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**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH  
CONTRACTS AND PROCUREMENT SERVICES  
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June 6, 2012

**Request for Proposal (RFP) RM-12-RFP-050-BY4-TLW for  
Copier Lease and Maintenance Services**

**Amendment Four (4)**

**Part I** – Answers questions submitted by Prospective Offerors

**Part II** – Amends certain sections of the Request for Proposal (RFP)

**Question 1:** Your answer to Question #5 below does not EXPLICITLY answer our Question 2.C. We understand that Excess Monthly Charges will be invoiced under CLINS 002 and 004, as we reference in our question. We asked more pointedly if vendors will be able to invoice you for excess monthly charges when your usage exceeds the 90,000/monthly for Black&White and 8,000/monthly for Color that you specify in your RFP. Our concern was that you may be "Capping" the amount that vendors could invoice you for excess usage, regardless of what larger volume of monthly usage you might generate.

**DMH Response:** DMH shall not "CAP" the amount that Vendors may invoice for Excess Copy Overages, regardless of the volume of monthly usage that DMH might generate in any given month. When the Excess Copy Overages exceeds the current Ceilings identified in this RFP (90,000 for B/W copies and 8,000 for color copies), the Vendor who is awarded this Contract shall invoice for the number of copies that have exceeded the identified B/W and/or Color Overage Ceilings and invoice those Overages at a Higher Excess Copy Rate. All invoices for copies exceeding the B/W and Color Overage Ceilings shall be paid once they have been certified correct by the Contract COTR who shall compare the invoices with the monthly meter readings from the copiers. In addition, the Vendor who shall be awarded this Contract shall have the responsibility to monitor the monthly B/W copies and Color copies and their respective Overages. Should these Overages exceed the B/W and/or Color Overage Ceilings on a frequent basis, the Contractor shall notify the Contract COTR in order for the Contract to be modified by either increasing the existing Monthly Copy

**Allowances or by increasing the monthly copy coverage allowances.**

**Question 2:** In H.6.8 page 75, isn't there a clause missing ("...for the positions created by the employer") at the end of the sentence currently ending with "...including monetary fines of 5% of the total amount of the direct and indirect labor costs of the Contract"?

**DMH Response:** There is no clause missing from the end of this sentence. This sentence reads correctly as written. **“Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.5.5, or deliberate submission of falsified data, may be enforced by the Director/ACCO through the imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the Contract”.**

**Question 3:** Regarding L.2 page 97, will the Copier Brochures NOT be counted as part of the "Technical Proposal" maximum of twenty pages? . Must each page of the Copier Brochures ALSO have each page "numbered and labeled to include the Solicitation number and name of the Prospective Contractor..."? into which of the two envelopes ("Technical Proposal" or "Price Proposal") do you want vendors to place the numerous "Solicitation Attachments (Compliance Documents)" as vendors are instructed to complete in Section K?

**DMH Response:** **The Brochure shall not be counted against the Maximum of Twenty (20) Pages as limited in the Technical Proposal. All Brochures must have Pagination without labeling with the Solicitation Number and all “Solicitation Attachments (Compliance Documents included) must be submitted in the same envelope as the Technical Proposal.**

**Only information pertaining to the Pricing of your Response to this RFP shall be included in the Pricing Envelope.**

**Question 4:** You mention in the same section, using your "in-place HID badge readers". Elsewhere (C.1.1.17 page 43), you discuss using the fleet of new copiers to "...leverage enterprise solutions software functions for dual capability to..." perform the seven functions also listed in C.1.1.17. Would you clarify your overall vision regarding the new fleet of copiers and your Radius Server/HID cards? Is it your goal to use your existing Radius Server and existing HID Cards to access and control/track usage on the new fleet of copiers? Some or the entire list of seven functions that you identify can be performed by a vendor's own software utilities.

