

**DISTRICT OF COLUMBIA, DEPARTMENT OF MENTAL HEALTH (DMH)  
SOLICITATION, OFFER, AND AWARD  
SECTION A**

1. ISSUED BY/ADDRESS OFFER TO:  <b>DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH (DMH) CONTRACTS AND PROCUREMENT ADMINISTRATION 64 NEW YORK AVENUE NE 4<sup>th</sup> FLOOR WASHINGTON, DC 20002</b>		2. PAGE OF PAGES: <b>1 of 69</b>	
		3. CONTRACT NUMBER:	
		4. SOLICITATION NUMBER: <b>RM-10-IFB-085-BY4-VM</b>	
		5. DATE ISSUED: <b>April 28, 2010</b>	
		6. OPENING/CLOSING TIME: <b>May 20, 2010 at 2:00 P.M. EST.</b>	
7. TYPE OF SOLICITATION: N/A <input type="checkbox"/> SEALED BID <input checked="" type="checkbox"/> NEGOTIATION (RFP)		8. DISCOUNT FOR PROMPT PAYMENT: N/A	
NOTE: IN SEALED BID SOLICITATION "OFFER AND THE CONTRACTOR" MEANS "BID AND BIDDER"			

10. INFORMATION CALL	NAME: Samuel J. Feinberg Agency Chief Contracting Officer	TELEPHONE NUMBER: <b>202-671-3171</b>	B. E-MAIL ADDRESS: Samuel.feinberg@dc.gov
----------------------	---	--	--

**11. TABLE OF CONTENTS**

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I – The Schedule				PART II – Contract Clauses			
x	A	Solicitation/Contract Form	1	x	I	Contract Clauses	37-41
x	B	Supplies/Services and Price/Costs	3-5	PART III – List of Documents, Exhibits and Other Attach			
x	C	Description/Specs/Work Statement	6-12	x	J	List of Attachments	42
x	D	Packaging and Marking	13-14	PART IV – Representations and Instructions			
x	E	Inspection and Acceptance	15-17	x	K	Representations, Certifications and other Statements of The Contractors	43-47
x	F	Deliveries or Performance	18-19	x	L	Instrs. Conds., & Notices to The Contractors	48-59
x	G	Contract Administration	20-25	x	M	Evaluation Factors for Award	60-69
x	H	Special Contract Requirements	26-36				

**OFFER (TO BE COMPLETED BY THE CONTRACTOR)**

12. In compliance with the above, the undersigned agrees, if the offer is accepted within **180** calendar days (unless a different period is inserted by the Contractor) from the date for receipt of offers specified above, that with respect to all terms and conditions by the DMH under "AWARD" below, this offer and the provisions of the RFP/IFB will constitute a Formal Contract. All offers are subject to the terms and conditions contained in the solicitation.

13. ACKNOWLEDGEMENT OF AMENDMENTS (The Contractor acknowledge receipt of amendments to the SOLICITATION for The Contractors and related documents numbered and dated):			AMENDMENT NO:	DATE:
14. NAME AND ADDRESS OF THE CONTRACTOR:			15. NAME AND TITLE OF PERSONAL AUTHORIZED TO SIGN OFFER: (Type or Print)	
14A. TELEPHONE NUMBER:			15A. SIGNATURE:	15B. OFFER DATE:
AREA CODE:	NUMBER:	EXT:		

**AWARD (To be completed by the DMH)**

16. ACCEPTED AS TO THE FOLLOWING ITEMS:		17. AWARD AMOUNT:	
18. NAME OF CONTRACTING OFFICER: (TYPE OR PRINT) <b>Samuel J. Feinberg, CPPO, CPPB Director, Contracts and Procurement Adm. Agency Chief Contracting Officer</b>		19. CONTRACTING OFFICER SIGNATURE:	20. AWARD DATE:

**SECTION B**  
**SUPPLIES OR SERVICES AND PRICE**

**TABLE OF CONTENTS**

<u>SECTION NO.</u>	<u>SECTION TITLE</u>	<u>PAGE NO.</u>
B.1	PURPOSE OF SOLICITATION	3
B.2	CONTRACT TYPE	3
B.3	ORDERING PROCEDURES	3
B.4	PRICING SCHEDULE	4-5

**SECTION B: SUPPLIES OR SERVICES AND PRICE**

**B.1 PURPOSE OF SOLICITATION**

The Government of the District of Columbia, Department of Mental Health (DMH), Children and Youth Services Division is seeking a Contractor who can provide Care Coordination, Child and Family Team facilitation, and Family Support services as outlined within the Scope of Work described herein.

**B.2 CONTRACT TYPE**

The District contemplates one award resulting from this solicitation. The Exercising of Option Periods in the Contract resulting from this solicitation shall depend on the availability of funds, the Contractor's progress and demonstrated ability to meet Contract requirements and the timely submission of required data and reports. All Offerors are reminded that DMH cannot guarantee that sufficient funds shall be appropriated to fund services in future years, since funding is dependent on the appropriation of funding from Congress to the District of Columbia.

**B.3 ORDERING PROCEDURES**

Delivery or performance shall be made only as authorized by orders issued in accordance with ordering instructions from the District. The Contractor shall furnish to the District, when and if ordered, the supplies or services specified in the Schedule, The Contract shall govern the Contractor's and District's rights and obligations with respect to that order to the same extent as if the order were completed during the Contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after the contract expiration date.

**B.4 SCHEDULE B - PRICING SCHEDULE**

<b>(A) Contract Line Item Number (CLIN)</b>	<b>(B) Services</b>	<b>(C) Maximum Quantity</b>	<b>(D) Unit</b>	<b>(E) Unit Price</b>	<b>(F) Extended Price</b>
0001	<b>(Base Year)</b> Contractor shall provide CFT Facilitation, Care Coordination, and Family Support Services in accordance with the Scope of Work herein outlined in Section C.	40	Families Per Month (12)	\$ _____	\$ _____
0002	Flexible Funding (Maximum stay is 4 months, occurring 3 times a year. 40 families for three, 4 month occurrences).	120	Ea.	\$ _____	\$ _____ <b>Total</b> _____
1001	<b>(Option Year One)</b> Contractor shall provide CFT Facilitation, Care Coordination, and Family Support services in accordance with the Scope of Work herein outlined in Section C.	40	Families Per Month (12)	\$ _____	\$ _____
1002	Flexible Funding (Maximum stay is 4 months, occurring 3 times a year. 40 families for three, 4 month occurrences).	120	Ea.	\$ _____	\$ _____ <b>Total</b> _____
2001	<b>(Option Year Two)</b> Contractor shall provide CFT Facilitation, Care Coordination, and Family Support Services in accordance with the Scope of Work herein outlined in Section C.	40	Families Per Month (12)	\$ _____	\$ _____
2002	Flexible Funding (Maximum stay is 4 months, occurring 3 times a year. 40 families for three, 4 month occurrences).	120	Ea.	\$ _____	\$ _____ <b>Total</b> _____

Care Coordination, Child and Family Team Facilitation and Family Support Services  
 RM-10-RFP-085-BY4-VM

Contract Line Item Number (CLIN)	Services	Maximum Quantity	Unit	Unit Price	Extended Price
	<b>(Option Year Three)</b>				
3001	Contractor shall provide CFT Facilitation, Care Coordination, and Family Support Services in accordance with the Scope of Work herein outlined in Section C.	40	Families Per Month (12)	\$ _____	\$ _____
3002	Flexible Funding (Maximum stay is 4 months, occurring 3 times a year. 40 families for three, 4 month occurrences).	120	Ea.	\$ _____	\$ _____
					<b>Total</b> _____
	<b>(Option Year Four)</b>				
4001	Contractor shall provide CFT Facilitation, Care Coordination, and Family Support Services in accordance with the Scope of Work herein outlined in Section C.	40	Families Per Month (12)	\$ _____	\$ _____
4002	Flexible Funding (Maximum stay is 4 months, occurring 3 times a year. 40 families for three, 4 month occurrences).	120	Ea.	\$ _____	\$ _____
					<b>Total</b> _____
<p>_____            Print Name of Offeror</p> <p>_____            Print Name of Authorized Person</p> <p>_____            Title</p> <p>_____            Signature of Authorized Person</p> <p>_____            Date</p>					

\*\*\* END OF SECTION B \*\*\*

**SECTION C**

**DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

**TABLE OF CONTENTS**

<u>SECTION NO.</u>	<u>SECTION TITLE</u>	<u>PAGE NO.</u>
C.1	BACKGROUND	7
C.2	SCOPE OF WORK	8
C.3	CARE COORDINATION, CHILD AND FAMILY TEAM FACILITATION AND FAMILY SUPPORT SERVICES	8-9
C.4	SPECIFIC REQUIREMETNS	9-10
C.5	STAFF REQUIREMETNS	10-11
C.6	MAINTAINING CASE RECORDS	11
C.7	DATA REPORTING AND PERFORMANCE MEASURES	11
C.8	APPLICABLE DOCUMENTS	12
C.9	DEFINITIONS	12
C.10	LOCATION OF SERVICES	12
C.11	DELIVERABLES	12
C.12	FISCAL REQUIREMENTS	12

## **SECTION C: DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

### **C.1 BACKGROUND**

The District of Columbia Department of Mental Health, Children and Youth Services Division is seeking a Contractor to provide Care Coordination, Child and Family Team facilitation, and Family Support services for children/youth ages 6-21 years of age and their families that are referred to the DMH System of Care for consideration of a PRTF or higher level of care.

