



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

August 6, 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 2**

**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:

Number	RFQ Section	Questions
1	L.2.1	<p>My firm is interested in submitting a quotation under this RFQ, but our services may be unknown to the Department of Mental Health. I do recognize that the formatting for the RFQ requires the submission of the quotation itself (Schedule B) and the assurances, but I am writing to inquire as to whether the agency:</p> <ol style="list-style-type: none"><li>1. Expects; or</li><li>2. Would accept;</li></ol> <p>A brief written description of how the firm plans to fulfill the contract requirements, and a brief capabilities statement of this firm.</p>
<b>DMH RESPONSE:</b>		<p>Prospective Offeror shall submit a signed original and three (3) copies. Quotes shall be typewritten in 12-point font size on 8.5" by 11" bond paper. The District shall not accept a facsimile copy of a quote as an original quote. All items accepted by the District, all pages of the Request for Quote (RFQ), all attachments and all documents containing the quote's offer shall constitute the formal Contract. <b>Each quote shall be submitted in a sealed envelope conspicuously marked: "Quotes in Response to Solicitation No. (insert solicitation number, title, name of quote and quote opening date.)"</b></p>
Number	RFQ Section	Questions
2	C.6	<p>The stated contract period for this contract is one year. Is the final report due 90 days from date of contract an <i>error</i> or is final report due date one year from award of contract (Deliverables, page 10 of 45 of RFQ)?</p>
<b>DMH RESPONSE:</b>		<p>Final Report on the survey is due 90 days from date of contract. The amount of time the Office of Strategic Planning, Policy &amp; Evaluation thinks it takes to perform the survey and to send us the responses. The contract period is one year to facilitate completion of post-survey and report activities, including distribution of incentives to consumers for completed surveys.</p>

Number	RFQ Section	Questions
3	C.2	Is the \$10 incentive amount to be budgeted by the contractor or will the contractor just be required to submit documentation of completed surveys by mail and phone?
<b>DMH RESPONSE:</b> The \$10 incentive amount is budgeted and the cost shall be covered by DMH as part of the project budget. The Contractor shall be responsible for obtaining the incentives (gift cards) and distributing the incentives in accordance with procedures that shall be agreed upon with DMH.		
Number	RFQ Section	Questions
4	N/A	Can the contractor receive a cash advance (30%) to startup this contract?
<b>DMH RESPONSE:</b> Any proposed startup cost shall be at the sole and absolute discretion of the Department of Mental Health (DMH) Contracts and Procurement Administration (CPA) Director, Agency Chief Contracting Officer, based upon the availability of funding.		
Number	RFQ Section	Questions
5	C.2	Are the letters/ mail surveys to be sent under DMH postage or is the contractor responsible for sending out mail surveys under own letterhead and postage?
<b>DMH RESPONSE:</b> The postage amount is budgeted and shall be paid by DMH. The cost of the copy paper has also been budgeted and shall be paid by DMH. All letters sent out will have the DC Dept. of MH logo on the stationary.		
Number	RFQ Section	Questions
6	C.2	Can follow up be done in person on the mailed surveys?
<b>DMH RESPONSE:</b> In person interviews have been discussed and the Office of Strategic Planning, Policy & Evaluation have decided that at this time Office of Strategic Planning, Policy & Evaluation shall not do in person interviews.		
Number	RFQ Section	Questions
7	C.2	Will wrong address be acceptable for mailed survey same as wrong phone numbers for calls?
<b>DMH RESPONSE:</b> The Office of Strategic Planning, Policy & Evaluation realize that all of the phone numbers and telephone numbers will not be correct. It is not uncommon for consumers to move or change their living situation.		
Number	RFQ Section	Questions
8	C.2	Will special consideration for wrong phone numbers also include disconnected phone numbers?
<b>DMH RESPONSE:</b> Special consideration shall be reviewed by the Office of Strategic Planning, Policy & Evaluation, since there are numerous reasons why you shall not be able to contact your intended person. Each failed attempt reason must be documented.		

Number	RFQ Section	Questions
9	N/A	Will a letter of intent be given so contractor can obtain office space quickly?
<b>DMH RESPONSE:</b>		The Prospective Offeror shall receive a letter of intent from the Department of Mental Health (DMH) Contracts and Procurement Administration, Director, Agency Chief Contracting Officer once a source selection decision has been made.

**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 (2)** 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  
 64 New York Avenue – 4<sup>th</sup> Floor Washington, DC 20002  
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