**DMH Response:** **DMH shall retain and use its current RADIUS Server. The existing DMH HID cards, as well as the DC One Card, shall no longer be a requirement of this RFP solicitation. DMH shall change the requirement to require the vendor to assign Personal Identification Numbers (PIN) to each of the twelve hundred (1,200) DMH employees which shall allow DMH IT Staff to access and control/track staff usage on the new fleet of copiers.**

**Question 5:** It unclear regarding Weekday hours after 5PM and Saturday Hours. As we asked in

our question 13, and as implied in your answer below, should vendors conclude that only "Emergency" services (at "Emergency" service rates) are expected for those locations requesting service after 5PM during the Weekdays or on Saturdays?

**DMH Response: Emergency services are services that are required after the normal workday hours of 8:30 AM – 5:00 PM Monday through Friday. Services shall not be required on Saturdays.**

**Question 6:** Please confirm that, as listed in B.5 Part I "Item Description", only the 30 copiers in CLIN 001 (the 35 images per minute models) are to have the OCR capability.

**DMH Response: Only the thirty (30) copiers identified in CLIN 001 shall have Optical Character Recognition (OCR).**

**Question 7:** Removable hard drive accessibility: Can the standard DOD image wipe be sufficient? Image overwrite can be set up to erase data after every scan

**DMH Response: The standard DOD Image Wipe shall not be sufficient for DMH requirements. The DMH requirement is for identified DMH IT Staff to have access to and instruction on how to remove the hard drives from the copiers in order to be able to destroy the hard drives when required.**

**Question 8:** Is there a sub-contracting form that needs to be submitted?

**DMH Response: There is a requirement to provide a Subcontracting Plan for any submission exceeding Two Hundred Fifty Thousand Dollars (\$250,000) and the Subcontracting Plan should be submitted in the Technical Proposal envelope. The Subcontracting Plan shall not count against the 20 Page Limit of the Technical Proposal. A copy of the 2 page Subcontracting Plan form is attached to this Amendment Four. Additional copies of this form can also be obtained from the following website: <http://dhcf.dc.gov/dhcf/lib/dhcf/subcontracting.pdf>**

**Question 9:** Can the technical response be more than 20 pages not to exceed 30 pages to help provide clarity and thoroughness of the technical response?

**DMH Response: This RFP has a Page Limit of Not to Exceed twenty (20) Pages that shall remain in effect.**

**Question 10:** Please clarify "manual hole punch option"? This feature can only be an external accessory that will be purchased and will only reside on the copier; it will not be embedded in the machine or made part of.

**DMH Response: DMH requires a manual two hole and three hole punch as an Accessory to each copier. If this requirement can only be accomplished through the inclusion of External Two and Three Hole Punches that shall reside by the copier rather than being embedded in the copier, this method shall be acceptable to DMH as long as the capability issue is met.**

**Question 11: If all machines need faxing capabilities, can the (90) ppm copier replace the SIX (95) ppm copier to be in compliance? Or can we supply off-line faxing for the 95 ppm option?**

**DMH Response: This requirement of a 95 ppm copier in this RFP solicitation is not subject to substitution. Offline Faxing may be provided to accomplish the required capability.**

**Question 12: Does the Scheduled Routine, Preventative and Maintenance Service need to be provided on Saturday for the K St location?**

**DMH Response: No Scheduled Routine, Preventive or Emergency Maintenance Services shall be provided to the copiers installed at the 35 K St., NE facility on Saturdays.**

**Question 13: Based on the current questions and answers as well as more questions that need to be answered, can another extension of one week be granted to finalize the technical and pricing proposals?**

**DMH Response: The Closing Date for Full Response to this RFP Solicitation has been extended until Friday June 15, 2012 at 2:00 PM EST.**

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL (RFP) 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 response to the 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 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 on or before Friday June 15, 2012 at 2:00 PM EST, the date and time for the closing of this solicitation. Failure to acknowledge receipt of Amendment Four (4) for Solicitation Number RM-12-RFP-050-BY4-TLW may be cause for rejection of any Proposal submitted in response to the subject RFP.**

Signed:

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

Amendment Number Four (4) is hereby acknowledged and is considered a part of the Proposal for Solicitation Number RM-12-RFP-050-BY4-TLW.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

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

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