DMH shall award a contract that shall provide a per diem rate for these services for slots supporting up to 40 youth in a 4 month period/120 youth for the 12 month period of the contract year. In addition to the Care Coordination, Child and Family Team facilitation, and Family Support services, the winner of this contract shall provide administrative and fiscal oversight in managing the pool of flexible funds that shall be used to purchase an array of services and supports that aren't covered by Medicaid or other available funding sources, including but not limited to mentoring, tutoring, recreational activities, 1:1 supervision and alternative therapies. The Contractor is expected to manage these funds so that an annual average amount of flexible funds per youth is achieved. Expenditure of these funds must be specifically utilized for services and/or supports outlined in the Child and Family Team Plan of Care.

The Contractor shall be responsible for assuring that a Child and Family Team is created and engaged around each family that is referred to the DMH System of Care in an effort to prevent a PRTF placement or more restrictive level of care. Through a Child and Family Team planning process the Contractor supports the development of an individualized community-based Plan of Care that is strengths-based and culturally competent. This Plan of Care shall be based on needs and designed to help the family to stabilize and achieve desired outcomes that are outlined in the plan. The Contractor shall transition the team process to the family's Clinical Home/Core Service Agency for continuity of team leadership after 90-120 days of enrollment. The Contractor awarded this contract shall assure that all of the staff shall be trained in the Child and Family Team/Wraparound process. The Contractor is expected to coordinate with all District child-serving agencies, Court Social Services, and Family-Run Organizations funded by DMH. Administrative costs for coordination with other agencies and the management of flexible funding must be incorporated into the proposed per diem cost for Care Coordination, Child and Family Team facilitation, and Family Support.

## **C.2 SCOPE OF WORK**

**C.2.1** The Contractor shall provide Care Coordination, Child and Family Team facilitation, and Family Support Services for children referred to the DMH System of Care Child and Family Team (CFT) process. These services are guided by the following Wraparound values.

- Commitment to the practice of unconditional care
- A focus on individual and family strengths
- A family-driven process
- An individualized approach
- An emphasis on serving families in their communities
- A commitment to culturally and linguistically competent care
- An emphasis on interagency collaboration
- A net result of cost-effectiveness and an outcome driven process.

## **C.3 CARE COORDINATION, CHILD AND FAMILY TEAM FACILITATION, AND FAMILY SUPPORT SERVICES**

**C.3.1** The Contractor shall provide the Care Coordination, Child and Family Team facilitation, and Family Support elements as stated below.

- a. Plan of Care. The Contractor shall create a Plan of Care that reflects the decisions of the CFT and details of the tasks to be completed to assure identified supports and services are appropriately engaged.
- b. Child and Family Team. The Contractor must create a Child and Family Team with each family that is referred for Care Coordination services and the CFT process. The team shall be comprised of the CFT Care Coordinator, the family, Family Support Partner (as outlined in the National Wraparound Initiatives *The Application of the Ten Principles of the Wraparound Process to the Role of the Family Partners on Wraparound Teams*), natural supports identified by the family, the referring agency, mental health representative, and other child-serving agencies that are delivering services or supports to the family. The CFT shall be responsible for creating and implementing the Plan of Care.
- c. Relationship with the direct service provider community. The Contractor must have an ongoing awareness of the community resources that could potentially be useful to the child and family and be able to develop positive relationships with these providers in order to ensure access and quality services to the family. The Contractor shall have the CFT Care Coordinator assure that families exercise their right to informed choices

concerning services and supports and informed choice with respect to the provider of such services.

- d. Understanding of informal supports. The Contractor shall initiate a Strengths, Needs, and Cultural Discovery (SNCD) process with the family that shall identify extended family, natural and informal supports that can be integrated into the Child and Family Team and Plan of Care.
- e. Outcome focused approach. The Contractor shall provide the Plan of Care which shall be regularly evaluated by the Contractor's CFT Care Coordinator supervisor to determine the effectiveness while strengthening the family's ability to achieve their desired outcomes.

#### **C.4 SPECIFIC RESPONSIBILITIES**

**C.4.1** The Contractor shall ensure that the CFT Care Coordinators provide the following:

- a. Maintain a caseload of 10 families.
- b. Meet with the youth and family within 24-72 hours of enrollment for the initial engagement, orientation to the Child and Family Team process, and to begin the SNCD.
- c. Ensure that the Child and Family Team is assembled within two weeks of enrollment.
- d. Ensure that an initial Plan of Care is developed and implemented within two weeks of enrollment.
- e. Ensure that each family has a written SNCD document within two weeks of enrollment and that it is disseminated to the CFT members for review.
- f. If a family is in crisis, the CFT Care Coordinator and Family Support Partner shall work to de-escalate the crisis situation and assure necessary supports are in place. Within the first two weeks, the Crisis and Safety Plan shall be developed with the family.
- g. Ensure the CFT Care Coordinators and/or Family Support Partners are required to make face-to face contact at least once per week, and conduct Child and Family Team meetings on a monthly basis.
- h. Ensure that the CFT meeting is facilitated, the Plan of Care is documented, distributed to the team members, and that the CFT members adhere to the Plan of Care, thus assuring that all elements of the plan are delivered.

- i. Ensure that the approach to services is aligned with System of Care values and the 10 Principles of Wraparound as outlined by the National Wraparound Initiative (<http://www.rtc.pdx.edu/nwi>).
- j. Ensure that the Plan of Care includes a customized mix of services that is responsive to the family's needs using both formal and informal (natural) supports.
- k. Ensure that the Ohio Mental Health Scales are completed on each youth/family at enrollment and disenrollment/transition from the Child and Family Team process.
- l. Ensure Child and Family Team facilitation and Coordination of Care shall be transitioned to the Core Service Agency (CSA) and Case Manager involved in the family's care after 90-120 days of services. A Team Leader/point of Contact at the CSA and the Case Manager shall be identified prior to transition for continuity of care purposes. These responsible party names and position titles shall be captured in data reports submitted monthly to DMH.
- m. If, after the 120 days of service, the family requires a re-enrollment into the CFT process, a justification reflecting compelling reasons shall be presented to DMH. Examples of compelling reasons include, but are not limited to:
  - Youth was absconded during a significant portion of the enrollment period.
  - There has been a life event that has de-stabilized the youth placing them at risk for a restrictive level of care.
  - The youth's placement has disrupted or is at high risk for disruption.
  - A request to consider a PRTF placement has been made by a judge involved in the youth's neglect and/or juvenile case.

## **C.5 STAFF REQUIREMENTS**

- C.5.1** The Contractor must ensure that there are 4 CFT Care Coordinators, 4 Family Support Partners, and 1 Program Supervisor hired and trained in the Child and Family Team/Wraparound practice model.
- C.5.2** The Contractor must ensure that adequate supervision of the staff occurs to support the values of System of Care and Principles of Wraparound and elements of the Child and Family Team process.

**C.5.3** The Contractor must ensure that all relevant staff, including leadership, participate in DMH training efforts that pertain to the development of skills, knowledge, and abilities necessary for implementing a hi-fidelity Child and Family Team process for children and families.

**C.6 MAINTAINING CASE RECORDS**

**C.6.1** The Contractor must ensure all families served have a case file that includes the referral, SNCD, case history, assessments and evaluations of social and emotional functioning, progress toward goals, Plan of Care, and any other pertinent activity related to the child and family.

**C.6.2** The Contractor must ensure case records be examined as part of the project oversight. Case record must be up to date and complete.

**C.6.3** The Contractor must ensure case records are not publicly accessible nor in a public area of the workplace. Record maintenance shall be in compliance with the Health Insurance Portability and Accountability Act (HIPPA).

**C.6.4** The Contractor shall ensure that case records be retained in accordance with District regulations. Case records in any form generated or arising from the use of state funds provided under this Contract are the sole and exclusive property of the District.

**C.7 DATA REPORTING AND PERFORMANCE MEASURES**

**C.7.1** The Contractor shall be expected to positively impact the children and their families as demonstrated by the following performance measures:

- a. Youth referred to the Child and Family Team process are diverted from a PRTF or maintained in the least restrictive setting.
- b. The youth's clinical and social functioning increase as measured by the Ohio Mental Health Scales  
([www.lmh.state.oh.us/oper/outcomes/instrucmetns/index.html#osmanuals](http://www.lmh.state.oh.us/oper/outcomes/instrucmetns/index.html#osmanuals)).
- c. The family's ability to manage the youth increase as measured by the Ohio Mental Health Scales.
- d. The family is successfully transitioned to their DMH Core Service Agency for family team facilitation and coordination of care.
- e. Family satisfaction with the Child and Family Team process as measured by a satisfaction survey administered 2 weeks prior to the case being transitioned to the DMH CSA for family team facilitation and coordination of care.

**C.8 APPLICABLE DOCUMENTS**

<b>Item No.</b>	<b>Document Type</b>	<b>Title</b>	<b>Date</b>
1	D.C.R. 22A DCMR Chapter 3	Grievance Rules	10/10/ 2002
2	PDF	The Application of the Ten Principles of the Wraparound Process to the Role of the Family Partners on Wraparound Teams	2008
3	PDF	The Ten Principles of the Wraparound Process	

**C.9 DEFINITIONS**

N/A

**C.10 LOCATION OF SERVICES**

All services shall be located within the District of Columbia.

**C.11 DELIVERABLES**

**C.11.1** The Contractor shall provide monthly, quarterly, and annual reports capturing the status of the requirements outlined in C.4 of this Scope of Work.

**C.11.2** The Contractor shall provide quarterly and annual reports capturing the performance measure outlined in Section C.6.

**C.11.3** The Contractor shall provide copies of the completed Ohio Mental Health Scales to the Department of Mental Health System of Care Evaluator for each referral accepted into the Child and Family Team process.

**C.12 FISCAL REQUIREMENTS**

**C.12.1** The Contractor must deliver services within the rate that is established in the Contract resulting from this RFP.

**C.12.2** The Contractor's proposed budget must be fair and reasonable relating to the costs required to services for the number of Consumers to be served.

