



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH
 CONTRACTS AND PROCUREMENT SERVICES
 609 H STREET, NE, 4TH FLOOR, WASHINGTON, DC 20002
 PHONE: (202) 671-3171 ♦ FAX: (202) 671-3395**

August 8, 2012

**PSYCHIATRIC CRISIS BEDS SERVICES
REQUEST FOR PROPOSAL (RFP)
AMENDMENT NUMBER THREE (3) – RM-13-RFP-097-CSB-000-BY4-SC**

TO ALL PROSPECTIVE OFFERORS:

THIS AMENDMENT HEREBY EXTENDS THE SUBMISSION DATE FROM THURSDAY, AUGUST 16, 2012 AT 2:00PM (EST) TO FRIDAY, AUGUST 24, 2012 AT 12:00NOON (EST).

THIS AMENDMENT HEREBY EXTENDS THE SUBMISSION CUTOFF DATE FOR QUESTIONS FROM THURSDAY, AUGUST 9, 2012 TO THURSDAY, AUGUST 16, 2012 BY 5:00PM(EST).

QUESTIONS AND ANSWERS

Question No.	RFP Section	Question
1	C.4.4	Do you want Locus Scoring Sheets or just the scores?
DMH RESPONSE: Please provide the Locus Scoring Sheets.		
Question No.	RFP Section	Question
2	G.2	Would Staff or Subcontractor be paid if services were provided on the Holiday?
DMH RESPONSE: Yes, at the rate consistent with the pricing depicted in the Schedule B Price Sheet for this Contract.		

Question No.	RFP Section	Question
3	G.6.3	Is this a new requirement from the existing Contract?
DMH RESPONSE: Yes, billing shall be through the DMH's eCura System.		
Question No.	RFP Section	Question
4	H.7	What is the effective date of \$250,000.00 subcontracting requirement?
DMH RESPONSE: The Small, Local and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Official Code § 2-218.01 <i>et seq.</i> (the Act) became effective in October 2005. Attached is the website for your review.		
http://dslbd.dc.gov/DC/DSLBD/Agency+CSBE+Compliance/Agency+CSBE+Compliance+Program		
Question No.	RFP Section	Question
5	L.2.3.1	Does the 20 page limit include resumes or other requested documentation throughout the Request for Proposal?
DMH RESPONSE: No, the 20 page limit is solely for the Technical Proposal.		
Question No.	RFP Section	Question
6	L.2.3.6	May we include a contact at DMH in our list of three agencies/points of contact, or would it be preferable to list three non-DMH agencies/contacts?
DMH RESPONSE: Yes, non-DMH agencies/contacts would be preferable.		
Question No.	RFP Section	Question
7	L.2.4.1	Is there a particular format that shall be used for the Budget Narrative?
DMH RESPONSE: No, just a clear and concise breakdown of how you arrived at your pricing.		

Question No.	RFP Section	Question
8	L.21.5	What is the definition of a business record, particularly as applied to a non-profit organization?
<p>DMH RESPONSE: A business record is a satisfactory record of integrity and business ethics. The Department of Mental Health checks the Federal, State and the database of the Office of the Inspector General (OIG) to ascertain whether an organization has been suspended or debarred from doing business in the District because of unsatisfactory business practices and ethics. This serves as a satisfactory business record.</p>		
Question No.	RFP Section	Question
9	L.21.6	What are the applicable laws and regulations?
<p>DMH RESPONSE: The 27 District of Columbia Municipal Regulations (DCMR); Procurement Practices Reform Act of 2010 and the D.C. Official Code.</p>		
Question No.	RFP Section	Question
10		Is the 35% requirement for this solicitation a Per Diem Rate – based on Consumers per day or full capacity?
<p>DMH RESPONSE: It shall be based on the Subcontracting Plan requirement.</p>		
Question No.	RFP Section	Question
11		Shall Proof of Insurance be required?
<p>DMH RESPONSE: Yes, as depicted in Section I.12 of this solicitation.</p>		

Question No.	RFP Section	Question
12		What is the requirement for eCura?
<p>DMH RESPONSE: The Contractor shall need access to Provider Connect which interfaces with eCura. Contractors awarded a contract who are not DMH providers must be certified to use Provider Connect by DMH. Once certified, DMH shall set that Contractor up in our system, and with the established rate, provide the billing code for this service. Sub-providers shall receive two free licenses for use from DMH. There is a testing period provided by our IT department before initiating billing through eCura. Providers may use Easy Claim or their own billing software package. Authorization numbers are provided by Access Helpline to residential crisis providers for all admissions beyond 48 hours. Residential crisis providers may also look up authorization numbers via Provider Connect. Authorization numbers are used to bill electronically for this service (not treatment numbers).</p>		
Question No.	RFP Section	Question
13		Will additional staff be needed?
<p>DMH RESPONSE: That would be a business decision on the part of the Offeror.</p>		
Question No.	RFP Section	Question
14		Is the number of beds the same as the existing contract or is there the ability for expansion with this new solicitation?
<p>DMH RESPONSE: Yes the number of beds are the same and there shall be no ability for expansion.</p>		

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSALS 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 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 Administration (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 no later than the date and time for closing.

Failure to acknowledge receipt of Amendment Three (3) for Solicitation Number **RM-13-RFP-097-CSB-000-BY4-SC** may be cause 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 Three (3) is hereby acknowledged and is considered a part of the proposal for Solicitation Number **RM-13-RFP-097-CSB-000-BY4-SC**.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror