



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

December 19, 2012

DISASTER MENTAL HEALTH RESPONDER'S CERTIFICATION
RM-13-RFP-052-BY0-VM

REQUEST FOR PROPOSAL SOLICITATION AMENDMENT NUMBER 1

To All Prospective Offerors:

The Department of Mental Health (DMH) Request for Proposals (RFP) solicitation for Disaster Mental Health Responder's Certification has been amended to reflect the following changes:

Question: The RFP discusses training materials that have already been piloted, and were created by an organization that is eligible to bid on this procurement. In the interest of fair competition, would the Government distribute the training plan and training requirements for different levels of certification to all bidders?

Answer: The present certification program to be used as a model was developed by DMH Disaster Mental Health Services, not an outside Contractor. There had been several trainings provided by outside Contractors, however none of these are part of or were used in the development of the piloted present certification program. The FEMA region III work and other planning documents as listed in the attachments. The training plan was actually listed in the policy document draft in the attachments.

SECTION C.8 – DELIVERABLES

The following is Clarification of Section C.8 with Additional Information for CLIN C.6.5 FORMAT REQUIREMENTS CLARIFICATION:

The DC Department of Mental Health Training Institute is the central coordinating body for the implementation of all workforce development-related objectives for local and federal accountability and compliance laws and serves as the primary

provider for the current Disaster Mental Health Certification Training. The DMH Training Institute provides Continuing Education units in psychology, counseling, and social work for the t Disaster Mental Health Responder Certification Program. Both in-person instructor-led and self-paced e-learning formats must be easily integrated into current DMH training Institute policies, requirements, and systems:

E-Learning Formats:

- a. DMH Training Institute uses the Trilogy Integrated Resources Systems of Care as its Learning Management System (LMS).
- b. DMH Training Institute has purchased the Articulate Studio software for the development of on-line training. (www.articulate.com/products/studio.php). For the purposes of this request Contractor shall utilize Articulate Studio Software, or compatible software, (easily transferable content) as the e-learning platform for best fit of integration into current systems.
- c. All e-learning modules must be geared for individual self-paced instruction
- d. All e-learning modules must be ADA and SCORM 2004 compliant.

In Person Instruction Formats:

- a. The Department of Mental Health Training Institute provides high-quality learning opportunities to employees, consumers, providers and other partners who support mental health services in the District.
- b. The Training Institute mission is to continually strengthen the knowledge, technical skills and the quality of services and supports through the development of a dynamic, culturally and linguistically responsive, performance-based and data-driven learning environment.
- c. The Institute strives to achieve the following overarching goals:
 - **Goal 1:** Institute a training program that is standards-based, results-focused and guided by the learning and competency needs of the populations served.
 - **Goal 2:** Institutionalize training norms, processes and procedures that support continuous quality improvement efforts and ensure compliance with federal, local and departmental regulations.

- **Goal 3:** Enhance intra-agency and interagency communication, collaboration and coordination in the planning and delivery of workforce development activities.
- d. The in-person instruction led format should be based in adult learning principles and current disaster mental health best practice to ensure disaster response personnel at various levels have the knowledge and skills needed to properly assist during a response effort in the aftermath of a mass casualty and mass fatality event.

Linking Core Competencies

Selected contractor will have access to the non-copyright records from previous Disaster Mental Health Trainings and access to the current Disaster Mental Health Certification Program including current:

- Slides
- Handouts
- Materials
- Bibliographies
- Learning objectives
- Instructional method
- Posttests
- Activities for learning

The selected contractor may adapt/modify materials and time frames for both the in-person and e-learning formats from current Disaster Mental Health Certification Training into final products. The current Disaster Mental Health Certification Program provides each of the seven courses as a distinct unit/module with distinct materials, resources, and goals presented in-person in the following time frames:

- a. All Hazards Behavioral Mental Health (120 minutes)
- b. Psychological First Aid (120 Minutes)
- c. Traumatic Loss and Grief (90 minutes)
- d. Ethics in Disaster Behavioral Mental Health (90 minutes)
- e. Disaster Behavioral Mental Health Rapid Assessment and Triage (90minutes)
- f. Children and Disasters (90 minutes)
- g. Resilience (90 minutes)

SECTION F.1 – PERIOD OF PERFORMANCE (POP)

Question: The RFP lists September 30, 2013 are the end date for this contract. However, in the Bidder's Conference, a new deadline of June 30, 2013 was

provided. Can the Government clarify on which date is the end date for the contract?

Answer: During the Optional Pre-Proposal Conference, clarity was provided that the Deadline for Deliverables is June 30, 2013, while the Period of Performance (POP) for the life of the Contract is September 30, 2013. Final products are due to DMH by June 30, 2013.

SECTION G.5 – AGENCY CHIEF CONTRACTING OFFICER (ACCO)

The address and telephone number of the ACCO is:

Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement Services
Agency Chief Contracting Officer
Department of Mental Health
64 New York Avenue, 2nd Floor
Washington, D.C. 20002
Telephone No.: (202) 671-3188 – Office
E-Mail: Samuel.feinberg@dc.gov

SECTION I .10 - INSURANCE

I.10.1 Bodily Injury:

SHALL CHANGE FROM: The Contractor shall carry bodily injury insurance coverage written in the comprehensive form of policy of at least \$500,000 per occurrence.

SHALL CHANGE TO: The Contractor shall carry bodily insurance coverage written in the Commercial form of policy of at least \$500,000 per occurrence.

SECTION I – INSURANCE REQUIREMENTS

I.10.6

All insurance provided by the Contractor as required by this Section, except comprehensive automobile liability insurance, shall set for the District as an additional named insured. All insurance shall be written with financially responsible companies rated at least A-VIII or better by the current edition of Best's Insurance Reports published by A.M. Best Company licensed or authorized by the District of Columbia's Department of Insurance and Securities Regulation with a certificate of insurance to be delivered to the Agency Chief Contracting Officer within fourteen (14) days of Contract award. The policies of insurance shall provide for at least thirty

(30) days written notice to the District prior to their termination or material alteration.

SECTION L.4.2 – PROPOSAL SUBMISSION

Proposals shall be submitted **NO LATER THAN 2:00 P.M. local time on December 28, 2012** to the following address and clearly marked that is a Proposal with the solicitation number RM-13-RFP-052-BY0-VM.

Department of Mental Health
Contracts and Procurement Services, 2nd Floor
64 New York Avenue, N.E.
Washington, D.C. 20002
Attn: Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement Services
Agency Chief Contracting Officer

SECTION L.21 – KEY PERSONNEL

Question: The RFP does not specify whether resumes of proposed staff should be submitted and, if so, in what section. Can the Government clarify in what section of the technical or business proposal we should include resumes?

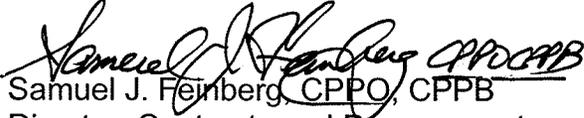
Answer: Section L.21 Key Personnel is where you shall find the request for resumes. These resumes shall be incorporated in your technical proposal.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Only one (1) 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 document. In the event your proposal has been previously deposited with the Department of Mental Health, Contracts and Procurement Services (DMH/CPS), submit this Amendment in a sealed envelop, identified on the outside by the RFP number and submission date. This Amendment together with your proposal 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 No.: RM-13-RFP-052-BY0-VM 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 One (1) is hereby acknowledged and is considered a part of the proposal for RFP No.: RM-13-RFP-052-BY0-VM.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Firm