**C.12.3** The Contractor shall maintain effective fiscal and program management in order to ensure cost effectiveness in the delivery of services and adherence to the established budget.

**\*\*\* END OF SECTION C \*\*\***

**SECTION D**  
**PACKAGING AND MARKING**  
**TABLE OF CONTENTS**

<u>SECTION NO.</u>	<u>SECTION TITLE</u>	<u>PAGE NO.</u>
D.1	PACKAGING AND MARKING	14
D.2	POSTAGE AND MAILING FEES	14

**SECTION D: PACKAGING AND MARKING**

**D.1            PACKAGING AND MARKING**

The packaging and marking requirements for the resultant contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007, Attachment J.1.1

**D.2            POSTAGE AND MAILING FEES**

Contractor shall be responsible for all posting and mailing fees incurred in connection with performance under this Contract.

**\*\*\* END OF SECTION D \*\*\***

**SECTION E**  
**INSPECTION AND ACCEPTANCE**

**TABLE OF CONTENTS**

<u>SECTION NO.</u>	<u>SECTION TITLE</u>	<u>PAGE NO.</u>
E.1	GENERAL PROVISIONS	16
E.2	CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES	16-17

## **SECTION E: INSPECTION AND ACCEPTANCE**

### **E.1 GENERAL PROVISIONS**

The inspection and acceptance requirements for the Contract shall be governed by clause number six (6), Inspection of Services, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007, Attachment J.1.

### **E.2 CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES**

- E.2.1** The Contractor shall be held to the full performance of the contract. The District shall deduct from the Contractor's invoice or otherwise withhold payment for any non-conforming service as specified below.
- E.2.2** A service task may be composed of several sub-items. A service task may be determined to be partially complete if the Contractor satisfactorily completes some, but not all, of the sub-items. In those cases, partial deductions may be taken from the Contractor's invoice.
- E.2.3** The District shall give the Contractor written notice of deductions by providing copies of reports, which summarize the deficiencies for which the determination was made to assess the deduction in payment for unsatisfactory work.
- E.2.4** Therefore, in the case of non-performed work, the District:
- E.2.4.1** Shall deduct from the Contractor's invoice all amounts associated with such non-performed work at the rate set out in Section B or provided by other provisions of the contract;
- E.2.4.2** May, at its option, afford the Contractor an opportunity to perform the non-performed work within a reasonable period subject to the discretion of the Director/ACCO and at no additional cost to the District;
- E.2.4.3** May, at its option, perform the services by District personnel or other means.
- E.2.5** In the case of unsatisfactory work, the District:
- E.2.5.1** Shall deduct from the Contractor's invoice all amounts associated with such unsatisfactory work at the rates set out in Section B or provided by other provisions of the contract, unless the Contractor is afforded an opportunity to re-perform and satisfactory completes the work;

**E.2.5.2** May, at its option, afford the Contractor an opportunity to re-perform the unsatisfactory work within a reasonable period subject to the discretion of the Director/ACCO and at no additional cost to the District.

**\*\*\* END OF SECTION E \*\*\***

**SECTION F**

**DELIVERIES OR PERFORMANCE**

**TABLE OF CONTENTS**

<u>SECTION NO.</u>	<u>SECTION TITLE</u>	<u>PAGE NO.</u>
F.1	PERIOD OF PERFORMANCE (POP)/TERM OF CONTRACT	19
F.2	OPTION TO EXTEND THE TERM OF THE CONTRACT	19
F.3	CONTRACTOR NOTICE REGARDING LATE PERFORMANCE	19

**SECTION F: DELIVERIES OR PERFORMANCE**

**F.1 PERIOD OF PERFORMANCE (POP)/TERM OF CONTRACT**

The Period of Performance (POP) for this Contract shall be One (1) Year from Date of Award with Four (4) One Year Option Periods.

**F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT**

**F.2.1** The District may extend the term of this Contract for a period of Four (4) One-Year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District shall give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is at the sole and absolute discretion of DMH, along with being subject to the availability of funds at the time of the exercise of this option and the Contractor's satisfactory performance of the terms and conditions of the Contract. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Director/ACCO prior to expiration of the contract.

**F.2.2** If the District exercises this option, the extended contract shall be considered to include this option provision.

**F.2.3** The price for the option period shall be as specified in the contract.

**F.2.4** The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

**F.3 CONTRACTOR NOTICE REGARDING LATE PERFORMANCE**

In the event the Contractor anticipates or encounters difficulty in complying with the terms and conditions as stated in this Contract, or in meeting any other requirements set forth in this Contract, the Contractor shall immediately notify the Director/ACCO in writing giving full detail as to the rationale for the late delivery and why the Contractor should be granted an extension of time, if any. Receipt of the Contractor's notification shall in no way be construed as an acceptance or waiver by the District.

**\*\*\* END OF SECTION F \*\*\***

**CONTRACT ADMINISTRATION DATA**

**TABLE OF CONTENTS**

<u>SECTION NO.</u>	<u>SECTION TITLE</u>	<u>PAGE NO.</u>
G.1	BILLING AND PAYMENT	21
G.2	FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT	21
G.3	ASSIGNMENTS	21-22
G.4	THIS SECTION IS RESERVED FOR FUTURE USE	22
G.5	DIRECTOR, CONTRACTS AND PROCUREMENT/AGENCY CHIEF CONTRACTING OFFICER (DIRECTOR/ACCO)	22
G.6	AUTHORIZED CHANGES BY THE DIRECTOR/ACCO	22-23
G.7	CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)	23
G.8	THE QUICK PAYMENT CLAUSE	24-25

## **SECTION G: CONTRACT ADMINISTRATION DATA**

### **G.1 INVOICES AND PAYMENT**

- G.1.1** The District shall make payments to the Contractor at the prices stipulated in this contract, for supplies delivered and accepted and/or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.1.2** Payment for properly prepared invoices shall be mailed within forty-five (45) days of receipt of a properly prepared invoice by the DMH Accounts Payable Office.
- G.1.3** The Contractor shall submit an original and three copies of each invoice to the Department of Mental Health, Accounts payable Office, 64 New York Avenue, N.E., 5<sup>th</sup> Floor, Washington, D.C. 20002 with concurrent copy sent to the Contracting Officer's Technical Representative (COTR) named in Section G.7.
- G.1.4** To constitute a proper invoice, the following information shall be clearly written on the invoice: Company Name, Date, Contract Number, Purchase Order Number; the assignment of an original invoice number; the description, price, the contact information of whom to be notified in the event of a defective invoice. Invoices from personal services providers must be signed and dated by the individual. Please note that the invoice shall match the itemized line (Clin Lines) of the Purchase Order as written up to but not exceeding the maximum of each line.

### **G.2 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT**

For contracts subject to the First Source Employment Agreement requirement, final request for payment must be accompanied by the report or a waiver of compliance. No final payment shall be made to the Contractor until the CFO has received the Director/ACCO's final determination or approval of waiver of the Contractor's compliance with the First Source Employment Agreement requirements.

### **G.3 ASSIGNMENTS**

- G.3.1** In accordance with 27 DCMR § 3250, unless otherwise prohibited by this contract, the Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution

**G.3.2** Any assignment shall cover all unpaid amounts payable under this contract and shall not be made to more than one party.

**G.3.3** Notwithstanding an assignment of money claims pursuant to authority contained in the contract, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated \_\_\_\_\_, make payment of this invoice to: (name and address of assignee).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G.4** **THIS SECTION IS RESERVED FOR FUTURE USE**

**G.5** **DIRECTOR, CONTRACTS AND PROCUREMENT/AGENCY CHIEF CONTRACTING OFFICER (DIRECTOR/ACCO)**

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The address and telephone number of the Contracting Officer is:

Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer  
Department of Mental Health  
Contracts and Procurement Administration  
64 New York Avenue, NE, 4<sup>th</sup> Floor  
Washington, DC 20002  
Telephone: 202-671-3188  
Fax: 202-671-3395

**G.6** **AUTHORIZED CHANGES BY THE DIRECTOR/ACCO**

**G.6.1** The Director/ACCO is the only person authorized to approve changes in any of the requirements of this contract.

**G.6.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Director/ACCO.

**G.6.3** In the event the Contractor effects any change at the instruction or request of any person other than the Director/ACCO, the change shall be considered to have been made without authority and no adjustment shall be made in the contract price to cover any cost increase incurred as a result thereof.

**G.7** **CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

**G.7.1** The COTR is responsible for general administration of the Contract, is appointed by the Director/ACCO and advising the Director/ACCO as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract shall be:

Laurie Ellington  
System of Care Practice Manager  
Office of Program Policy and Planning  
District of Columbia, Department of Mental Health  
64 New York Avenue, N.E.  
Washington, D.C. 20002  
(202) 671-2985 – Office  
(202) 673-7502 - Fax

**G.7.2** It is understood and agreed that the COTR shall not have authority to make any changes in the specifications/scope of work or terms and conditions of the contract.

**G.7.3** Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Director/ACCO, may be denied compensation or other relief for any additional work performed that is not so authorized and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

**G.8**            **THE QUICK PAYMENT CLAUSE**

**G.8.1**            **Interest Penalties to Contractors**

**G.8.1.1**        The District shall pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3<sup>rd</sup> day after the required payment date for meat or a meat product;
- b) the 5<sup>th</sup> day after the required payment date for an agricultural commodity; or
- c) the 15<sup>th</sup> day after the required payment date for any other item.

**G.8.1.2**        Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

**G.8.2**            **Payments to Subcontractors**

**G.8.2.1**        The Contractor must take one of the following actions within 7 days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a contract:

- (a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- (b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

**G.8.2.2**        The Contractor must pay any lower-tier subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- (a) the 3<sup>rd</sup> day after the required payment date for meat or a meat product;
- (b) the 5<sup>th</sup> day after the required payment date for an agricultural commodity; or
- (c) the 15<sup>th</sup> day after the required payment date for any other item.

