**GOVERNMENT OF THE DISTRICT OF COLUMBIA**
**OFFICE OF CONTRACTING AND PROCUREMENT**
**DEPARTMENT OF BEHAVIORAL HEALTH**
**CONTRACTS AND PROCUREMENT SERVICES**

# INVITATION FOR BID (IFB)
# RM-16-IFB-066-BY4-JM

## BOARD CERTIFIED PSYCHIATRIST

The Government of the District of Columbia, Office of Contracting and Procurement (OCP)/ Department of Behavioral Health (DBH)/Saint Elizabeths Hospital (SEH) is seeking a Contractor to provide Licensed Board Certified Psychiatrist that shall provide the following services: 1) supervise psychiatry trainees, medical students and other staff seeking specialized supervision; 2) teach didactics and psychiatric diagnosis; 3) serve on the Involuntary Medication Administration Review Panel and 4) perform Quality Improvement Audits

The Contractor shall provide Licensed Board Certified Psychiatrist as outlined in the attached Invitation for Bid document.

| | |
|---|---|
| IFB Advertising/Issuance Date: | Tuesday, April 5, 2016 |
| Optional Pre-Bid Conference | Tuesday, April 19, 2016 @ 2:00 PM |
| IFB Opening Date/Time: | Thursday, May 5, 2016 at 2:00 PM EST |

To obtain a copy of this Invitation for Bid (IFB), please visit Office of Contracting and Procurement (OCP) website http://app.ocp.dc.gov/RUI/information/scf/SolNumRespond.asp, or contact Jeanne Mirabile, Contract Specialist, at (202) 671-0339 or by email at jeanne.mirabile@dc.gov.

Any and all Amendments to this solicitation may be obtained from the above referenced OCP website.

**DISTRICT OF COLUMBIA, DEPARTMENT OF BEHAVIORAL HEALTH (DBH)**
**SOLICITATION, OFFER, AND AWARD**
**SECTION A**

| 1. ISSUED BY/ADDRESS OFFER TO: | 2. PAGE OF PAGES: **1 of 57** |
|---|---|
| **District of Columbia**<br>**Department of Behavioral Health (DBH)**<br>**Office of Contracting and Procurement**<br>**Contracts and Procurement Services**<br>**64 New York Avenue, NE, 2nd Floor**<br>**Washington, DC 20002** | 3. CONTRACT NUMBER AND NAME: **BOARD CERTIFIED PSYCHIATRIST** |
| | 4. SOLICITATION NUMBER: **RM-16-IFB-066-BY4-JM** |
| | 5. DATE ISSUED: **April 5, 2016** |
| | 6. OPENING/CLOSING TIME: **May 5, 2016 @ 2:00 PM** |
| 7. TYPE OF SOLICITATION:<br>**[ ] SEALED BID**<br>**[X] Request for Quote (RFQ)** | 8. DISCOUNT FOR PROMPT PAYMENT: |
| NOTE: IN SEALED BID SOLICITATION "OFFER AND THE CONTRACTOR" MEANS "BID AND BIDDER" | |

| 10. FOR INFORMATION CALL | NAME: | A. TELEPHONE NUMBER: | B. E.MAIL ADDRESS: |
|---|---|---|---|
| | **Samuel J. Feinberg, CPPO, CPPB**<br>**Cluster Health Services**<br>**Chief Contracting Officer** | **(202) 671-3188** | **Samuel.Feinberg@dc.gov** |

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**OFFER (TO BE COMPLETED BY THE CONTRACTOR)**

12. In compliance with the above, the undersigned agrees, if the offer is accepted within 90_calendar days (unless a different period is inserted Contractor) by the from the date for receipt of offers specified above, that with respect to all terms and conditions by the DBH under "AWARD" below, and the this offer provisions of the RFP/IFB shall constitute a Formal Contract. All offers are subject to the terms and conditions contained in the Solicitation.

| 13. ACKNOWLEDGEMENT OF AMENDMENTS (The Contractor acknowledge receipt of amendments to the REQUEST FOR QUOTATION for the Contractors and related documents numbered and dated): | AMENDMENT NO: | DATE: |
|---|---|---|
| | | |
| | | |
| 14. NAME AND ADDRESS OF THE CONTRACTOR: | 15. NAME AND TITLE OF PERSONAL AUTHORIZED TO SIGN OFFER: (Type or Print) | |
| 14A. TELEPHONE NUMBER: | 15A. SIGNATURE: | 15B. OFFER DATE: |
| AREA CODE: / PHONE: / EXT: | | |

**AWARD** (To be completed by the DBH)

| 16. ACCEPTED AS TO THE FOLLOWING ITEMS: | 17. AWARD AMOUNT: | |
|---|---|---|
| 18. NAME OF CONTRACTING OFFICER: (TYPE OR PRINT)<br>**Samuel J. Feinberg, CPPO, CPPB**<br>**Cluster Health Services**<br>**Chief Contracting Officer** | 19. CONTRACTING OFFICER SIGNATURE: | 20. AWARD DATE: |

## SECTION B

## SUPPLIES OR SERVICES AND PRICE
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## SECTION B
## CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

### B.1 PURPOSE OF SOLICITATION

The Government of the District of Columbia, Office of Contracting and Procurement (OCP)/Department of Behavioral Health (DBH)/Saint Elizabeths Hospital (SEH) is seeking a Contractor to provide Licensed Board Certified Psychiatrist that shall provide the following services 1) supervise psychiatry trainees, medical students and other staff seeking specialized supervision, 2) teach didactics and psychiatric diagnosis, 3) serve on the Involuntary Medication Administration Review Panel, and 4) perform Quality Improvement Audits as specified in Section C.5 of this Solicitation.

