



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

August 11, 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 5**

**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		Are we required to send all Items in section J along with our quote? Can you provide a list of all documents to be included in our quotation package?
<p><b>DMH RESPONSE:</b> Prospective Offerors shall submit "ALL" documents with "Authorized Signatures" listed below: Attachments:</p> <ol style="list-style-type: none"> <li>1. TAX CERTIFICATION AFFIDAVIT;</li> <li>2. FIRST SOURCE AGREEMENT;</li> <li>3. EEO PACKAGE ;</li> <li>4. BUSINESS APPLICATION (FR -500 FORM);</li> <li>5. W-9 FORM;</li> <li>6. SOLICITATION (RM-11-RFP-114-BY4-TM-OF/Sections A, B, K through L); and</li> <li>7. AMENDMENTS.</li> </ol>		
Number	RFQ Section	QUESTIONS
2		Could you please provide a copy of J1, explain J9 and J10?
<p><b>DMH RESPONSE:</b></p> <p>J.1 Consent Order date December 12, 2003 in Dixon, et al. v Fenty, et al., CA 74-285 (NHJ) (Dixon Consent Order). <b>(attached)</b></p> <p>J.9 Request for Quote submission date (July 2011): <b>The project was initiated by Programs during this time period.</b></p> <p>J.10 Solicitation/Request for Quote Number RM-11-RFQ-111-BY4-LMS-OF: <b>This is the Solicitation/Contract Number.</b></p>		

Number	RFQ Section	QUESTIONS
3		Am I correct in that DC DMH is looking for PRICING ONLY (with attachment K)? Can we submit any technical information on the product itself?
<b>DMH RESPONSE:</b> Price is the required source. The Prospective Offerors QUOTE shall submit a minimum of three (3) pages and not to exceed the maximum of five (5) pages, including any additional pages for supporting documentation.		
Number	RFQ Section	QUESTIONS
4		Can the PDFs be handwritten or do we need to use a typewriter?
<b>DMH RESPONSE:</b> QUOTE shall be typewritten in single space, single page, Times New Roman, twelve (12) point font size on 8.5" by 11" on page(s) 4 through 6 of Section B: Schedule B - Pricing.		
Number	RFQ Section	QUESTIONS
5		What order should these items be in? Should there be a cover letter?
<b>DMH RESPONSE:</b> Request for Quotation		
<b>Order of submission:</b>		
<ol style="list-style-type: none"> <li>1. Cover Letter</li> <li>2. SOLICITATION (RM-11-RFP-114-BY4-TM-OF/Sections A, B, K through L); and</li> <li>3. TAX CERTIFICATION AFFIDAVIT;</li> <li>4. FIRST SOURCE AGREEMENT;</li> <li>5. EEO PACKAGE ;</li> <li>6. BUSINESS APPLICATION (FR -500 FORM);</li> <li>7. W-9 FORM;</li> <li>8. AMENDMENTS.</li> </ol>		

**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 Five (5) 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 of Administrative Operations  
Contracts and Procurement Services

Amendment Number Five (5) 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**.

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Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Print or Type Name of Firm

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

Samuel J. Feinberg, CPPO, CPPB,  
Director, Contracts and Procurement, Agency Chief Contracting Officer  
Department of Mental Health  
64 New York Avenue – 4<sup>th</sup> Floor Washington, DC 20002  
(202) 671-3188 – Office/ (202) 671-3395 – Fax Email: [Samuel.feinberg@dc.gov](mailto:Samuel.feinberg@dc.gov)

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