**G.8.2.3** Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

**G.8.2.4** A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

**\*\*\* END OF SECTION G \*\*\***

**SECTION H**  
**SPECIAL CONTRACT REQUIREMENTS**

**TABLE OF CONTENTS**

<u>SECTION NO.</u>	<u>SECTION TITLE</u>	<u>PAGE NO.</u>
H.1	LIQUIDATED DAMAGES	27
H.2	DEPARTMENT OF LABOR WAGE DETERMINATIONS	27
H.3	AUDITS, RECORDS and RECORD RETENTION	27-28
H.4	PUBLICITY	28
H.5	CONFLICT OF INTEREST	28-29
H.6	PRIVACY COMPLIANCE	30-33
H.7	AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)	33
H.8	SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED	33
H.9	WAY TO WORK AMENDMENT ACT OF 2006	33-35
H.10	CONTRACTOR LICENSE/CLEARANCES	36
H.11	COST OF OPERATION	36

## **SECTION H: SPECIAL CONTRACT REQUIREMENTS**

### **H.1 LIQUIDATED DAMAGES**

**H.1.1** When the Contractor fails to perform the tasks required under this Contract, DMH shall notify the Contractor in writing of the specific task deficiencies with a Notice to Cure notification with a cure period of Not To Exceed ten (10) Business Days. The assessment of Liquidated Damages as determined by the Director, Contracts and Procurement/ Agency Chief Contracting Officer shall be in an amount of \$3,250.00 per day per unavailable slot where there has been a failure to provide required services as depicted in the Scope of Services. This assessment of Liquidated Damages against the Contractor shall be implemented after the expiration of the cure period and until such time that the Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract for a maximum of thirty (30) Business Days.

**H.1.2** When the Contractor is unable to cure its deficiencies in a timely manner and DMH requires a replacement Contractor to perform the required services, the Contractor shall be liable for Liquidated Damages accruing until the time DMH is able to award said contract to a qualified responsive and responsible Contractor. Additionally, if the Contractor is found to be in default of said Contract under the Default Clause of the Standard Contract Provisions, the original Contractor is completely liable for any and all total cost differences between their Contract and the new Contract awarded by DMH to the replacement Contractor.

### **H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS**

The Contractor shall be bound by the Wage Determination No. 2005-2103 Revision No. 8, dated 05/26/09, issued by the U.S. Department of Labor in accordance with and incorporated herein as Attachment J.1.2 of this solicitation. The Contractor shall be bound by the wage rates for the term of the Contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer for the option obtains a revised wage determination, that determination is applicable for the option periods; the Contractor may be entitled to an equitable adjustment.

### **H.3 AUDITS, RECORDS AND RECORD RETENTION**

**H.3.1** At any time or times before final payment and three (3) years thereafter, the Director/ACCO may have the Contractor's invoices or vouchers and statements of cost audited. For cost reimbursement contracts, any payment may be reduced by amounts found by the Director/ACCO not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Contractor by the District Government and an

overpayment is found, the Contractor shall reimburse the District for said overpayment within thirty (30) days after written notification.

**H.3.2** The Contractor shall establish and maintain books, records and documents (including electronic storage media) in accordance with generally accepted accounting principles and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under the contract that results from this solicitation.

**H.3.3** The Contractor shall retain all records, financial records, supporting documents, statistical records and any other documents (including electronic storage media) pertinent to the contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of the contract.

**H.3.4** The Contractor shall assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, District, or other personnel duly authorized by the Director/ACCO.

**H.3.5** Persons duly authorized by the Director/ACCO shall have full access to and the right to examine any of the Contractor's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

**H.3.6** The Contractor shall include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

**H.4** **PUBLICITY**

The Contractor shall at all times obtain the prior written approval from the Director/ACCO before it, any of its officers, agents, employees or subcontractor either during or after expiration or termination of the contract make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

**H.5** **CONFLICT OF INTEREST**

No official or employee of the District of Columbia or the Federal Government who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall, prior to the completion of the project, voluntarily acquire any personal interest, direct or indirect, in the contract

or proposed contract. (DC Procurement Practices Act of 1985, D.C. Law 6-85, D.C. Code section 1-1190.1(a) and Chapter 18 of the DC Personnel Regulations).

**H.5.2** The Contractor represents and covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants not to employ any person having such known interests in the performance of the contract.

**H.6** **PRIVACY COMPLIANCE**

(1) Definitions

(a) *Business Associate*. "Business Associate" shall mean the Contractor.

(b) *Covered Entity*. "Covered Entity" shall mean Department of Mental Health

(c) *Designated Record Set* means:

1. A group of records maintained by or for Covered Entity that is:

(i) The medical records and billing records about individuals maintained by or for a covered health care provider;

(ii) The enrollment, payment, claims adjudication and case or medical management record systems maintained by or for a health plan; or

(iii) Used, in whole or in part, by or for Covered Entity to make decisions about individuals.

2. For purposes of this paragraph, the term *record* means any items, collection, or grouping of information that includes Protected Health Information and is maintained, collected, used, or disseminated by or for Covered Entity.

(d) *Individual* shall mean a person who qualifies as a personal representative

(e) *Privacy Rules*. "Privacy Rules" shall mean the requirements and restrictions contained in Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and E, as modified by any District of Columbia laws, including the Mental Health Information Act of 1978, that may have preemptive effect by operation of 45 CFR part 160, subpart B.

(f) *Protected Health Information*. "Protected Health Information" shall mean limited to the information created or received by Business Associate from or on behalf of Covered Entity.

(g) *Required By Law*. "Required By Law" shall have the same meaning as the term "required by law", except to the extent District of Columbia laws, including the Mental Health Information Act of 1978, have preemptive effect by operation of 45 CFR Part 160, subpart B.

(h) *Secretary*. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.

(2) Obligations and Activities of Business Associate

(a) Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by this Privacy Compliance Clause (this Clause) or as Required by Law.

(b) Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Clause.

(c) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Clause.

(d) Business Associate agrees to report to Covered Entity any use or disclosure of the Protected Health Information not provided for by this Clause of which it becomes aware.

(e) Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.

(f) Business Associate agrees to provide access, at the request of Covered Entity and in the time and manner [Insert negotiated terms for access], to Protected Health Information in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR 164.524.

(g) Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that Covered Entity directs or agrees to pursuant to 45 CFR 164.526 at the request of Covered Entity or an Individual and in the time and manner [Insert negotiated terms for amendment].

(h) Business Associate agrees to make internal practices, books and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity, available to the Covered Entity, or to the Secretary, in a time and manner [Insert negotiated terms for access] or designated by the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rules.

(i) Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for

Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

(j) Business Associate agrees to provide to Covered Entity or an Individual, in time and manner [Insert negotiated terms for access], information collected in accordance with Section (i) above, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

### (3) Permitted Uses and Disclosures by Business Associate

#### (a) *Refer to underlying services agreement:*

Except as otherwise limited in this Clause, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in [Insert Name of this Contract], provided that such use or disclosure would not violate the Privacy Rules if done by Covered Entity or the minimum necessary policies and procedures of Covered Entity.

(b) Except as otherwise limited in this Clause, Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

(c) Except as otherwise limited in this Clause, Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are Required By Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it shall remain confidential and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

(d) Except as otherwise limited in this Clause, Business Associate may use Protected Health Information to provide Data Aggregation services to Covered Entity as permitted by 42 CFR 164.504(e)(2)(i)(B).

(e) Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with § 164.502(j)(1).

### (4) Obligations of Covered Entity

(a) Covered Entity shall notify Business Associate of any limitation(s) in its notice of privacy practices of Covered Entity in accordance with 45 CFR 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.

(b) Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.

(c) Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

(5) Permissible Requests by Covered Entity

Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rules if done by Covered Entity.

(6) Term and Termination

(a) *Term.* The requirements of this Privacy Compliance Clause shall be effective as of the date of contract award and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.

(b) *Termination for Cause.* Upon Covered Entity's knowledge of a material breach of this Clause by Business Associate, Covered Entity shall either:

(1) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the contract if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity;

(2) Immediately terminate the contract if Business Associate has breached a material term of this Privacy Compliance Clause and cure is not possible; or

(3) If neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(c) *Effect of Termination.*

(1) Except as provided in paragraph (2) of this Section, upon termination of the contract, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

(2) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon determination by the Contracting Officer that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

(7) Miscellaneous

(a) *Regulatory References.* A reference in this Clause to a section in the Privacy Rules means the section as in effect or as amended.

(b) *Amendment.* The Parties agree to take such action as is necessary to amend this Clause from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy Rules.

(c) *Survival.* The respective rights and obligations of Business Associate under Section (6) of this Clause and Sections 8 (Default) and 16 (Termination for Convenience of the District) of the Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, effective March 2007, shall survive termination of the contract.

(d) *Interpretation.* Any ambiguity in this Clause shall be resolved to permit Covered Entity to comply with the Privacy Rules.

**H.7 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

During the performance of the contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. *See 42 U.S.C. §12101 et seq.*

**H.8 SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED**

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded program and activities. *See 29 U.S.C. § 794 et seq.*

**H.9**                    **WAY TO WORK AMENDMENT ACT OF 2006**

- H.9.1**                Except as described in H.9.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.
- H.9.2**                The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage rate.
- H.9.3**                The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.
- H.9.4**                The Department of Employment Services may adjust the living wage annually and the District’s Office of Contracting and Procurement shall publish the current living wage rate on its website at [www.ocp.dc.gov](http://www.ocp.dc.gov). If the living wage is adjusted during the term of the contract, the Contractor shall be bound by the applicable wage rate as of the effective date of the adjustment and the Contractor may be entitled to an equitable adjustment.
- H.9.5**                The Contractor shall provide a copy of the Fact Sheet attached as J.9 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.9 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.
- H.9.6**                The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date and shall include this requirement in its subcontracts for \$15,000 or more under the contract.
- H.9.7**                The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*
- H.9.8**                The requirements of the Living Wage Act of 2006 do not apply to:
- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
  - (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;

- (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
- (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
- (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
- (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
- (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

#### **H.9.9**

The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

**H.10**            **CONTRACTOR LICENSE/CLEARANCES**

Contractor shall maintain documentation that all staff possesses adequate training, qualifications and competence to perform the duties to which they are assigned and hold current licenses or certification as appropriate.

