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

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November 16, 2011

**REQUEST FOR QUOTATION  
HOSPITAL BUSINESS SUPPORT SPECIALIST  
RM-12-RFQ-044-BY4-HBOSS-OF  
SOLICITATION AMENDMENT NUMBER TWO (2)**

**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	RFP	Changes
1	Section A	<b>Eliminate:</b>  DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH (DMH) CONTRACTS AND PROCUREMENT SERVICES 64 NEW YORK AVENUE NE, 4 <sup>th</sup> FLOOR WASHINGTON, DC
<b>DMH RESPONSE:</b> <b>Change to:</b>  DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH (DMH) CONTRACTS AND PROCUREMENT SERVICES 609 H STREET NE, 4 <sup>th</sup> FLOOR WASHINGTON, DC		

Number	RFP Section	Change
2	Section G	<p><b>Eliminate: G.1 <u>CONTRACT ADMINISTRATION</u></b></p> <p>Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:</p> <p style="text-align: center;">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            Office -(202) 671-3188 – Fax (202-671-3395            Email: <a href="mailto:Samuel.feinberg@dc.gov">Samuel.feinberg@dc.gov</a></p>

**DMH RESPONSE:**

**Change to: G.1 CONTRACT ADMINISTRATION**

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  
 609 H Street NE – 4<sup>th</sup> Floor  
 Washington, DC 20002  
 Office -(202) 671-3188 – Fax (202-671-3395  
 Email: [Samuel.feinberg@dc.gov](mailto:Samuel.feinberg@dc.gov)

Number	RFQ Section	Change
3	Section G	<p><b>Eliminate:</b>  <b>G.7 <u>CERTIFICATION OF INVOICE</u></b></p> <p>Contracting Officer's Technical Representative shall perform certification of Contractor's invoice. The invoices shall be certified for payment and forwarded to the Chief Financial Officer within five (5) working days after receipt of a satisfactory invoice.</p>

**DMH RESPONSE:**

**Change to:**

**G.7 CERTIFICATION OF INVOICE**

G.7.1 Contractor shall submit the invoice including original and two copies for payment to:

Catrina Alston  
Accounts Payable Supervisor  
64 New York Avenue NE 6<sup>th</sup> Floor  
Washington DC 20002  
Email: [catrina.alston@dc.gov](mailto:catrina.alston@dc.gov)  
Direct: 202-671-4270 Fax: 202-671-4201

Number	RFQ Section	Change
4	Section G	<p><b>Eliminate:</b> G.4 <b><u>AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR</u></b></p> <p>DMH's obligation for performance of this Contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the DMH for any payment may arise for performance under this Contract beyond September 30, 2010, until funds are made available to the Director, Contracts and Procurement/Agency Chief Contracting Officer for performance and until Contractor receives notice of availability of funds, to be confirmed in writing by the Agency's Chief Financial Officer.</p>

**DMH RESPONSE:**

**Change to:**

**G.4 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR**

DMH's obligation for performance of this Solicitation beyond that date is contingent upon the availability of appropriated funds from which payment for Contract purposes can be made. No legal liability on the part of the DMH for any payment may arise for performance under this Contract beyond **September 30, 2012**, until funds are made available to the Director, Contracts and Procurement/Agency Chief Contracting Officer for performance and until Contractor receives notice of availability of funds, to be confirmed in writing by the Agency's Chief Financial Officer.

Number	RFQ Section	Change
5	Section H	<p><b>Eliminate:</b></p> <p><b>H.1 <u>LIQUIDATED DAMAGES</u></b></p> <p>H.4.1 When Contractor fails to perform the tasks required under this Contract, DMH shall assess Liquidated Damages in an amount of Two Hundred Dollars and zero cents (\$200.00) per day against Contractor until such time Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract.</p> <p>When Contractor is unable to cure its deficiencies in a timely manner and DMH requires a replacement Contractor to perform the required services, Contractor shall be liable for liquidated damages accruing until the time DMH is able to award aid contract to a qualified responsive and responsible Contractor. Additionally, if Contractor is found to be in default of said Contract under the Default Clause of the Standard Contract Provisions, the original Contractor is completely liable for any and all total cost differences between their Contract and the new Contract awarded by DMH to the replacement Contractor.</p>

**DMH RESPONSE:**

**Change to:**

**H.1 LIQUIDATED DAMAGES**

H.1.1 When the Contractor fails to perform the tasks required under this Contract, DMH shall notify the Contractor in writing of the specific task deficiencies with a Notice to Cure notification with a Cure Period Of Not To Exceed Ten (10) Business Days. The assessment of Liquidated Damages as determined by the Director, Contracts and Procurement/Agency Chief Contracting Officer shall be Damages in an amount of Two Hundred Dollars and zero cents (\$200.00) per day against Contractor until such time Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract.