### B.2 CONTRACT TYPE

The District contemplates award of a Firm Fixed Price Contract based on Hourly Rates to provide services described in Section C, in accordance with 27 DCMR, Chapter 18 and 24 for a Period of Performance One (1) Year from Date of Award with Four (4), One (1) Year Option Periods.

### B.3 ORDERING PROCEDURES

Response to this Invitation for Bid (IFB) Solicitation requires completion and signature of Section A (Page 1), Section B.4 Price Schedules for Base Year and all Option Periods, Section J Required Compliance Documents. There shall be no other alterations to the Schedule B.4 Price Schedule. Tax, EEO and Bidder/Offeror compliance documents included in this Solicitation by reference or as an attachment shall be included with the response to this RFQ. **All Contractors must have a Business and/or Professional License to do business in the District of Columbia.**

The items ordered under this Contract are covered under the B.5 Price Schedule. All orders against this Contract are subject to the Terms and Conditions specified and for the Option Period stated. The Contractor shall exercise every effort to provide supplies and materials necessary to perform services of this Contract using economic purchase quantities to provide significantly reduced cost to the District Government.

**B.4** **PRICE SCHEDULE**

The Government of the District of Columbia, Office of Contracting and Procurement (OCP)/Department of Behavioral Health (DBH)/Saint Elizabeths Hospital (SEH) is seeking a Contractor to provide Licensed Board Certified Psychiatrist that shall provide the following services 1) supervise psychiatry trainees, medical students and other staff seeking specialized supervision, 2) teach didactics and psychiatric diagnosis, 3) serve on the Involuntary Medication Administration Review Panel, and 4) perform Quality Improvement Audits.

The Pricing Sheet must be priced at unit level provided and must include Price per Unit and Extended Price. **There shall be no alterations to the Price Schedule.**

**B.4.1 – Base Year**

| CLIN | ITEM DESCRIPTION | ESTIMATED QUANTITY OF HOURS | UNIT | HOURLY RATE | EXTENDED PRICE |
|---|---|---|---|---|---|
| 0001 | Board Certified Psychiatrist to perform services as outlined in Section C.5 | 350 | Hour | $_____ | $_____ |
| | | | | **TOTAL** | $_____ |

_____ _____ _____
Print Name of Business/Organization Signature of Authorized Personnel Date

_____ _____
Print Name of Authorized Personnel Title of Authorized Personnel

**B.4.2 – Option Year One**

| CLIN | ITEM DESCRIPTION | ESTIMATED QUANTITY OF HOURS | UNIT | HOURLY RATE | EXTENDED PRICE |
|---|---|---|---|---|---|
| **1001** | Board Certified Psychiatrist to perform services as outlined in Section C.5 | 350 | Hour | $_____ | $_____ |
| | | | | **TOTAL** | $_____ |

_____ _____ _____
Print Name of Business/Organization Signature of Authorized Personnel Date

_____ _____
Print Name of Authorized Personnel Title of Authorized Personnel

**B.4.3 – Option Year Two**

| CLIN | ITEM DESCRIPTION | ESTIMATED QUANTITY OF HOURS | UNIT | HOURLY RATE | EXTENDED PRICE |
|---|---|---|---|---|---|
| 2001 | Board Certified Psychiatrist to perform services as outlined in Section C.5 | 350 | Hour | $_____ | $_____ |
| **TOTAL** | | | | | $_____ |

_____ _____ _____

Print Name of Business/Organization Signature of Authorized Personnel Date

_____ _____

Print Name of Authorized Personnel Title of Authorized Personnel

**B.4.4 – Option Year Three**

| CLIN | ITEM DESCRIPTION | ESTIMATED QUANTITY OF HOURS | UNIT | HOURLY RATE | EXTENDED PRICE |
|---|---|---|---|---|---|
| 3001 | Board Certified Psychiatrist to perform services as outlined in Section C.5 | 350 | Hour | $_____ | $_____ |
| **TOTAL** | | | | | $_____ |

_____ _____ _____

Print Name of Business/Organization Signature of Authorized Personnel Date

_____ _____

Print Name of Authorized Personnel Title of Authorized Personnel

**B.4.5 – Option Year Four**

| CLIN | ITEM DESCRIPTION | ESTIMATED QUANTITY OF HOURS | UNIT | HOURLY RATE | EXTENDED PRICE |
|---|---|---|---|---|---|
| 4001 | Board Certified Psychiatrist to perform services as outlined in Section C.5 | 350 | Hour | $_____ | $_____ |
| **TOTAL** | | | | | $_____ |

_____ _____ _____

Print Name of Business/Organization Signature of Authorized Personnel Date

_____ _____

Print Name of Authorized Personnel Title of Authorized Personnel

**B.5 Grand Total**

| Period of Performance | Total Price |
|---|---|
| **Base Year (B.4.1)** | |
| **Option Year One (1) (B.4.2)** | |
| **Option Year Two (2) (B.4.3)** | |
| **Option Year Three (3) (B.4.4)** | |
| **Option Year Four (4) (B.4.5)** | |
| **Grand Total** | |

**B.6** A bidder responding to this solicitation which is required to subcontract shall be required to submit with its bid, any subcontracting plan required by law. Bids responding to this IFB shall be deemed nonresponsive and shall be rejected if the bidder fails to submit a subcontracting plan that is required by law. For contracts in excess of $250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with **section I.7.**

A Subcontracting Plan form is available at http://ocp.dc.gov, click on "Required Solicitation Documents".

***** END OF SECTION B *****

## SECTION C

## DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK
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## SECTION C
## DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

**C.1 SCOPE OF WORK:**

The Government of the District of Columbia, Office of Contracting and Procurement (OCP)/Department of Behavioral Health (DBH) Saint Elizabeths Hospital (SEH) is seeking a Contractor to provide Licensed Board Certified Psychiatrist that shall provide the following services 1) supervise psychiatry trainees, medical students and other staff seeking specialized supervision, 2) teach didactics and psychiatric diagnosis, 3) serve on the Involuntary Medication Administration Review Panel, and 4) perform Quality Improvement Audits as specified in Section C.5 of this Solicitation.

**C.2 APPLICABLE DOCUMENTS**

The following documents are applicable to this procurement and are hereby incorporated by this reference:

| Item No. | Document Type | Title | Date |
|---|---|---|---|
| 1. | Policy Number 201-05 | Involuntary Medication Administration for Psychiatric Treatment & Behavioral Emergency | 10/12/13 |

**C.3 DEFINITIONS**

C.3.1 Avatar - Is an Electronic Medical Record Software that integrates the clinical tools necessary for an interdisciplinary approach to the delivery of Health and Human Services, including: Treatment/Care Planning, Individual and Group Progress Notes, Assessments and Nursing Reports. The Avatar also supports electronic views of laboratory results and order entry and pharmacy integration (via third-party interface).

**C.4 BACKGROUND**

**C.4.1** The Department of Behavioral Health (DBH) provides Emergency Care, Comprehensive Mental Health and Substance Use Disorder Services for eligible District Residents through a Network of Community Based Providers and unique Government delivered Behavioral Health Services. In addition, DBH operates Saint Elizabeths Hospital (SEH), the District's inpatient Psychiatric Hospital, and is the State Mental Health Authority and Single Agency for Mental Health, along with providing Substance Use Disorder Treatment Services under District Law.

Additionally, SEH is the sponsoring institution for a program of graduate medical education in Psychiatry (Psychiatry Residency Training Program) that is accredited by the Accreditation Council for Graduate Medical Education (ACGME). The Psychiatry

Residency Training Program provides medical education in psychiatry to physicians who have graduated from accredited medical schools (Residents).

**C.5 REQUIREMENTS:**

C.5.1 The Contractor shall provide the described psychiatrist services on an as needed bases for Saint Elizabeth Hospital as specified in Sections C.5.2 through C.5.8 (f).

C.5.2 The Contractor's Psychiatrist shall be expected to provide services up to 7 hours per week. The exact number of hours per week will be determined by COTR based on service needs.

C.5.3 The Contractor shall be required to provide regular teaching services to the Psychiatry Residency Training Program and the hospital staff.

C.5.4 The Contractor's Psychiatrist shall be required to serve on a multi-disciplinary involuntary medication panel in compliance with the Hospital and District policies and regulations. The panel must comply with the legal requirements of the DC Code which provides guidelines for the administration of the medication over the objections of the individual in care.

C.5.5 The Contractor's Psychiatrist shall not serve on such a panel in regards to any patient for whom she or he is providing clinical care.

C.5.6 The Contractor's Psychiatrist shall perform Quality Improvement audit Reports as requested by the COTR.

C.5.7 The Contractor's Psychiatrist shall enter a comprehensive progress note into Saint Elizabeths Hospital Electronic Medical Record Software which is called Avatar within 2 hours after every Involuntary Medication Panel (IMP).

C.5.8 The Contractor's Psychiatrist shall:

a) Work with the Psychiatry Training Program Director in identifying measurable learning objectives for the teaching sessions, be it didactic sessions, individual or group supervision of clinical work, or research projects.

b) Evaluate Psychiatry trainees formally, twice a year, in a timely manner, and on the prescribed form/format according to the psychology training department's goals, objectives, and competencies.

c) Demonstrate a commitment to outcome-based education, by adopting and implementing a variety of assessment methods for the competencies.

d) Maintain other documentation of evaluation, supervision, and teaching as applicable;

e) Perform other educational/training/psychological duties as assigned by the Contracting Officer Technical Representative (COTR).

f) Provide onsite supervision and training services to the Psychiatry Training Program and the hospital staff as requested by COTR.

**C.6** **MINIMUM CONTRACTOR'S QUALIFICATIONS:**

**C.6.1** The Prospective Bidders shall provide Resumes of actual candidates for the Board Certified Psychiatrist Position with the following Minimum Qualifications:

a) The Contractor's Psychiatrist shall possess a valid DC license to practice psychiatry in the District of Columbia

b) The Contractor's Psychiatrist shall have five (5) years of experience in treatment of persons with serious and persistent mental illness work in a public psychiatric settings, inpatient or in the community.

c) The Contractor's Psychiatrist shall have more than 10 (ten) years of experience in the assessment, diagnosis and treatment of persons with serious and persistent mental illness who also have concurrent physical illness and history of a substance abuse.

d) The Contractor's Psychiatrist shall have knowledge of the District of Columbia's Ervin Act of the detention and commitment of persons with mental illness.

e) The Contractor's psychiatrist shall have more than 5 (five) years of experience in supervising psychiatry trainees at the internship and residency levels and have expertise in teaching medication management and/or Psychotherapy. Adult clinical training will be preferred. Faculty appointment at an academic institution or training institute is desirable.

f) The Contractor's Psychiatrist shall have or have held a faculty appointment at an accredited training program or medical school.

**C.6.2** The Contractor's Psychiatrist must be Board Certified in psychiatry. Loss of credentials or license is prima facie evidence of default on this contract and shall be grounds for immediate termination. Only qualified Vendors shall respond to this solicitation. A qualified vendor shall maintain and provide proof of current Board Certification pursuant to D.C. Official Code §47-2853.08 (2001):

**C.6.4** To insure compliance with the Corporate Integrity Agreement (CIA) and Federal Healthcare Billing Regulations, the Contractor shall:

a) Be registered with the National Plan and Provider Enumeration System (NPPES) and have a valid National Provider Identification (NPI) number;

b) The Psychiatrist shall provide proof that he/she is not listed in the Office of Inspector General, Health and Human Services or General Services Administration Excluded Parties List databases; and

c) The Psychiatrist shall not submit any claims to either Medicare or Medicaid for reimbursement related to any work performed at, or on behalf of, Saint Elizabeths Hospital.

**C.6.5** The Contractor shall be required to sign a District of Columbia, DBH Contract and be bound by District Health Insurance Portability and Accountability Act (HIPAA), Mental Health Act rules and all other terms/conditions associated with confidentiality, along with disclosure of Identifiable health information that is transmitted or maintained by electronic media or is transmitted or maintained in any other form or medium.

## C.7 STANDARDS OF PERFORMANCE

The Contractor shall at all times, while acting in good faith and in the best interests of the DBH, use its best efforts and exercise all due care along with sound business judgment in performing its duties under this Contract. The Contractor shall at all times, comply with DBH operational policies, procedures and directives while performing the duties specified in the Contract.

***** END OF SECTION C *****

## SECTION D

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## SECTION D
## PACKAGING AND MARKING

**D.1** The packaging and marking requirements for this Contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for Use with Supplies and Services Contracts dated March 2007 (Attachment J.1).

**D.2** Includes any additional instructions that are specific to the requirement of the Solicitation/Contract.

***** END OF SECTION D *****

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## SECTION E

## INSPECTION AND ACCEPTANCE

**E.1** References SCP Clause 6/Inspection of Services/ Pages 1 – 4, Standard Contract Provisions for Use with Supplies and Services Contracts dated March 2007. (Attachment J.1)

**E.2** **CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES**

**E.2.1** The Contractor shall be held to the full performance of the Contract. The DBH shall deduct from the Contractor's invoice, or otherwise withhold payment for any non-conforming service as specified below.

**E.2.2** A service task may be composed of several sub-items. A service task may be determined to be partially complete if the Contractor satisfactorily completes some, but not all, of the sub items

**E.2.3** The DBH shall give the Contractor written notice of deductions by providing copies of reports which summarize the deficiencies for which the determination was made to assess the deduction in payment

**E.2.4** In case of non-performed work, DBH shall:

**E.2.4.1** Deduct from the Contractor's invoice all amounts associated with such non-performed work at the rate set out in Section B, or provided by other provisions of the Contract.

**E.2.4.2** DBH may, at its option, afford the Contractor an opportunity to perform the non-performed work with a reasonable period subject to the discretion of the Cluster Health Services Chief Contracting Officer and at no additional cost to the DBH.

**E.2.4.3** DBH may, at its option, perform the contracted services by the DBH personnel or other means.

**E.2.5** In the case of unsatisfactory work, DBH:

**E.2.5.1** Shall deduct from the Contractor's invoice all amounts associated with such unsatisfactory work at the rates set out in Section B, or provided by other provisions of the Contract, unless the Contractor is afforded an opportunity to re-perform and satisfactorily completes the work.

**E.2.5.2** May, at its option, afford the Contractor an opportunity to re-perform the unsatisfactory work within a reasonable period, subject to the discretion of the Cluster Health Services Chief Contracting Officer and at no additional cost to the DBH.

**E.3** **TEMINATION FOR CONVENIENCE**

**E.3.1** The DBH may terminate performance of work under this Contract for the convenience of the Government, in a whole or, from time to time, in part, if the Cluster Health Services Chief Contracting Officer determines that a termination is in the Government's best interest.

**E.3.2** After receipt of a Notice of Termination and, except as directed by the Cluster Health Services Chief Contracting Officer, the Contractor shall immediately proceed with the following obligations:

**E.3.2.1** Stop work as specified in the notice.

**E.3.2.2** Place no further subcontracts or orders except as necessary to complete the continued portion of the Contract.

**E.3.2.3** Terminate all applicable subcontracts and cancel or divert applicable commitments covering personal services that extend beyond the effective date of termination.

**E.3.2.4** Assign to DBH, as directed by the Cluster Health Services Chief Contracting Officer, all rights, titles and interests of the Contractor under the subcontracts terminated; in which case DBH shall have the right to settle or pay any termination settlement proposal arising out of those terminations.

**E.3.2.5** With approval or ratification to the extent required by the Cluster Health Services Chief Contracting Officer settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts; approval or ratification shall be final for purposes of this clause.

**E.3.2.6** Transfer title, if not already transferred and, as directed by the Cluster Health Services Chief Contracting Officer, deliver to DBH any information and items that, if the Contract had been completed, would have been required to be furnished, including (i) materials or equipment produced, in process, or acquired for the work terminated (ii) completed or partially completed plans, drawings and information.

**E.3.2.7** Complete performance of the work not terminated.

**E.3.2.8** Take any action that may be necessary for the protection and preservation of property related to this Contract.

**E.4** **TERMINATION FOR DEFAULT**

**E.4.1** DBH may, subject to the conditions listed below, by written notice of default to the Contractor, terminate the Contract in whole or in part if the Contractor fails to:

**E.4.1.1** Perform the services within the time specified in the Contract or any extension; or

**E.4.1.2** Make progress as to endanger performance of the Contract; or

**E.4.1.3** Perform any of the other material provisions of the Contract.

**E.4.2** The DBH's right to terminate the Contract may be exercised if the Contractor does not cure such failure within ten (10) days, or such longer period as authorized in writing by the Contracting Officer (CO) after receipt of the notice to cure from the CO, specifying the failure.

**E.4.3** If DBH terminates the Contract in whole or in part, it may acquire, under the terms and in the manner the Cluster Health Services Chief Contracting Officer considers appropriate, supplies and services similar to those terminated and the Contractor shall be liable to DBH for any excess costs for those supplies and services. However, the Contractor shall continue the work not terminated.

**E.4.4** Except for default by subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such issues include (i) acts of God, (ii) fires or floods, (iii) strikes and (iv) unusually severe weather. In each instance, the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

**E.4.5** If the failure to perform is caused by the fault of a subcontractor at any tier, and, if the cause of the default is beyond the control of both the Contractor and the subcontractor and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required schedule.

**E.4.6** If the contract is terminated for default, DBH may require the Contractor to transfer title and deliver to DBH as directed by the Cluster Health Services Chief Contracting Officer, any completed and partially completed supplies and materials that the Contractor has specifically produced or acquired for the terminated portion of the Contract. Upon direction of the Cluster Health Services Chief Contracting Officer, the Contractor shall also protect and preserve property in its possession in which DBH has an interest.

**E.4.7** DBH shall pay the Contract price or a portion thereof, for fully or partially completed or delivered supplies and services that are accepted by DBH.

**E.4.8** If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties will be the same as if the termination had been issued for convenience of DBH.

**E.4.9** The rights and remedies of DBH in this clause are in addition to any other rights and remedies provided by law or under the Contract.

***** END OF SECTION E *****

## SECTION F

## DELIVERY AND PERFORMANCE
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## SECTION F
## DELIVERY AND PERFORMANCE

**F.1** **PERIOD OF PERFORMANCE (POP)**

The District contemplates awarding a Firm Fixed Price Contract. Performance under this Contract shall be in accordance with the Terms and Conditions set forth herein and by any modification made thereto the Contract. The Period of Performance under this Contract shall be One (1) Year from Date of Award with Four (4) One Year Option Periods as specified in Section B.4.

**F.2** **OPTION TO EXTEND THE TERM OF THE CONTRACT**

**F.2.1** The District can exercise the term of the Contract for a period of Four (4) One-Year option periods, or successive fractions therefore, by written notice to the Contractor before the expiration of the Contract; provided that the Cluster Health Services Chief Contracting Officer shall give the Contractor a preliminary written notice of its intent to extend, at least thirty (30) days before the expiration of the contract. The preliminary notice does not commit the District to an extension. The exercise of the option is at the sole and absolute discretion of DBH based on the satisfactory performance of the Contractor by their being in full compliance with the Scope of Work, along with the Terms and Conditions of the Contract and subject to the availability of funds at the time of the Exercise of the Option Period. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Cluster Health Services Chief Contracting Officer prior to the expiration of the Contract.

**F.2.2** If the District exercises this Option, the extended Contract shall be considered to include this Option Period provision.

**F.2.3** The Price for the Option Period shall be as specified in Section B.4 of the Contract.

**F.2.4** The total duration of this Contract, including the exercise of any options under the Contract, shall not exceed Five (5) Years.

**F.3** **DELIVERABLES**

The Contractor shall provide deliverables, complete goods and services required as outlined in Section C, to the COTR for this procurement as described in Section G of this Contract in accordance with the following: .

| CLIN | Deliverable | Quantity | Format/Method of Delivery | Due Date |
|---|---|---|---|---|
| C.5.6 | Quality Improvement Audit Report | 1 | Word Format/ Electronically | As Requested by COTR |
| C.5.7 | Comprehensive Progress Note | As needed | Electronically in Avatar | 2 hours After Every IMP |
| C.8.b | Resident Psychiatrist's Trainees Evaluations | 1 per Trainee | Word Format/Electronically | Every 6 months |

**F.3.1** The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to section G.3.2.

**F.4** **CONTRACTOR NOTICE REGARDING LATE PERFORMANCE**

In the event the Contractor anticipates or encounters difficulty in complying with the terms and conditions as stated in the Contract, or in meeting any other requirements set forth in the Contract, the Contractor shall immediately notify the Cluster Health Services Chief Contracting Officer in writing giving full detail as to the rationale for the late delivery and why the Contractor should be granted an extension of time, if any. Receipt of the Contractor's notification shall in no way be construed as an acceptance or waiver by the DBH.

