



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH
 CONTRACTS AND PROCUREMENT ADMINISTRATION
 64 NEW YORK AVENUE, NE, 4TH FLOOR
 WASHINGTON, DC 20002
 TELEPHONE: 202 671-3171 ♦ FAX: 202 671-3395**

September 2, 2011

**DEPARTMENT OF MENTAL HEALTH/EVIDENCE-BASED SUPPORTED EMPLOYMENT
REQUEST FOR PROPOSAL AMENDMENT NUMBER THREE (3)
REQUEST FOR PROPOSAL RM-11-RFP-042-BY4-TLW**

TO ALL PROSPECTIVE OFFERORS:

Question No.	RFP Section	Question
1		Do we leave the schedule in the solicitation blank and attach a completed copy of the form with our price criteria submission?
DMH RESPONSE: Applicants must complete all required cost and pricing documents included in the solicitation. Attachments can accompany the required proposal documents. This solicitation does not have Pricing that shall be different from Vendor to Vendor but all Offerors must adhere to the Established Rate for providing the required services.		
Question No.		Question
2		May brochures, policy manuals, and other material that may assist in understanding how a Vendor is structured be submitted with the proposal?
DMH RESPONSE: Attachments may accompany the required proposal documents.		
Question No.		Question
3		Can we include staff salaries, benefits or just program service pricing to include reimbursements for travel expenses of consumers, tokens/smart trips, meals, background investigations/work history reports, interview attire, other program related expenses such as marketing materials, ets in the pricing criteria?
DMH RESPONSE: DMH has established a rate for Evidence-Based Supported Employment		

<p>Services as stated in the Solicitation. An Agency’s staff salaries, benefits and other costs must be factored into that rate. In addition, DMH funds services provided to consumers and does not pay for travel expenses, meals or other costs related to operating a program.</p>		
Question No.		Question
4		G.2.1.2. has a procedure code as H203. Most other procedure codes in the DMH Claims Section are one (1) letter and four (4) numbers. Is this H203 the correct procedure code?
<p>DMH RESPONSE: The procedure code listed in G.2.1.5 is incorrect. The correct procedure code is H2023.</p>		
Question No.		Question
5		G.2.1.5 has a sixty (60) day deadline for claims submission. The standard submission for DMH claims (as well as other insurance payers) has been Ninety (90) Days. Could the Sixty (60) Day deadline be changed to a Ninety (90) Day deadline to be in line with the general practices of claims submission?
<p>DMH RESPONSE: The standard submission for DMH claims is 90 days. The deadline for submission of Evidence-Based Supported Employment claims will also be Ninety (90) days.</p>		

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR QUOTE 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 RFP to be submitted to the place specified for receipt of RFP. Requests for Proposals shall be mailed or delivered in accordance with the instructions provided in the original RFP. In the event your RFP has been previously deposited with the Department of Mental Health, Contracts and Procurement Services (DMH/CPS), 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/CPS no later than the date and time for closing.

Amendment Three (3)
RM-11-RFP-042-BY4-TLW
Evidence-Based Supported Employment Services
Page 3 of 3

Failure to acknowledge receipt of Amendment Three (3) for Solicitation Number **RM-11-RFP-042-TLW** 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 Three (3) is hereby acknowledged and is considered a part of the proposal for Solicitation Number **RM-11-RFP-042-TLW**.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror