



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES
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May 10, 2012

**Request for Proposal (RFP) RM-12-RFP-050-BY4-TLW for
Copier Lease and Maintenance Services
Amendment One (1)**

Part I – Answers questions submitted by Prospective Offerors

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

QUESTION 1: What type of HID badges does DMH utilize?

DMH RESPONSE: The District of Columbia currently uses the DC One Card. See following website for further information. www.dconecard.dc.gov.

QUESTION 2: What is the RADIUS Server and applications on it?

DMH RESPONSE: The Radius Server is the mechanism that verifies user names and passwords located at each site. The Primary Application on the RADIUS Server is Active Directory

QUESTION 3: Does DMH require more than one Printer Kit and if so, which ones.

DMH RESPONSE: DMH requires One Standard Printer Kit on each copier.

QUESTION 4: Do you want the optional features included in the price?

DMH RESPONSE: Please include all required optional features listed in this RFP in the Pricing submission.

QUESTION 5: The requirement for the 160GB Hard Drive on non production units is excess when erasable hard drives are required. Is there a specific reason for the larger hard drives on the small to workgroup units than the production equipment?

DMH RESPONSE: Please change the required size of the Hard Drives in ALL requested copiers on Contract Line Item Numbers 001 through 006 found on pages 5 through 28, to be universally 160 GB Hard Drives.

Question 6: On page 32, line item #006, reads "Miscellaneous Parts and Services (including but not limited to Fax Board replacements) and miscellaneous copying supplies". Please clarify.

DMH Response: The miscellaneous parts and services are parts and services that are not covered under the Standard Maintenance Contract.

Question 7: On page 32, Line items 007 reads "Relocation of copiers/components within a DMH facility"; 008 reads "Relocation of copiers to another DMH facility within a ten (10) mile radius of the original install location" and Page 44 Item Number C.1.1.22 reads "Contractor shall provide and agree upon twenty five (25) No Cost copier relocations." Please clarify the difference

DMH Response: Line Item C.1.1.22 is requiring that 25 copier relocations be a No Cost component of the Contract. Line item # 007 is requesting the cost, per occurrence, to relocate copiers above the 25 copier threshold that are being relocated within the same DMH facility. Line Item # 008 is requesting the cost, per occurrence, above the 25 copier threshold to relocate copiers to a different DMH facility that is within a 10 mile radius of the original install location.

Question 8: Pages 43 & 44 C.1.1.9; C.1.1.10; C.1.1.16; C.1.1.17 and C.1.1.19 mention items that are optional. Should they be priced in the Response as requirements?

DMH Response: All optional items that are necessary to meet the minimum requirements as outlined in this RFP should be priced as requirements and should be included in the overall submission price

Question 9: On page 44, C.1.1.20, #1 - Which IT peripherals and attachments do you want to reduce?

DMH Response: C.1.1.20 item #1 reads " Centralize the installation and initial/follow-up training of various peripherals and contain cost by:

1. Reduce all numbers of IT peripherals and attachments"

Please remove C.1.1.20 #1 in its entirety from the requirements of the RFP.

Question 10 – Which method of authentication do you want to use to accomplish C.1.1.17, items 5 – 7, badges or network credentials

DMH Response: The Responding Contractor must make a Business Decision associated with the method of authentication that shall be more advantageous in cost, effectiveness and efficiency, given DMH requirements and goals along with the capabilities of the Contractor equipment.

Question 11: Erasable hard drives are required per page 5. Are removable hard drives in C.1.1.19 also required or should the devices just have that capability?

DMH Response: DMH is requiring hard drives that are both erasable and removable.

Question 12: Can an award date be projected?

DMH Response: An award date cannot be projected due to the uncertainty of the number of responders to the RFP and the length of time that shall be required for the review and evaluation process.

Question 13: Should we expand our capability options with equipment/features that would enhance the requested needs on the RFP?

DMH Response: The Responding Contractors should not respond to this RFP by presenting equipment/features that differ from the capabilities that are requested in the RFP. The Responding Contractors may attach, as back-up documentation, other options that they feel may enhance the requirements listed on the RFP.

Question 14: Will document management databases be needed?

DMH Response: Document Management Databases shall not be required.

Question 15: Are Emergency Repair Hours outside of the standard work day hours and weekend hours?

DMH Response: Emergency Hours are hours that are beyond the standard Monday through Friday 8:00 AM until 5:00 PM work hours and shall include weekend hours, as needed.

Part II – DMH Amends The Following Sections Of This Request For Proposal As Follows:

I.12 Currently reads as follows:

I.12 ORDER OF PRECEDENCE

The Contract awarded as a result of the RFP will contain the following clause:

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents that are incorporated into this contract by reference and made a part of the Contract in the following order of precedence:

- (1) Consent Order dated December 12, 2003 in *Dixon, et al. v Fenty, et al.*, CA 74-285 (TFH) (Dixon Consent Order) (if appropriate)**

Replace Section I.12 in its entirety with:

I.12 ORDER OF PRECEDENCE

The Contract awarded as a result of the RFP will contain the following clause:

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents that are incorporated into this contract by reference and made a part of the Contract in the following order of precedence:

- (1) Consent Order dated February 16, 2012 in *Dixon, et al. v Gray, et al.*, CA No. 1:74-cv-00285 (TFH) (Dixon Settlement Agreement) (if appropriate)**

Section M.4, M.5 and M.6 currently read as follows:

M.4. PRICE CRITERIA **15 Points**

- The Price Evaluation shall be objective. The prospective offeror with the lowest cost/price shall receive the maximum price points. All other proposals shall receive a proportionately lower score. The following formula shall be used to determine each offeror's evaluated cost/price score:

$$\frac{\text{Lowest cost/price proposal} \times \text{weight}}{\text{Cost/price of proposal being evaluated}} = \text{evaluated cost/price score}$$

M.5. PREFERENCE POINTS AWARDED PURSUANT TO SECTION **12 Points**

TOTAL POINTS **100 Points**

M.6. MAXIMUM TOTAL **112 Points**

Replace Section M.4, M.5 and M.6 in their entirety with:

M.4. PRICE CRITERIA **15 Points**

- The Price Evaluation shall be objective. The prospective offeror with the lowest cost/price shall receive the maximum price points. All other proposals shall receive a proportionately lower score. The following formula shall be used to determine each offeror's evaluated cost/price score:

$$\frac{\text{Lowest cost/price proposal} \times \text{weight}}{\text{Cost/price of proposal being evaluated}} = \text{evaluated cost/price score}$$

TOTAL POINTS **100 Points**

M.5. PREFERENCE POINTS AWARDED PURSUANT TO SECTION M.8 **12 Points**

M.6. MAXIMUM TOTAL POINTS **112 Points**