***** END OF SECTION F *****

## SECTION G - CONTRACT ADMINISTRATION
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## SECTION G: CONTRACT ADMINISTRATION

### G.1 CONTRACT ADMINISTRATION

Contracts shall be entered into and signed on behalf of the DBH only by the DBH Cluster Health Services Chief Contracting Officer and all correspondence or inquiries related to this Contract or any modifications shall be addressed to him. The contact information for the Cluster Health Services Chief Contracting Officer is as follows:

**Samuel J. Feinberg, CPPO, CPPB**
Cluster Health Services Chief Contracting Officer
**Office of Contracting and Procurement**
**Department of Behavioral Health**
**64 New York Avenue, NE, Second Floor**
**Washington, DC 20002**
**(202) 671-3188 – Office**
**Email: Samuel.feinberg@dc.gov**

### G.2 TYPE OF CONTRACT

**G.2.1** This is a Firm Fixed Price Contract based on hourly rates for Psychologist Services to support Saint Elizabeths Hospital's Psychiatry Department in accordance with 27 DCMR, Chapter 24, for a Period of Performance of One (1) Base Year with a possibility of the exercise of an additional Four (4) Option Years.

**G.2.2** This Contract is a "non-personal services Contract". It is therefore, understood and agreed that the Contractor and/or the Contractor's employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this Contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the Government's right and obligation to inspect, accept or reject work, comply with such general direction of the Cluster Health Services Chief Contracting Officer, or the duly authorized representative as the COTR as is necessary to ensure accomplishment of the Contract objectives.

**G.2.3** By accepting this order or Contract the Contractor agrees that the District, at its discretion, after completion of order or Contract period, may hire an individual who is performing services as a result of this order or Contract, with restriction, penalties or fees.

### G.3 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR

Funds are not presently available for performance under this Contract beyond September 30, 2016. DBH'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 DBH for any payment may arise for performance under this Contract beyond September 30, 2016 until funds are made available to the Cluster Health Services Chief Contracting Officer for performance and until the Contractor receives notice of availability of funds, to be confirmed in writing by the Agency's Chief Financial Officer.

**G.4** **MODIFICATIONS**

**G.4.1** Any Changes, additions or deletions to this Contract shall be made in writing by a formal Modification to this Contract and shall be signed by the Cluster Health Services Chief Contracting Officer **only**.

**G.4.2** In the event that the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment shall be made in the Contract price to cover any cost increase incurred as a result thereof.

**G.4.3** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of the Contract, unless issued in writing and signed by the Cluster Health Services Chief Contracting Officer.

**G.5** **THE CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

**G.5.1** The COTR is responsible for general administration of the Contract and advising the Cluster Health Services Chief Contracting Officer as to the Contractor's compliance or noncompliance with the Contract. The COTR has the responsibility of ensuring the work conforms to the requirements of the Contract and such other responsibilities and authorities as may be specified in the Contract. These include:

**G.5.1.1** Keeping the Cluster Health Services Chief Contracting Officer informed of any technical or contractual difficulties encountered during the performance period and advising the Cluster Health Services Chief Contracting Officer of any potential problem areas under the Contract;

**G.5.1.2** Coordinating site entry for Contractor personnel, if applicable;

**G.5.1.3** Reviewing invoices for completed work and recommending approval by the Cluster Health Services Chief Contracting Officer if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the Rate of Expenditure;

**G.5.1.4** Reviewing and approving invoice submissions for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices in accordance with the District's payment provisions; and

**G.5.1.5** Maintaining a file that includes all Contract correspondence, modifications, records of inspections (site, data, equipment).

**G.5.2** The address and telephone number of the COTR is:

**Farooq Mohyuddin, MD**
**Chair Psychiatry Training and Education**
**Director Psychiatry Residency Training**
**Saint Elizabeths Hospital**
**1100 Alabama Avenue, SE, Room 238.01**
**Washington, DC 20032**
**Telephone #: 202-299-5360**
**Email: Farooq.Mohyuddin @dc.gov**

**G.5.3** The COTR shall NOT have the authority to:

a. Award, agree to, or sign any Contract, delivery order or task order. Only the Cluster Health Services Chief Contracting Officer shall make contractual agreements, commitments or modifications;

b. Grant deviations from or waive any of the terms and conditions of the Contract;

c. Increase the dollar limit of the Contractor or authorize work beyond the dollar limit of the Contract;

d. Authorize the expenditure of funds by the Contractor;

e. Change the Period of Performance; or

f. Authorize the use of District property, except as specified under the Contract.

**G.5.4** The Contractor shall be fully responsible for any changes not authorized in advance, in writing, by the Cluster Health Services Chief Contracting Officer compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

**G.6** **SUBMISSION OF INVOICE**

**G.6.1** The Contractor shall submit, on a monthly basis, an original and three copies of each invoice to:

Accounts Payable Office
Department of Behavioral Health
64 New York Ave., NE, 6th Floor
Washington, DC 20002
E-mail: dbh.ap@dc.gov

The invoice shall then be forwarded by the Accounts Payable Office to the COTR. Payment shall be made within Thirty (30) days after the Accounts Payable Office receives a proper and certified invoice, unless a discount for prompt payment is offered and payment is made within the discount periods. Please note that the invoice shall match the itemized Contract Line Items (CLIN) of the Purchase Order as written up to but not exceeding the maximum of each line. Any invoices deemed improper for payment shall be returned **UNPAID** and shall be corrected and resubmitted as indicated in this clause.