**H.11**            **COST OF OPERATION**

Contractor shall be responsible for all costs of operation under this Contract, including but not limited to taxes, surcharges, licenses, insurance, transportation, salaries and bonuses.

**\*\*\* END OF SECTION H \*\*\***

**SECTION I**

**CONTRACT CLAUSES**

**TABLE OF CONTENTS**

<u>SECTION NO.</u>	<u>SECTION TITLE</u>	<u>PAGE NO.</u>
I.1	APPLICABILITY OF STANDARD CONTRACT PROVISIONS	38
I.2	CONTRACTS THAT CROSS FISCAL YEARS	38
I.3	CONFIDENTIALITY OF INFORMATION	38
I.4	TIME	38
I.5	OTHER CONTRACTORS	38
I.6	FIRST SOURCE EMPLOYMENT AGREEMENT	38
I.7	SUBCONTRACTS	39
I.8	CONTRACTS IN EXCESS OF \$1 MILLION	39
I.9	THIS SECTION IS RESERVED FOR FUTURE USE	39
I.10	CONTINUITY OF SERVICES	39
I.11	INSURANCE	39-40
I.12	EQUAL EMPLOYMENT OPPORTUNITY	40
I.13	CONTRACT MERGER CLAUSE	40
I.14	THIS SECTION IS RESERVED FOR FUTURE USE	41
I.15	ORDER OF PREFERENCE	41

## **SECTION I: CONTRACT CLAUSES**

### **I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS**

The Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts dated March 2007 (Attachment J.1.1), the District of Columbia Procurement Practices Act of 1985, as amended and Title 27 of the District of Columbia Municipal Regulations, as amended, are incorporated as part of the Contract(s) resulting from this solicitation.

### **I.2 CONTRACTS THAT CROSS FISCAL YEARS**

Continuation of this Contract beyond the fiscal year is contingent upon future fiscal appropriations.

### **I.3 CONFIDENTIALITY OF INFORMATION**

All information obtained by the Contractor relating to any employee of the District or customer of the District shall be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

### **I.4 TIME**

Time, if stated in a number of days, shall include Saturdays, Sundays and holidays, unless otherwise stated herein.

### **I.5 OTHER CONTRACTORS**

The Contractor shall not commit or permit any act that shall interfere with the performance of work by another District Contractor or by any District employee.

### **I.6 FIRST SOURCE EMPLOYMENT AGREEMENT**

The Contractor shall maintain compliance with the terms and conditions of the First Source Employment Agreement executed between the District of Columbia and the Contractor throughout the entire duration of the contract, including option periods if any.

**I.7            SUBCONTRACTS**

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior, written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District shall have the right to review and approve prior to its execution to the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

**I.8            CONTRACTS IN EXCESS OF \$1 MILLION**

Any contract in excess of \$1,000,000.00 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the Contracting Officer.

**I.9            THIS SECTION IS RESERVED FOR FUTURE USE**

**I.10          CONTINUITY OF SERVICES**

**I.10.1**        The Contractor recognizes that the services provided under this Contract are vital to the District of Columbia and must be continued without interruption and that, upon Contract expiration or termination, a successor, either the District Government or another Contractor, at the District's option, may continue to provide these services. To that end, the Contractor agrees to:

**I.10.1.1**      Furnish phase-out, phase-in (transition) training; and

**I.10.1.2**      Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

**I.11          INSURANCE**

**I.11.1**        The Contractor shall obtain the minimum insurance coverage set forth below prior to award of the contract and within ten (10) calendar days after being called upon by the District to do so and keep such insurance in force throughout the contract period.

**I.11.2**        Bodily Injury: The Contractor shall carry bodily injury insurance coverage written in the comprehensive form of policy of at least \$500,000 per occurrence.

**I.11.3**        Property Damage: The Contractor shall carry property damage insurance of at least (\$20,000) per occurrence.

- I.11.4**      **Workers' Compensation:** The Contractor shall carry workers' compensation insurance covering all of its employees employed upon the premises and in connection with its other operations pertaining to this contract and the Contractor agrees to comply at all times with the provisions of the workers' compensation laws of the District.
- I.11.5**      **Employer's Liability:** The Contractor shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000) per employee.
- I.11.6**      **Automobile Liability:** The Contractor shall maintain automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.
- I.11.7**      **Professional Liability:** The Contractor shall carry and maintain professional liability insurance coverage of at least \$1 Million Dollars.
- I.11.8**      All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance and Securities Regulation with a certificate of insurance to be delivered to the District's Contracting Officer within ten (10) days of request by the District. The policies of insurance shall provide for at least thirty (30) days written notice to the District prior to their termination or material alteration.

**I.12**      **EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, an award cannot be made to any Contractor who has not satisfied the equal employment requirements as set forth by the Office of Human Rights and the Department of Small and Local Business Development.

**I.13**      **CONTRACT MERGER CLAUSE**

This Contract, including incorporated documents, constitutes the entire agreement between the parties. All previous discussions, writings and agreements are merged herein and shall not provide a basis for modifying or changing this written Contract.

**I.14            THIS SECTION IS RESERVED FOR FUTURE USE**

**I.15            ORDER OF PRECEDENCE**

- I.15.1**            A conflict in language or any inconsistencies in this Contract shall be resolved by giving precedence to the document in the highest order of priority which contains language addressing the issue in question. The following sets forth in descending order of priority the documents comprising this Contract that are incorporated by reference and are a part of the Contract:
- I.15.1.2**            Consent Order dated December 12, 2003 in *Dixon, et al. v Fenty, et al.*, CA 74-285 (TFH) (Dixon Consent Order) Attachment J.3) (*if appropriate*)
- I.15.1.3**            Contract Sections A through J of this Contact Number RM-10-RFP-085-BY4-VM
- I.15.1.4**            Standard Contract Provisions for the Use with District of Columbia Government Supply and Services Contracts, March, 2007 (Attachment J.1)
- I.15.1.5**            Wage Determination No. 2005-2103 (Revision No. 8, May 26, 2009) (Attachment J.2).
- I.15.1.6**            Best and Final Offer dated xxxxx
- I.15.1.7**            Proposal submission dated xxxx
- I.15.1.8**            Solicitation/Request for Proposal Number RM-10-RFP-085-BY4-VM, as amended (if appropriate).
- I.15.1.9**            The Contract, including incorporated documents, constitutes the entire agreement between the parties. All previous discussions, writings and agreements shall be merged herein and shall not provide a basis for modifying or changing the written Contract.

**\*\*\* END OF SECTION I \*\*\***

**SECTION J: LIST OF ATTACHMENTS**

- J.1** Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts dated March 2007 (SCP)
- J.2** Wage Determination No. 2005-2103 (Rev. 8, May 26, 2009)
- J.3** Consent Order dated December 12, 2003 in *Dixon, et al. v. Fenty, et al.*, CA 74-285 (TFH) (Dixon Consent Order) by reference.
- J.4** E.E.O. Information and Mayor's Order 85-85
- J.5** Tax Certification Affidavit
- J.6** First Source Employment Agreement
- J.7** The Way to Work Amendment Act of 2006 (i.e. The Living Wage Act)
- J.8** Contractor's Affidavit of Responsibility
- J.9** The Application of the Ten Principles of the Wraparound Process to the Role of the Family Partners on Wraparound Teams
- J.10** The Ten Principles of the Wraparound Process

**\*\*\* END OF SECTION J \*\*\***

**SECTION K**

**REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF  
OFFERORS**

**TABLE OF CONTENTS**

<u>SECTION NO.</u>	<u>SECTION TITLE</u>	<u>PAGE NO.</u>
K.1	AUTHORIZED NEGOTIATORS	44
K.2	TYPE OF BUSINESS ORGANIZATION	44
K.3	CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS	44-45
K.4	BUY AMERICAN CERTIFICATION	45
K.5	DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION	45
K.6	CERTIFICATION OF INDEPENDENT PRICE DETERMINATION	46-47
K.7	ACKNOWLEDGMENT OF AMENDMENTS	47

**SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS**

**K.1 AUTHORIZED NEGOTIATORS**

The Offeror represents that the following persons are authorized to negotiate on its behalf with the District in connection with the request for proposals. (list names, titles and telephone numbers of the authorized negotiators).

---

---

---

**K.2 TYPE OF BUSINESS ORGANIZATION**

**K.2.1** The Offeror, by checking the applicable box, represents that

(a) It operates as:

a corporation incorporated under the laws of the State of

an individual,

a partnership

a nonprofit organization, or

a joint venture; or

(b) If the Offeror is a foreign entity, it operates as:

an individual

a joint venture, or

a corporation registered for business in \_\_\_\_\_

(Country)

**K.3 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS**

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 10, 1985 and the Office of Human Rights' regulations, Chapter 11, "Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts

subject to the order. Failure to complete the certification may result in rejection of the Offeror for a contract subject to the order.

