



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

August 10, 2011

**GOVERNMENT OF THE DISTRICT OF COLUMBIA REQUEST FOR QUOTATION (RFQ)
WEB-BASED LEARNING MANAGEMENT SYSTEM (LMS) SUBSCRIPTION SERVICE
RM-11-RFQ-111-BY4-LMS-OF SOLICITATION AMENDMENT NUMBER 4**

TO PROSPECTIVE OFFERORS:

The Department of Mental Health (DMH) **Request for Quotation (RFQ) Solicitation RM-11-RFQ-111-BY4-LMS-OF** has been amended with the following Questions and Answers:

Number	RFQ Section	QUESTIONS
1		What additional information can we submit with this quote? Is the total submission not to exceed 5 pages? Can we submit a list of the requirements that we can fulfill for your needs and is that included in the maximum 5 pages?
<p>DMH RESPONSE: The Prospective Offerors submission shall include their additional information and list the Prospective Offerors requirements in accordance with the following requirements:</p> <p><u>L.2 QUOTE FORM, ORGANIZATION AND CONTENT</u></p> <p>One original and three (3) copies of the written QUOTE shall be submitted titled "QUOTE". Each page shall be numbered, and labeled to include the Solicitation number and name of the Prospective Contractor, Stapled or bond QUOTE shall be submitted with a minimum of three (3) pages and not to exceed the maximum of five (5) pages, additional pages only for QUOTE and supporting documentation. QUOTE be typewritten in single space, single page, Times New Roman, twelve (12) point font size on 8.5" by 11" bond paper. <u>Telephonic and telegraphic and/or Electronic Faxed QUOTE "NOT" be accepted.</u> Each QUOTE be submitted in a sealed envelope conspicuously marked: "QUOTE in Response to Solicitation No. <i><u>(insert solicitation number, Title and name of Prospective Contractor)</u></i>".</p>		
Number	RFQ Section	QUESTIONS
2		C.2.7 The system must be capable of handling the training demands of an organization the size of DMH and various stakeholders served by the Training Institute. Internal capabilities of approximately 1,200 internal users and 2,000 external users during the first year, with an increase of 1,000 external users during subsequent years.

		<p>Does this mean:</p> <p>A) There shall be a total of 3,200 users for Base Year and a total of 4,200 users for Option Year One, Two, Three and Four, OR</p> <p>B) There shall be a total of 3,200 users for Base Year and a total of 4,200 users for Option Year One, a total of 5,200 users for Option Year Two, a total of 6,200 users for Option Year Three and a total of 7,200 users for Option Year Four.</p>
<p>DMH RESPONSE: C.2.7 Requirements has the potential to go up an additional 1000 users each year. It is unlikely that the numbers shall increase beyond 5000 but the system should have capacity to grow beyond that in the event the numbers exceed our expectations.</p>		

**ALL OTHER TERMS AND CONDITIONS OF THE
REQUEST FOR QUOTATIONS (RFQ) REMAIN UNCHANGED.**

Only one copy of this amendment is being sent to potential Offerors. Offerors shall sign below and attach a signed copy of this amendment to each submission specified for receipt of the RFQ Quotations. Quotations shall be mailed or delivered in accordance with the instructions provided in the original RFQ. In the event your Quotation 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 RFQ number and submission date.

This signed Amendment must be received by the DMH/CPS no later than the date and time for closing. Failure to acknowledge receipt of Amendment Four (4) for Solicitation Number No.: **REQUEST FOR QUOTATION (RFQ) WEB-BASED LEARNING MANAGEMENT SYSTEM (LMS) SUBSCRIPTION SERVICE RM-11-RFQ-111-BY4-LMS-OF** may be cause for rejection of any Quotation submitted in response to the subject RFQ.

Signed:



Michael Neff
Chief Administrator Officer
Contracts and Procurement Services

Amendment Number Four (4) is hereby acknowledged and is considered a part of the RFQ for Solicitation Number: **REQUEST FOR QUOTATION (RFQ) WEB-BASED LEARNING MANAGEMENT SYSTEM (LMS) SUBSCRIPTION SERVICE RM-11-RFQ-111-BY4-LMS-OF.**

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Firm

All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:

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