



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

February 8, 2012

**REQUEST FOR PROPOSAL
ASSESSMENT AND TREATMENT PLANNING TRAINER
RM-12-RFP-064-BY0-OPP-ATPI-OF
AMENDMENT NUMBER 1**

TO PROSPECTIVE OFFERORS:

The Department of Mental Health (DMH) Request for Proposal (RFP) Solicitation **RM-12-RFP-064-BY0-OPP-ATPI-OF** has been amended for the following updates:

Number		
1		Eliminate Solicitation Number: RM-12-RFP-064-BY4-OPP-ATPI-OF
DMH RESPONSE: Change to: Solicitation Number: RM-12-RFP-064-BY0-OPP-ATPI-OF		
Number	Section	
2	F	Eliminate: <u>F.2 DELIVERY OF DELIVERABLES</u> Contractor shall provide the following Deliverables to the COTR for this procurement as outlined in Section G.5.
DMH RESPONSE: Change to: <u>F.2 DELIVERY OF DELIVERABLES</u> Contractor shall provide the following Deliverables in Section (F.4) to the COTR for this procurement as outlined in Section G.5.		

Number	Section	
3	G	Eliminate: G.2 TYPE OF CONTRACT This shall be a Labor Hour Contract.
<p>DMH RESPONSE: Change to: G.2 TYPE OF CONTRACT This shall be a Firm Fixed Price Contract.</p>		
Number	Section	
4	G	Eliminate: G.6 SUBMISSION OF INVOICE Contractor shall submit an original copy of the invoice to the Accounts Payable Office and three copies of the invoice on a monthly basis to the Accounts Payable Office Representative (COTR) (See Section G.7).
<p>DMH RESPONSE: Change to: G.6 SUBMISSION OF INVOICE Contractor shall submit an original copy of the invoice to the Accounts Payable Office and three copies of the invoice on a monthly basis to the Accounts Payable Office Representative (See Section G.7).</p>		
Number	Section	
5	L	Eliminate: L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT One original and five (5) copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Each page shall be numbered, and labeled to include the Solicitation number and name of the Prospective Contractor, Stapled or bond technical proposal shall be submitted with a minimum of five (5) pages and not to exceed the maximum of ten (10) pages, additional pages only for cost proposal and supporting documentation. Proposals shall be typewritten in single space, single page, Times New Roman: twelve (12) point font size on 8.5" by 11" bond paper. Telephonic and telegraphic proposals or electronic email shall "NOT" be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. <i>(insert solicitation number, Title and name of Prospective Contractor)</i> ".

DMH RESPONSE: Change to:

L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

One original and five (5) copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Each page shall be numbered, and labeled to include the Solicitation number and name of the Prospective Contractor; Stapled or bond technical proposal shall be submitted with a maximum of ten (10) pages, additional pages only for cost proposal and supporting documentation. Proposals shall be typewritten in single space, single page, Times New Roman: twelve (12) point font size on 8.5" by 11" bond paper. **Telephonic and telegraphic proposals or electronic email shall "NOT" be accepted.** Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. (insert solicitation number, Title and name of Prospective Contractor)".

Number	Section	
6	M	Eliminate: M.4 PRICE CRITERIA M.4.1 Specify training, startup and implementation, administrative costs, salaries and benefits (including 3-5% salary increase for subsequent option years).

DMH RESPONSE: Change to:

M.4 PRICE CRITERIA M.4.1 Specify training, startup and implementation, administrative costs, salaries and benefits.

Number	Section	Question
7	C	How should a Contractor indicate a narrative the rights to materials stay as the sole property of the Contractor rather than become property of DMH?

DMH RESPONSE: Please indicate materials that are Confidential and/or Restricted to the Contractors submission. However, the Contractor has the responsibility of making a business decision concerning this subject matter.


Number	Section	Question
8	C	Around proprietary rights to intellectual property created by the Contractor. What is the definition of the word "data" on p.9 point C.8., C.8.1. and C.8.2.

DMH RESPONSE: RIGHTS IN DATA: "Data," as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSALS 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 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 organizations Proposal has been previously deposited with the Department of Mental Health, Contracts and Procurement Administration (DMH/CPA), 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/CPA no later than the date and time for closing. Failure to acknowledge receipt of Amendment One (1) for Solicitation Number No.: RM-12-RFP-064-BY0-OPP-ATPI-OF because 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 One (1) is hereby acknowledged and is considered a part of the Proposal for Solicitation Number: RM-12-RFP-064-BY0-OPP-ATPI-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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