**I hereby certify that I am fully aware of the content of the Mayor's Order 85-85 and the Office of Human Rights' regulations, Chapter 11 and agree to comply with them in performance of this contract.**

Offeror \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

**Offeror \_\_\_ has \_\_\_ has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85. Offeror \_\_\_ has \_\_\_ has not filed all required compliance reports and representations indicating submission of required reports signed by proposed subcontractor. (The above representations need not be submitted in connection with contracts or subcontracts, which are exempt from the Mayor's Order.)**

**K.4 BUY AMERICAN CERTIFICATION**

The Offeror hereby certifies that each end product, except the end products listed below, is a domestic end product (as defined in Clause 23 of the Standard Contract Provisions, "Buy American Act") and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

\_\_\_\_\_ EXCLUDED END PRODUCTS

\_\_\_\_\_ COUNTRY OF ORIGIN

**K.5 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION**

Each Offeror shall check one of the following:

\_\_\_\_\_ No person listed in Clause 13 of the Standard Contract Provisions shall benefit from this contract.

\_\_\_\_\_ The following person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the Standard Contract Provisions.

\_\_\_\_\_  
\_\_\_\_\_

**K.6                    CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

- (a) Each signature of the Offeror is considered to be a certification by the signatory that:
  - (1) The prices in the Offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any Contractor or competitor relating to:
    - (i) those prices
    - (ii) the intention to submit an Offer, or
    - (iii) the methods or factors used to calculate the prices in the Offer;
  - (2) The prices in the Offer have not been and shall not be knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor before award unless otherwise required by law; and
  - (3) No attempt has been made or shall be made by the Offeror to induce any other concern to submit or not to submit an Offer for the purpose of restricting competition.
  
- (b) Each signature on the Offer is considered to be a certification by the signatory that the signatory:
  - (1) Is the person in the Offeror's organization responsible for determining the prices being offered in this Offer and that the signatory has not participated and shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
  - (2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated and shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

---

**(Please insert full name and title of the person(s) in the organization responsible for determining the prices offered in this Offer)**

- (i) As an authorized agent, does certify that the principals named in subdivision (b)(2) above have not participated and shall not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
- (ii) As an agent, has not participated and shall not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the Offeror deletes or modifies subparagraph (a)(2) above, the Offeror shall furnish with its Offer a signed statement setting forth in detail the circumstances of the disclosure.

**K.7            ACKNOWLEDGMENT OF AMENDMENTS**

The Offeror acknowledges receipt of the following Amendments to the solicitation and related documents numbered and dated as follows:

<b>Amendment No.</b>	<b>Date</b>	<b>Name of Authorized Representative</b>	<b>Title of Authorized Representative</b>	<b>Signature of Authorized Representative</b>

**\*\*\*END OF SECTION K\*\*\***

**SECTION L**

**INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

**TABLE OF CONTENTS**

<u>SECTION NO.</u>	<u>SECTION TITLE</u>	<u>PAGE NO.</u>
L.1	CONTRACT AWARD	49
L.2	PROPOSAL FORM, ORGANIZATION AND CONTENT	49-52
L.3	PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS	52-53
L.4	EXPLANATION TO PROSPECTIVE OFFERORS	53
L.5	FAILURE TO SUBMIT OFFERS	54
L.6	RESTRICTION ON DISCLOSURE AND USE OF DATA	54
L.7	PROPOSALS WITH OPTIONS YEARS	54-55
L.8	PROPOSAL PROTESTS	55
L.9	SIGNING OF OFFERS	55
L.10	UNNECESSARILY ELABORATE PROPOSALS	55
L.11	RETENTION OF PROPOSALS	55
L.12	PROPOSAL COSTS	56
L.13	ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS	56
L.14	CERTIFICATES OF INSURANCE	56
L.15	ACKNOWLEDGMENT OF AMENDMENTS	56-57

**SECTION L**

**INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

**TABLE OF CONTENTS, CONTINUED**

<u>SECTION NO.</u>	<u>SECTION TITLE</u>	<u>PAGE NO.</u>
L.16	BEST AND FINAL OFFERS	57
L.17	KEY PERSONNEL	57
L.18	ACCEPTANCE PERIOD	57
L.19	LEGAL STATUS OF CONTRACTOR	57-58
L.20	FAMILIARIZATION WITH CONDITIONS	58
L.21	STANDARDS OF RESPONSIBILITY	58-59
L.22	PRE-PROPOSAL CONFERENCE	59

## **SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

### **L.1 CONTRACT AWARD**

#### **L.1.1 Most Advantageous to the District**

The District intends to award one contract resulting from this solicitation to the responsive and responsible Offeror(s) whose Offer(s) conforming to the solicitation shall be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

#### **L.1.2 Initial Offers**

The District may award contracts on the basis of initial Offers received, without discussion. Therefore, each initial Offer should contain the Contractor best terms from a standpoint of cost or price, technical and other factors.

### **L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT**

**L.2.1** One original and five (5) copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point Times New Roman font on 8.5" by 11" bond paper. Telephonic and facsimile proposals shall not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked "**Proposal in Response to Solicitation No. (insert solicitation number, title and name of Offeror)**".

**L.2.2** Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. Offerors shall respond to each factor in a way that shall allow the District to evaluate the Offeror's response. Offerors shall submit information in a clear, concise, factual and logical manner, providing a comprehensive description of program supplies and services delivery thereof. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in Section C.

#### **L.2.3 Technical Proposal**

**L.2.3.1** The Technical Proposal shall be no more than 20 single-spaced pages. The District shall not consider any pages in excess of 20 pages to be a part of the Technical Proposal and shall not review or evaluate such pages. Contractor shall address the following:

Care Coordination, Child and Family Team Facilitation and Family Support Services  
RM-10-RFP-085-BY4-VM

- L.2.3.1.1** Demonstration of experience in the facilitation of the Child and Family Team process, adhering to System of Care values and the principles of Wraparound.
- L.2.3.1.4** Demonstration of experience in the provision of Care Coordination services with youth who are at risk for Psychiatric Residential Treatment Families and their families.
- L.2.3.1.5** Demonstrates experience in the utilization of Family Support Partners in the Child and Family Team process as described by the National Wraparound Initiative.
- L.2.3.1.6** Demonstration of a proposed plan for engaging and involving youth with complex emotional and behavioral health needs and their families in the creation of a Child and Family Team, the development and implementation of a Plan of Care, and a process for transitioning the team leadership and care coordination to the CSA and/or Social Worker.
- L.2.3.1.7** Demonstration of proposed staffing plan, the experience and responsibilities of current and needed staff in fulfilling their deliverables.
- L.2.3.1.8** Demonstration of a plan to collect and analyze information to report program activity and program effectiveness in meeting required performance measures.
- L.2.3.1.9** Demonstration of Past Performance in the facilitation, provision of Care Coordination Services with youth who are at risk for Psychiatric Residential Treatment Facilities and their families and Utilization of Family Support Partners in the CFT process
- L.2.3.2** Offeror shall also complete the following documents and submit them along with its Technical Proposal:
  - L.2.3.2.1** Solicitation, Offer and Award form (See Section L.9, below);
  - L.2.3.2.2** Attachment J.6 of this solicitation, Tax Certification Affidavit
  - L.2.3.2.3** Attachment J.7 of this solicitation, First Source Employment Agreement
  - L.2.3.2.4** Section K of this solicitation, Representations, Certifications and Other Statements of Offeror
  - L.2.3.2.5** The names, address, phone numbers and e-mail addresses of no more than three (3) government agencies/points of contact for whom Offeror has provided the same or similar services in the last three (3) years. The District shall contact these agencies as part of conducting its Past Performance Evaluation (See Section M.4, below.)

L.2.3.2.6 Any document required Section L.19 of this solicitation.

**L.2.3 Price Proposal**

L.2.3.1 Offerors shall complete Section B.4, Pricing Schedule and submit a Budget Package detailing the cost breakdown of how prices were arrived. All costs associated with a resulting Contract shall be included in the Contractor's daily rate calculation.

**L.3 PROPOSAL SUBMISSION DATE AND TIME and LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS**

**L.3.1 Proposal Submission**

**Proposal must be submitted no later than 2:00 p.m. local time on May 20, 2010 to the following address AND CLEARLY MARKED THAT IT IS A PROPOSAL WITH THE SOLICITATION NUMBER:**

Government of the District of Columbia  
Department of Mental Health  
Contracting and Procurement Administration  
64 New York Avenue, N.E. - 4th floor  
Washington, DC 20002  
Attn: Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement/Agency Chief Contracting Officer

Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- (a) The proposal or modification was sent by registered or certified mail not later than the fifth (5<sup>th</sup>) day before the date specified for receipt of offers;
- (b) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or
- (c) The proposal is the only proposal received.

**L.3.2      Withdrawal or Modification of Proposals**

An Offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date for receipt of proposals.

**L.3.3      Postmarks**

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the Contractor can furnish evidence from the postal authorities of timely mailing.

**L.3.4      Late Modifications**

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

**L.3.5      Late Proposals**

A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

**L.4        EXPLANATION TO PROSPECTIVE OFFERORS**

If a prospective Offeror has any questions relative to this solicitation, the prospective Offeror shall submit the question in writing to the Contact Person identified in Section A, page one of this solicitation. The prospective Offeror shall submit questions no later than five (5) calendar days prior to the closing date and time indicated for this solicitation. The District shall not consider any questions received fewer than five (5) calendar days before the date set for submission of proposals. The District shall furnish responses promptly to all prospective Offerors. The District shall issue an Amendment to the solicitation if that information is necessary in submitting Offers, or if the lack of it would be prejudicial to any other prospective Offeror. Oral explanations or instructions given before the award of the contract shall not be binding.

