36-39 of the RFQ, does this suffice for submitting attachments (Dixon Decree, EEO, Standards and Provisions etc.) or would it be necessary to attach the physical documents (24 pages of Dixon Decree 22 Pages of EEOC Documents, 27 pages of Standard Contract Provision etc.)?
<b>DMH RESPONSE:</b> Please submit the RFQ documentation for Quote and the necessary Tax Documentation required for providing services in the District of Columbia. The Dixon Decree, Standards and Provisions are reading materials.		

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR QUOTE REMAIN UNQUESTIONED.**

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 Quote to be submitted to the place specified for receipt of Quote. Quotes shall be mailed or delivered in accordance with the instructions provided in the original RFQ. In the event your Quote 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 RFQ 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.: **REQUEST FOR QUOTE (RFQ) MENTAL HEALTH STATISTICS IMPROVEMENT PROGRAM RM-09-RFQ-123-BY2-OF** may be cause for rejection of any Quote submitted in response to the subject RFQ.

Signed:



Stephen T. Baron  
Director

**REQUEST FOR QUOTE MENTAL HEALTH STATISTICS IMPROVEMENT PROGRAM RM-09-RFQ-123-BY2-OF SOLICITATION AMENDMENT NUMBER (1)** is hereby acknowledged and is considered a part of the RFQ for Solicitation Number: **RM-09-RFQ-123-BY2-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,  
Department of Mental Health Director, Contracts and Procurement, Agency Chief Contracting Officer  
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