This assessment of Liquidated Damages against the Contractor shall be implemented after a scheduled meeting discussing the Contractor's assessment of information contained in the Notice to Cure, along with the expiration of the cure period and until such time that the Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract for a maximum of thirty (30) Business Days.

H.1.2 When the Contractor is unable to cure its deficiencies in a timely manner and DMH requires a replacement Contractor to perform the required services, the Contractor shall be liable for liquidated damages accruing until the time DMH is able to award said contract to a qualified responsive and responsible Contractor. Additionally, if the Contractor is found to be in default of said Contract under the Default Clause of the Standard Contract Provisions, the original Contractor is completely liable for any and all total cost differences between their Contract and the new Contract awarded by DMH to the replacement Contractor.

Number	RFQ Section	Change
6	Section L	<p><b>Eliminate: L.4 <u>HAND DELIVERY OR MAILING OF PROPOSALS</u></b></p> <p>DELIVER OR MAIL TO:  Samuel J. Feinberg, CPPO, CPPB  Director, Contracting and Procurement  Agency Chief Contracting Officer  Department of Mental Health  Contracts and Procurement Administration  <b>64 New York Avenue, NE, 4<sup>th</sup> Floor (Visitor Entrance)</b>  <b>Washington, D. C. 20002</b>  (202) 671 -3171 – Front Desk</p>
<p><b>DMH RESPONSE: Change to: L.4 <u>HAND DELIVERY OR MAILING OF PROPOSALS</u></b></p> <p>DELIVER OR MAIL TO:  Samuel J. Feinberg, CPPO, CPPB  Director, Contracting and Procurement  Agency Chief Contracting Officer  Department of Mental Health  Contracts and Procurement Administration  <b>609 H Street NE, 5<sup>th</sup> Floor (Visitor Entrance)</b>  <b>Washington, D. C. 20002</b>  (202) 671 -2200 – Front Desk</p>		
Number	RFQ Section	Change
7	Section L	<p><b>Eliminate:</b></p> <p><b>L.6 <u>FAILURE TO SUBMIT OFFERS</u></b></p> <p>Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the <b>Director, Contracting and Procurement/ Agency Chief Contracting Officer, Samuel J. Feinberg, CPPO, CPPB, 64 New York Avenue, NE, 4th Floor, Washington, DC, 20002, 202-671-3188</b>, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Agency Chief Contracting Officer, Department of Mental Health of the reason for not submitting a Proposal in response to this SOLICITATION. If a recipient does not submit an offer and does not notify the Director/ACCO, Department of Mental Health that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.</p>

**DMH RESPONSE:**

**Change to:**

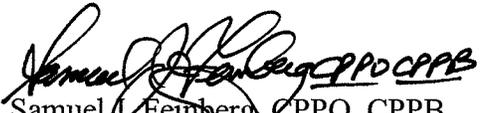
**L.6 FAILURE TO SUBMIT OFFERS**

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the **Director, Contracting and Procurement/ Agency Chief Contracting Officer, Samuel J. Feinberg, CPPO, CPPB, 609 H Street NE, 5th Floor, Washington, DC, 20002, 202-671-3188**, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Agency Chief Contracting Officer, Department of Mental Health of the reason for not submitting a Proposal in response to this SOLICITATION. If a recipient does not submit an offer and does not notify the Director/ACCO, Department of Mental Health that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

**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. Proposal shall be mailed or delivered in accordance with the instructions provided in the original RFQ. 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 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 Two (2) for Solicitation Number No.: **HOSPITAL BUSINESS SUPPORT SPECIALIST RM-12-RFQ-044-BY4-HBOSS-OF** may be cause for rejection of any Quote submitted in response to the subject RFQ.

Signed:

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

Amendment Number Two (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  
Department of Mental Health  
609 H Street NE – 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)