**L.5**                    **FAILURE TO SUBMIT OFFERS**

Recipients of this solicitation not responding with an Offer should not return this solicitation. Instead, they should advise the Director/ACCO, Department of Mental Health, 64 New York Avenue, N.E., 4<sup>th</sup> Floor, Washington, DC 20002, Telephone (202) 671-3171 by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Director/ACCO of the reason for not submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the Director, ACCO that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

**L.6**                    **RESTRICTION ON DISCLOSURE AND USE OF DATA**

**L.6.1**                Offerors who include in their proposals data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

“This proposal includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a contract is awarded to this Offeror as a result of or in connection with the submission of this data, the District shall have the right to duplicate, use, or disclose the data to the extent consistent with the District’s needs in the procurement process. This restriction does not limit the District’s rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets).”

**L.6.2**                Mark each sheet of data it wishes to restrict with the following legend:

”Use or disclosure of data contained on the sheet is subject to the restriction on the title page of this proposal.”

**L.7**                    **PROPOSALS WITH OPTIONS YEARS**

The Offeror shall include option year prices in its Price proposal. An Offer may be determined to be unacceptable if it fails to include option year pricing.

**L.8**                    **PROPOSAL PROTESTS**

Any actual or prospective Offeror or Contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent prior to the time set for receipt of initial proposals shall be filed with the Board prior to bid opening or the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into this solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting officer for the solicitation.

**L.9**                    **SIGNING OF OFFERS**

The Offeror shall sign the Offer and print or type the name of the Offeror and the name and title of the person authorized to sign the Offer in blocks 14, 14A, 15 and 15A of Section A, Solicitation, Offer and Award form, page one of this solicitation in Blue Ink. **There shall not be any acceptance of signature stamps or signature in any other color ink except Blue.** Erasures or other changes must be initialed by the person signing the Offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Director/ACCO.

**L.10**                   **UNNECESSARILY ELABORATE PROPOSALS**

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Contractor's lack of cost consciousness. Elaborate artwork, expensive paper and bindings and expensive visual and other presentation aids are neither necessary nor desired.

**L.11**                   **RETENTION OF PROPOSALS**

All proposal documents shall be the property of the District and retained by the District and therefore shall not be returned to the Offeror.

**L.12**            **PROPOSAL COSTS**

The District is not liable for any costs incurred by the Offeror in submitting proposals in response to this solicitation.

**L.13**            **ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS**

In addition to other proposal submission requirements, the Contractor must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code section 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals following award of the contract, subject to applicable FOIA exemption under Section 2-534(a)(1).

**L.14**            **CERTIFICATES OF INSURANCE**

The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in Section I.10 prior to commencing work. Evidence of insurance shall be submitted within ten (10) days of request by the District to:

Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer  
Government of the District of Columbia  
Department of Mental Health  
Contract and Procurement Administration  
64 New York Avenue, N.E., 4<sup>th</sup> Floor  
Washington, DC 20002  
(202) 671-3188 – Office  
(202) 671-3395 - Fax

**L.15**            **ACKNOWLEDGMENT OF AMENDMENTS**

Offerors shall acknowledge receipt of any amendment to this solicitation by (a) signing and returning the amendment; (b) by identifying the amendment number

and date in the space provided for this purpose in Section K of the solicitation; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of Offers. An Offeror's failure to acknowledge an amendment may result in rejection of the Offer.

**L.16**            **BEST AND FINAL OFFERS**

If, subsequent to receiving original proposals, negotiations are conducted, all Offerors within the competitive range shall be so notified and shall be provided an opportunity to submit written Best And Final Offers (BAFOs) at the designated date and time. Best and Final Offers shall be subject to Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions shall be reopened unless the Contracting Officer determines that it is clearly in the Government's best interest to do so, *e.g.*, it is clear that information available at that time is inadequate to reasonably justify selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for BAFOs to all Offerors still within the competitive range.

**L.17**            **KEY PERSONNEL**

The Offeror shall identify proposed key personnel for each discipline required and outline their relevant experience, indicating the percentage of their total time to be dedicated to this project and shall identify the Project Manager who shall lead the day-to-day activities of the project and outline his/her relevant experience (introductory narrative plus 1 page (maximum) resumes of key personnel only are encouraged).

**L.18**            **ACCEPTANCE PERIOD**

The Offeror agrees that its Offer remains valid for a period of 120 days from the solicitation's closing date.

**L.19**            **LEGAL STATUS OF CONTRACTOR**

**L.19.1**           Offeror must provide as part of its proposal its Name, Address, Telephone Number, Federal tax identification number and DUNS Number.

**L.19.2**           Offeror must provide a copy with its proposal a copy of each District of Columbia license, registration or certification that the Offeror is required by law to obtain. This mandate also requires the Offeror to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code section 47-2862 (2001), if the Offeror is required by law to make such certification. If the Offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the

offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

**L.19.3** If the Offeror is a partnership or joint venture, Offeror must provide the names of general partners or joint ventures and copies of any joint venture or teaming agreements.

**L.20** **FAMILIARIZATION WITH CONDITIONS**

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties that may be encountered and the conditions under which work is to be accomplished. Offerors shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

**L.21** **STANDARDS OF RESPONSIBILITY**

The Offeror shall demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements, therefore, the Offeror shall submit the documentation listed below, within five (5) days of the request by the District.

**L.21.1** Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

**L.21.2** 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.21.3** Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.

**L.21.4** Furnish evidence of compliance with the applicable District licensing, tax laws and regulations.

**L.21.5** Furnish evidence of a satisfactory performance record, record of integrity and business ethics.

**L.21.6** Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.

**L.21.7** Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

**L.21.8** If the Offeror fails to supply the information requested, the Contracting Officer 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 Contracting Officer shall determine the Offeror to be non-responsible.

**L.22** **OPTIONAL PRE-PROPOSAL CONFERENCE**

**L.22.1** The District shall conduct an Optional Pre-Proposal Conference on **May 6, 2010 at 11:00 a.m. at the Department of Mental Health, Conference Room B, 64 New York Avenue, N.E., 4<sup>th</sup> Floor, Washington, D.C. 20002**. Prospective Offerors shall be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from Offerors on the solicitation document as well as to clarify the contents of the solicitation. Attendees must complete the Optional Pre-Proposal conference Attendance Roster at the conference so that their attendance can be properly recorded.

**L.22.2** Impromptu questions shall be permitted and spontaneous answers shall be provided at the District's discretion. Verbal answers given at the pre-proposal conference are only intended for general discussion and do not represent the District's formal position. All questions must be submitted in writing to the Director/ACCO following the close of the Pre-Proposal conference in order to generate a formal answer, but in any event no fewer than five (5) days prior to the date set for receipt of proposals. Answers shall be provided in writing to all prospective Offerors who are listed on the official Offerors' list as having received a copy of the solicitation and shall be issued as an Amendment to the solicitation.

**\*\*\*END OF SECTION L\*\*\***

**SECTION M**

**EVALUATION FACTORS FOR AWARD**

**TABLE OF CONTENTS**

<u>SECTION NO.</u>	<u>SECTION TITLE</u>	<u>PAGE NO.</u>
M.1	EVALUATION FOR AWARD	61
M.2	TECHNICAL RATING	61
M.3	TECHNICAL EVALUATION	61-62
M.4	PAST PERFORMANCE EVALUATION	62
M.5	PRICE EVALUATION	63
M.6	CLAUSES APPLICABLE TO ALL OPEN MARKET SOLICITATIONS	64-69

## **SECTION M: EVALUATION FACTORS FOR AWARD**

### **M.1 EVALUATION FOR AWARD**

The Contract(s) shall be awarded to the responsible Offeror(s) whose Offer(s) conforming to the solicitation shall be most advantageous to the District, based upon the Evaluation Criteria specified below. While the points in the Evaluation Criteria indicate their relative importance, the total scores shall not necessarily be determinative of the award. Rather the total scores shall guide the District in making an intelligent award decision based upon the Evaluation Criteria.

### **M.2 TECHNICAL RATING**

The Technical Rating Scale is as follows:

<b>Numeric Rating</b>	<b>Adjective</b>	<b>Description</b>
1	Unacceptable	Fails to meet minimum requirements; major deficiencies which are not correctable
2	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
3	Acceptable	Meets requirements; only minor deficiencies which are correctable
4	Good	Meets requirements; no deficiencies
5	Excellent	Exceeds most, if not all requirements; no deficiencies

For example, if a sub-factor has a point evaluation of 0 to 6 points and (using the Technical Rating Scale) the District evaluates as "Good" the part of the proposal applicable to the sub-factor, the score for the sub-factor is 4.8 (4/5 of 6). The sub-factor scores shall be added together to determine the score for the factor level.

### **M.3 TECHNICAL EVALUATION**

**M.3.1** The Technical Evaluation Criteria set forth below have been developed by agency technical personnel and has been tailored to the requirements of this particular solicitation. The criteria serve as the standard against which all proposals shall be evaluated and serve to identify the significant matters which the Offeror should specifically address in complying with the requirements of this solicitation.

**M.3.2** Offeror's Technical Proposal and Price Proposal shall be evaluated separately.

**M.3.3      TECHNICAL EVALUATION FACTORS (80 Points)**

**M.3.3.1      Technical Understanding of the Requirement and Technical Approach (80 Points) (Business Capability)**

**M.3.3.2**      Offeror demonstrates experience in the facilitation of the Child and Family Team process, adhering to System of Care values and the principles of Wraparound. **(20 points)**

**M.3.3.3**      Offeror demonstrates experience in the provision of Care Coordination services with youth who are at risk for Psychiatric Residential Treatment Facilities and their families. **(15 points).**

**M.3.3.4**      Offeror demonstrates a proposed plan for engaging and involving youth with complex emotional and behavioral health needs and their families in the creation of a Child and Family Team, the development and implementation of a Plan of Care, and a process for transitioning the team leadership and care coordination to the CSA and/or Social Worker. **(15 points).**

**M.3.3.5**      Offeror demonstrates experience in utilization of Family Support partners in the Child and Family Team process as described by the National Wraparound Initiative. **(10 points).**

**M.3.3.6**      Offeror demonstrates a proposed staffing plan, the experience and responsibilities of current and needed staff in fulfilling the deliverables. **(10 points)**

**M.3.3.7**      Offeror demonstrates a plan to collect and analyze information to report program activity and program effectiveness in meeting required performance measures. **(10 points)**

**M.4      PAST PERFORMANCE EVALUATION (10 Points)**

Offeror demonstrates past performance delivering CFT Care Coordination Services in the District of Columbia. The District shall evaluate Offeror's Past Performance in services programs or similar services for government agencies within the last three (3) years.

