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

MARCH 29, 2010

**SOLICITATION NUMBER RM-10-RFP-070-BY4-RKG FOR A CONTRACTOR TO
PROVIDE AN AUTOMATED DISPENSING SYSTEM FOR MEDICATION**

AMENDMENT NUMBER TWO (2)

TO ALL PROSPECTIVE OFFERORS:

Question No.	RFP Section	Question
1	Section L	Understanding that each pricing page needs a signature, is there any other document that the customer needs to sign outside with that?
<p>DMH RESPONSE: The e-mail sent with the notice of solicitation instructs all vendors as follows: Please return the completed Quote (signed Section A, signed and completed Schedule B Pricing sheet) to Mrs. Robin Knight Griffin, by the time and date indicated. Section A, Page 1 shall be signed by the vendor in addition to each page of the Schedule B Pricing.</p> <p>There is a need for each Prospective Offeror to ensure that they have read in its entirety the RFP Solicitation. The responsive determination that is required for Contract Award involves verifying that the Prospective Offeror has signed all appropriate documents.</p>		
Question No.	RFP Section	Question
2	Section K	Does Section K need to be signed and/or responded to? If not does the customer want for that to be returned?
<p>DMH RESPONSE: Section K can be answered. Please follow the instructions contained within the RFP Solicitation as they relate to Section K. Tax Certification, EEO Information, and First Source Agreement shall be presented and required separately (See Section J of the Solicitation).</p>		

Question No.	RFP Section	Question
3	Sections K & L	Other than pricing, what other areas is the customer expecting signatures?
<p>DMH RESPONSE: The e-mail sent with the notice of solicitation instructs all vendors as follows: Please return the completed Quote (signed Section A, signed and completed Schedule B Pricing sheet) to Mrs. Robin Knight Griffin, by the time and date indicated. Section A, Page 1 shall be signed by the vendor in addition to each page of the Schedule B Pricing.</p> <p>There is a need for each Prospective Offeror to ensure that they have read in its entirety the RFP Solicitation. The responsive determination that is required for Contract Award involves verifying that the Prospective Offeror has signed all appropriate documents.</p> <p>Section K can be answered. Please follow the instructions contained within the RFP Solicitation as they relate to Section K. Tax Certification, EEO Information, and First Source Agreement shall be presented and required separately (See Section J of the Solicitation).</p>		
Question No.	RFP Section	Question
4	Section L	What is the "Cover Sheet Business Information" mentioned in Section L.2? Is this referring to the front page, Contract Form? Does the cover sheet need to be on top of each part?
<p>DMH RESPONSE: Proposals are enhanced with company "Cover Sheet Business Information" with profiles and logos, which are not required. In the event that the Prospective Contractor elect to return the proposal with a "Cover Sheet Business Sheet", Section L.9 reads: Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are <i>not</i> desired and may be construed as an indication of the Prospective Contractor's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentations aids are neither necessary nor desired. If the prospective vendor elects to provide a "Cover Sheet Business Information," it does not need to be on top of each part.</p>		
Question No.	RFP Section	Question
5	Section M	What does the "Technical Proposal" consist of? Does pricing need to be included in the "Technical Proposal" as well?
<p>DMH RESPONSE: Technical Proposals provides the Prospective Offeror's approach and methodology toward resolving problems identified by DMH in the scope of work. Additionally, the Technical Proposal consist of the Prospective Contractor's written response validating the evaluation criteria set forth in Section M.4 which shall be specifically addressed in complying with the requirements of this solicitation for award consideration.</p>		

In compliance with Section M.3.2 The Offeror's Technical Proposal and Price Proposal shall be evaluated separately. Pricing shall not be included in the Technical Proposal because it has a separate criteria. Please refer to Section M.5 1 and 2 for the Cost Proposal Criteria.

Question No.	RFP Section	Question
6	Section L	Under L.3.1 Pre-Proposal Conference? It is written "Friday, March 24, 2010. March 24 th is Wednesday, Friday is March 26 th ."

DMH RESPONSE: Solicitation Amendment Number One (1) corrects the date for the Pre-Proposal Conference to read: Wednesday, March 24, 2010.

Question No.	RFP Section	Question
7	Section C	How often do you want to refill the ADS? Weekly? Daily?

DMH RESPONSE: DMH requires that the ADS is filled weekly with restocking/refill dose daily in order to meet established par levels.

Question No.	RFP Section	Question
8	Section C	Clarify Section 3.1.3 – The ADS Machine Cabinets/ADS Machine Console shall have the capacity to hold at least 45 different medications in separate compartments. Do you plan to store just 45 different medications in each ADS? If not, how many line items do you plan to store in each ADS? The reason for the questions above is that if you are eliminating cart fill, and only using the dispensing cabinets, there will need to be more equipment installed to keep all of the meds and doses. 45 medications is not a lot, but the number of doses needed for a period of time will change the size and number of the pieces of equipment.

DMH RESPONSE: There shall be four (4) dedicated slots for different strengths of the forty-five (45) different medications.

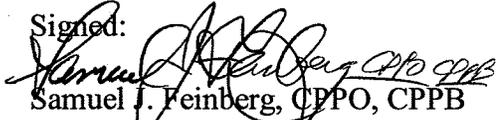
Question No.	RFP Section	Question
9	Section C	In reviewing the RFP, I have a question about C3.1.3 which mentions that the ADS should be able to hold at least 45 different medications in separate compartments. My question is: Are there narcotics that make up a portion of this quantity? These medications would need to be placed in a high security drawer which will be important when configuring the actual cabinet for the Proposal. Please let me know so we can design a Proposal that is accurate and provides for patient safety and security.

<p>DMH RESPONSE: There are five (5) Narcotics that are part of the forty-five (45) different medications with at least three (3) dedicated slots for different strengths of each of those five (5) medications, with the capability to convert more, to narcotic slots, if necessary.</p>		
Question No.	RFP Section	Question
10	Section C	As the RFP specifies that the system be able to interface to the pharmacy information system, we are assuming that you want profile cabinets. Should they all be profile or will there be clinic or other areas that would be non profile? The price is different, thereby the question.
<p>DMH RESPONSE: The requirement for this RFP is to be satisfied by all Profile Cabinets.</p>		

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSALS REMAIN UNCHANGED.

Only one copy of this amendment is being sent to prospective Offerors. Offerors shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the place specified for receipt of proposals. Proposals shall be mailed or delivered in accordance with the instructions provided in the original RFP. In the event your proposal has been previously deposited with the Department of Mental Health, Contracts and Procurement Administration (DMH/CPA), submit this signed Amendment in a sealed envelope, identified on the outside by the RFP number and submission date. This signed Amendment must be received by the DMH/CPA no later than the date and time for closing.

Failure to acknowledge receipt of Amendment Two (2) for Solicitation Number **RM-10-RFP-070-BY4-RKG** may be cause for rejection of any proposal submitted in response to the subject RFP.

Signed:

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

Amendment Number Two (2) is hereby acknowledged and is considered a part of the proposal for Solicitation Number **RM-10-RFP-070-BY4-RKG**.

 Signature of Authorized Representative

 Date