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

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November 8, 2011

**REQUEST FOR QUOTATION  
HOSPITAL OPERATIONS BUSINESS SUPPORT SPECIALIST  
RM-12-RFQ-044-BY4-HBOSS-OF  
SOLICITATION AMENDMENT NUMBER ONE (1)**

**TO PROSPECTIVE OFFERORS:**

The Department of Mental Health (DMH) Contracts and Procurement Services (CPS) **REQUEST FOR QUOTATION (RFQ)** Solicitation **RM-12-RFQ-044-BY4-HBOSS-OF** has been amended with the following:

Number	RFQ	Question
1		<p>Is the vendor required to respond to all?</p> <ol style="list-style-type: none"><li>1. Section C.1 (Statement of Work); C.4 (General Requirements) and C.5 (Deliverables)?</li><li>2. <b>B.2</b> If the contract is offered to me and I accept, what, if any, am I required to exercise the option years?</li><li>3. <b>C.4</b> Was C.4.3 intentionally omitted?</li><li>4. <b>C.5.7</b> Is the same deliverable as <b>C.5.10</b>; Is this an issue</li></ol>
<b>DMH RESPONSE:</b> <ol style="list-style-type: none"><li>1. <b>Section C: C.1</b> - Prospective Offeror's shall be advised this is a Request for Quotation (RFQ). Prospective Offeror shall provide only pricing in Section B of the RFQ Solicitation, but must be able to provide the required services stated in Section C.1, C.4 and C.5;</li><li>2. <b>Section B: B.2</b> - Prospective Offeror shall notify the District of Columbia Department of Mental Health (DMH) Contracts and Procurement Services (CPS) regarding the Option Year Period(s) continuation of services within thirty (30) days of the Expiration Date of the Contract Award with the Contractors intent to continue and/or discontinue with providing services to the above referenced Solicitation/Contract on the Contractors letterhead including the Contractor's name and address, last invoice date and contract number. In addition, the successful Offeror Awarded a Contract resulting from this RFQ must provide Satisfactory Performance of required services during the entire Base Year of the Period of Performance (POP);</li></ol>		

3. **Section C: C.4** - C.4.3 shall be Reserved for future use; and
4. **Section C: C.5** - This Amendment cancels Section C.5.10 Deliverable from this Solicitation.

Number	RFQ Section	Change
1	Section C	<b>Eliminate:</b> C.4.2 Contractor shall have thorough knowledge of DMH database system needs, Avatar application, policies and standards and pertinent system software and program interaction sufficient to develop training programs which support users and facilitate the successful implementation of Avatar.

**DMH RESPONSE:**

**Change to:** C.4.2 Contractor shall have thorough knowledge of database system needs, application, policies standards and pertinent system software along with program interaction sufficient to develop training programs which support users and facilitate the successful implementation. Knowledge of DMH Database systems and Hospital Electronic Medical Record System is desirable.

Number	RFQ Section	Change
1	Section C	<b>Eliminate:</b> C.4.5 Contractor shall have recent (within the previous six months) experience working the Avatar system and shall have demonstrated experience in conducting joint application design sessions for the purpose of developing specifications for the design and development of forms and enhancements for the Avatar system.

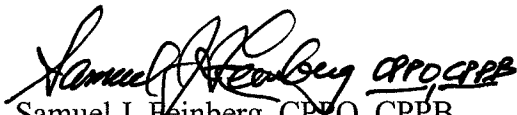
**DMH RESPONSE:**

**Change to:** C.4.5 Contractor shall have recent experience working with a Hospital Electronic Medical Record System (is desirable) and shall have demonstrated experience in conducting joint application design sessions for the purpose of developing specifications for the design and development of forms and enhancements.

**ALL OTHER TERMS AND CONDITIONS OF THE  
REQUEST FOR QUOTATION (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. Quote shall be mailed or delivered in accordance with the instructions provided in the original RFQ. In the event your Quote 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 One (1) for Solicitation Number No.: **HOSPITAL OPERATIONS BUSINESS SUPPORT SPECIALIST SOLICITATION NO.: RM-12-RFQ-044-BY4-HBOSS-OF** may be cause for rejection of any Bid submitted in response to the subject RFQ.

Signed:



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

Amendment Number One (is hereby acknowledged and is considered a part of the RFQ for Solicitation Number: **RM-12-RFQ-044-BY4-HBOSS-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:**

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