**M.5            PRICE EVALUATION (10 Points)**

The Price Evaluation shall be objective. The Offeror with the lowest total price, including the base year and all option years, shall receive the maximum price points. All other proposals shall receive a proportionately lower score. The following formula shall be used to determine each Offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 10 = \text{Evaluated price score}$$

## **M.6 CLAUSES APPLICABLE TO ALL OPEN MARKET SOLICITATIONS**

### **M.6.1 Preference for Local Business, Disadvantaged Businesses, Resident Business Ownerships or Businesses Operating in an Enterprise Zone.**

#### **1. General Preferences**

Under the provisions of D.C. Law 13.169, "Equal Opportunity for Local, Small or Disadvantaged Business Enterprises Amendment Act of 2000" (the "Act", as used in this section), the District shall apply preferences in evaluating Offers from businesses that are Local, Disadvantaged, Resident Business Ownership or Located in an Enterprise Zone of the District of Columbia.

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

- (a) Four percent reduction in the Proposal price or the addition of four point on a 100 point scale for a Local Business Enterprise (LBE) certified by the Department of Small and Local Business Development (DSLBD);
- (b) Three percent reduction in the Proposal price or the addition of three points on a 100 point scale for a Disadvantaged Business Enterprise (DBE) certified by the DSLBD;
- (c) Three percent reduction in the Proposal price or the addition of three points on a 100 point scale for a Resident Business Ownership (RBO), as defined in Section 2 (a)(8A) of the Act, and certified by the DSLBD; and
- (d) Two percent reduction in the Proposal price or the addition of two points on a 100 point scale for a business located in an Enterprise Zone, as defined in Section 2(5) of D.C. Law 12.268 and in 27 DCRM 899, 39 DCR 9087.9088 (December 4, 1992).

Any prime Contractor that is a LBE certified by the DSLBD shall receive a four percent (4%) reduction in Proposal price for a bid submitted by the LBE in response to an Invitation for Bid (IFB) or the addition of four points on a 100 point scale added to the overall score for bids submitted by the LBE in response to a Request for Proposal (RFP).

Any prime Contractor that is a DBE certified by the DSLBD shall receive a three percent (3%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or

the addition of three points on a 100 point scale added to the overall score for proposals submitted by the DBE in response to a RFP.

Any prime Contractor that is a RBO certified by the DSLBD shall receive a three percent (3%) reduction in the bid price for a bid submitted by the RBO in response to an IFB or the addition of three points on a 100 point scale added to the overall score for proposals submitted by the RBO in response to the RFP.

Any prime Contractor that is a Business Enterprise located in an Enterprise Zone shall receive a two percent (2%) reduction in bid price for a bid submitted by such business enterprise in response to an IFB or the addition of two points on a 100 point scale added to the overall score for proposals submitted by such businesses in response to a RFP.

**2. Preferences for Sub-Contracting in Open Market Solicitations with no LBE, DBE, RBO Sub-Contracting Set Aside.**

The preferences for sub-Contracting in Open Market solicitations where there is no LBE, DBE or RBO Sub-Contracting set aside are as follows:

- (a) If the prime Contractor is not a certified LBE, certified DBE, certified RBO or a business located in the enterprise in an enterprise zone, the District shall award the above stated preferences by reducing the bid price or by increasing the points proportionally based on the total dollar value of the bid or proposal that is designated by the prime Contractor for sub-total dollar value of the bid or proposal that is designated by the prime Contractor for sub-Contracting with a certified LBE, DBE, RBO or business located in an enterprise zone.
- (b) If the prime Contractor is a joint venture that is not certified LBE, certified DBE or certified RBO joint venture, or if the prime Contractor is a joint venture that includes a business in the enterprise zone but such business located in an enterprise zone does not own and control at least fifty-one (51%) of the joint venture, the District shall award the above stated preferences by reducing the bid price or by increasing the points proportionately in the proposal based on the total dollar value of the bid or proposal that is designated by the prime Contractor for a certified LBE, DBE, RBO or business located in an enterprise zone, for participation in the joint venture.

For Example:

If a non-certified prime Contractor sub-contracts with a certified Local Business Enterprise for a percentage of the work to be performed on an RFP, the calculation of the percentage points to be added during evaluation would be according to the following formula:

$$\frac{\text{Amount of Sub-Contract}}{\text{Amount of Contract}} \times 4(*) = \text{Points Awarded for Evaluating DSLBD Sub-Contracting}$$

(\*) Note: Equivalent of four (4) points on a 100 point scale.

The maximum total preference under the Act of this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100 point scale for proposals submitted in response to a RFP. Any prime Contractor receiving the full bid price reduction or point addition to its overall score for a particular preference shall not receive any additional bid price reduction or points for further participation on a sub-Contracting level for the particular preference. However, the prime Contractor shall receive a further proportional bid price reduction or point addition on a different preference for participation on a sub-Contracting level for that difference preference. For example, if a LBE prime Contractor received the four percent bid price reduction or the equivalent of four points on a 100 point sale, the LBE prime Contractor does not receive a further price reduction or additional points if such Contractor proposes sub-contracting with a DBE, the LBE prime Contractor receives a further proportional bid price reduction or point addition for the DBE participation on the sub-Contracting level.

**3. Preference for Open Market Solicitations with LBE, DBE, or RBO Sub-Contracting Set-Aside.**

If the solicitation is an open market solicitation with LBE, DBE or RBO sub-contracting set-aside, the prime Contractor shall receive the LBE, DBE, or RBO preference only if it is a certified LBE, DBE or RBO. There shall be no preference awarded for sub-Contracting by the prime Contractor with a LBE, DBE or RBO, even if the prime Contractor proposes LBE, DBE or RBO sub-Contracting above the sub-Contracting levels required by the solicitation. However, the prime Contractor shall be entitled to the full preference for business located in an enterprise zone if it is a business located in an enterprise zone or proportional preference if the prime Contractor sub-contracts with a business

located in an enterprise zone. The maximum total preference under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100 point scale for proposals submitted in response to a RFP.

**4. Preferences for Certified Joint Ventures Including Local or Disadvantaged Businesses or Resident Business Ownerships.**

When an DSLBD-certified joint venture includes a LBE, DBE or a RBO, and the LBE, DBE or RBO owns and controls at least fifty-one (51%) of the venture, the joint venture shall receive the preference as if it were a certified LBE, DBE, or RBO.

**5. Preference for joint Ventures Including Businesses located in an Enterprise Zone.**

When a joint Venture includes a business located in an enterprise zone, and such business located in an enterprise zone owns and controls at least fifty-one (51%) of the venture, the joint venture shall receive the preferences as if it were a business located in an enterprise zone.

**M.7 CONTRACTOR SUBMISSION FOR PREFERENCES**

M.7.1 Any Contractor seeking to receive preferences on this solicitation shall submit at the time of, and as part of its bid or proposal the following documentation as applicable to the preference being sought:

- Evidence of Contractor's sub-Contractor, or joint venture partner's certification or self certification as a LBE, DBE or RBO to include:
  - (a) A copy of all relevant letters of certification from the Department of Small and Local Business Development (DSLBD); or
  - (b) A copy of the sworn notarized Self-Certification Form prescribed by the DSLBD, along with an acknowledgement letter issued by the Director of the DSLBD. Business with principal offices located outside of the District of Columbia shall first be certified as LBE's before qualifying for self-certification.
- Evidence that Contractor or any sub-Contractor is located in an enterprise zone.

In order for a Contractor to receive allowable preferences under this solicitation, the Contractor shall include the relevant information as described in this clause as part of its proposal.

Refer to J.2.1 for the Self –Certification Package. In order to receive any preferences under this solicitation, any Contractor seeking self-certification shall contact the DSLBD to obtain a package and complete and submit the forms to:

Department of Small and Local Business Development  
Attn: DSLBD Certification Program  
441 Fourth Street, N.W., Suite 970N  
Washington, D.C. 20011

All Contractors are encouraged to contact the DSLBD Certification Program at (202) 727-3900 if additional information is required on certification procedures and requirements.

Penalties for Misrepresentation – Any material misrepresentation on the sworn notarized self-certification form could result in termination of the Contract, Contractor’s liability for civil and criminal action in accordance with the Act, D.C. Law 12.268, and other District laws, including debarment.

When a prime Contractor is certified by the DSLBD as a Local, Small or Disadvantaged Business or Resident Business Ownership, the prime Contractor shall perform at least fifty percent (50%) of the Contracting effort, excluding the cost of materials, goods and supplies with its own organization resources, and if it sub-Contracts fifty percent (50%) of the sub-Contracting effort, excluding the cost of materials, goods and supplies shall be with certified local, small or disadvantaged business enterprises and resident business ownerships, unless a waiver is granted by the Contracting Officer, with prior approval and consent of the Director of the DSLBD under the provisions of 27 DCMR 805, 39 DCR 5578.5580 (July 24, 1992). By submitting a signed bid or proposal, the prime Contractor certifies that it shall comply with the requirements of this clause.

Vendors interested in becoming certified under the different programs should contact the following for a certification package.

Department of Small and Local Business  
Development  
ATTN: Certification Program  
441-4<sup>th</sup> Street, N.W, Suite 970N  
Washington, D.C. 20001

**\*\*\*END OF SECTION M\*\*\***