**G.6.2** To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

**G.6.2.1** Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);

**G.6.2.2** Contract number and invoice number;

**G.6.2.3** Description, price, quantity and the date(s) that the supplies or services were delivered or performed;

**G.6.2.4** Other supporting documentation or information, as required by the Cluster Health Services Chief Contracting Officer;

**G.6.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

**G.6.2.6** Name, title, phone number of person preparing the invoice;

**G.6.2.7** Name, title, phone number and mailing address of person (if different from the person identified in G.6.1 above) to be notified in the event of a defective invoice; and

**G.6.2.8** Authorized signature.

## G.7 QUICK PAYMENT CLAUSE

### G.7.1 Interest Penalties to Contractors

**G.7.1.1** The District shall pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 *et seq.*, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item, of property or service is made on or before:

a) the 3rd day after the required payment date for meat or a meat product;
b) the 5th day after the required payment date for an agricultural commodity; or
c) the 15th day after the required payment date for any other item.

**G.7.1.2** Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

### G.7.2 Payments to Subcontractors

**G.7.2.1** The Contractor must take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under this Contract.

a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the Contract; or
b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

**G.7.2.2** The Contractor must pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item, of property or service is made on or before:

a) the 3rd day after the required payment date for meat or a meat product;
b) the 5th day after the required payment date for an agricultural commodity; or
c) the 15th day after the required payment date for any other item.

**G.7.2.3** Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

**G.7.2.4** A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

**G.7.3** **Subcontractor Requirements**

**G.7.3.1** The Contractor shall include in each subcontract under this Contract a provision requiring the subcontractor to include in its Contract with any lower-tier sub-contractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code §2-221.02(d).

**G.8** **CERTIFICATION OF INVOICE**

The COTR shall perform certification of each of the Contractor's invoices. The invoices shall be logged in by the Accounts Payable Office and forwarded to the COTR to review for accuracy and to perform certification for payment. The certified invoice shall be forwarded to the Chief Financial Officer within Five (5) working days after receipt of a satisfactory invoice.

**G.9** **PAYMENT**

**G.9.1** DBH shall pay the Contractor monthly the amount due the Contractor as set forth in Section B.3 of the Contract in accordance with the Terms of the Contract and upon presentation of a properly executed invoice and authorized by the COTR.

**G.9.2** DBH shall pay Interest Penalties on amounts due to the Contractor in accordance with the Quick Payment Act, D.C. Official Code § 2-221.02 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made to the Contractor.

**G.9.3** Payment shall be based upon fixed unit rates and services provided as specified in Section B (Price Schedules) and Section F (Deliverables)

**G.10** **FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT**

**G.10.1** For Contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance.

**G.10.2** No final payment shall be made to the Contractor until the agency CFO has received the Cluster Health Services Chief Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

**G.11** **RESPONSIBILITY FOR AGENCY PROPERTY**

The Contractor shall assume full responsibility for and shall indemnify the DBH for any and all loss or damage of whatsoever kind and nature to any and all Agency property, including any equipment, supplies, accessories, or part furnished, while in Contractor's custody during the performance of services under this Contract, or while in the Contractor's custody for storage or repair, resulting from the negligent acts or omissions of the Contractor or any employee, agent, or representative of the Contractor or Subcontractors. The Contractor shall do nothing to prejudice the DBH's right to recover against third parties for any loss, destruction of, or damage to DBH property and upon the request of the Cluster Health Services Chief Contracting Officer shall, at the DBH's expense, furnish to the DBH all reasonable assistance and cooperation, including assistance in the protection of suit and the execution of instruments of assignment in favor of the DBH recovery.

**G.12** **ASSIGNMENT OF CONTRACT PAYMENTS**

**G.12.1** In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this Contract.

**G.12.2** Any assignment shall cover all unpaid amounts payable under this Contract and shall not be made to more than one party.

**G.12.3** Notwithstanding an assignment of Contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:
Pursuant to the instrument of assignment dated _____, make payment of this invoice to:

_____

_____

_____
(Name and address of Assignee)

***** END OF SECTION G *****

## PART I – THE SCHEDULE

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SECTION H: SPECIAL CONTRACT REQUIREMENTS

## H.1 LIQUIDATED DAMAGES

H.1.1 When the Contractor fails to perform the tasks required under this Contract, DBH 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 Cluster Health Services Chief Contracting Officer shall be in an amount of **$150.00 per day** where there has been a failure to provide required services as depicted in the Scope of Services. 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 DBH requires a replacement Contractor to perform the required services, the Contractor shall be liable for liquidated damages accruing until the time DBH 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 DBH to the replacement Contractor.

## H.2 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

**H.2.1** For all new employment resulting from this Contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

**H.2.2** At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

**H.2.3** The Contractors shall negotiate an Employment Agreement with the Department of Employment Services ("DOES") for jobs created as a result of this Contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

## H.3 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractors shall be bound by the Wage Determination No. 2015-4281 (Rev. 2) December 29, 2015, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 *et seq.* and incorporated herein as Section J.6. The Contractors shall be bound by the wage rates for the term of the Contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the

Contractors shall be bound by the applicable wage rates at the time of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractors may be entitled to an equitable adjustment.

**H.4 PUBLICITY**

The Contractors shall at all times obtain the prior written approval from the CO before it, any of its officers, agents, employees or sub-contractors, either during or after expiration or termination of the Contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this Contract.

**H.5 FREEDOM OF INFORMATION ACT**

The District of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private Contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the Contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the CA who shall provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the Contract, the CA shall forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the CA within the timeframe designated by the CA. The FOIA Officer for the agency with programmatic responsibility shall determine the release of the records. The District shall reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

**H.6 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT**

**H.6.1** The Contractors shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 *et seq.* ("First Source Act").

**H.6.2** The Contractors shall enter into and maintain, during the term of the Contract, a First Source Employment Agreement, (Section J.4) in which the Contractor shall agree that:

1) The first source for finding employees to fill all jobs created in order to perform this Contract shall be the DOES; and

2) The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

**H.6.3** The Contractors shall submit to DOES, no later than the 10th of each month following execution of the Contract, a First Source Agreement Contract Compliance Report ("contract compliance report") to verify its compliance with the First Source Agreement

for the preceding month. The Contract compliance report for the Contract shall include the:

(1) Number of employees needed;
(2) Number of current employees transferred;
3) Number of new job openings created;
4) Number of job openings listed with DOES;
5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:

(a) Name;
(b) Social security number;
(c) Job title;
(d) Hire date;
(e) Residence; and
(f) Referral source for all new hires.

**H.6.4** If the Contract amount is equal to or greater than $100,000, the Contractor agrees that 51% of the new employees hired for the Contract shall be District residents.

**H.6.5** With the submission of the Contractors' final request for payment from the District, the Contractors shall:

(1) Document in a report to the CO its compliance with **Section H.6.4** of this clause; or

(2) Submit a request to the CO for a waiver of compliance with **Section H.6.4** and include the following documentation:

(a) Material supporting a good faith effort to comply;

(b) Referrals provided by DOES and other referral sources;

c) Advertisement of job openings listed with DOES and other referral sources; and

d) Any documentation supporting the waiver request pursuant to **Section H.6.6**.

**H.6.6** The Cluster Health Services Chief Contracting Officer may waive the provisions of **Section H.6.4** if the Cluster Health Services Chief Contracting Officer finds that:

1) A good faith effort to comply is demonstrated by the Contractor;

2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the Contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick and Calvert; and the West Virginia Counties of Berkeley and Jefferson.

3) The Contractors enters into a special workforce development training or placement arrangement with DOES; or

4) DOES certify that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the Contract.

**H.6.7** Upon receipt of the Contractors' final payment request and related documentation pursuant to **Sections H.6.5** and **H.6.6**, the Cluster Health Services Chief Contracting Officer shall determine whether the Contractors are in compliance with **Section H.6.4** or whether a waiver of compliance pursuant to **Section H.6.6** is justified. If the Cluster Health Services Chief Contracting Officer determines that the Contractors are in compliance, or that a waiver of compliance is justified, the Cluster Health Services Chief Contracting Officer shall, within two business days of making the determination forward a copy of the determination to the Agency Chief Financial Officer and the COTR.

**H.6.8** Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to **Section H.6.5**, or deliberate submission of falsified data, may be enforced by the Cluster Health Services Chief Contracting Officer through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the Contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in this Contract any decision of the Cluster Health Services Chief Contracting Officer pursuant to this section.

**H.6.9** The provisions of **Sections H.6.4** through **H.6.8** do not apply to nonprofit organizations.

**H.7** **SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.**

During the performance of the Contract, the Contractors and any of its sub-contractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded programs and activities. See 29 U.S.C. § 794 *et seq.*

**H.8** **AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

During the performance of this Contract, the Contractors and any of its sub-contractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 *et seq.*

**H.9** **WAY TO WORK AMENDMENT ACT OF 2006**

**H.9.1** Except as described in H.9.8 below, the Contractors shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) ("Living Wage Act of 2006"), for Contracts for services in the amount of $100,000 or more in a 12-month period.

**H.9.2** The Contractors shall pay its employees and sub-contractors who perform services under the Contract no less than the current living wage published on the OCP website at www.ocp.dc.gov.

**H.9.3** The Contractors shall include in any subcontract for $15,000 or more a provision requiring the sub-contractor to pay its employees who perform services under the Contract no less than the current living wage rate.

**H.9.4** The DOES may adjust the living wage annually and the OCP shall publish the current living wage rate on its website at www.ocp.dc.gov.

**H.9.5** The Contractors shall provide a copy of the Fact Sheet attached as J.2 to each employee and sub-contractor who performs services under the Contract. The Contractor shall also post the Notice attached as J.3 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for $15,000 or more a provision requiring the sub-contractor to post the Notice in a conspicuous place in its place of business.

**H.9.6** The Contractors shall maintain its payroll records under the Contract in the regular course of business for a period of at least three (3) years from the payroll date and shall include this requirement in its subcontracts for $15,000 or more under the Contract.

**H.9.7** The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*

**H.9.8** The requirements of the Living Wage Act of 2006 do not apply to:

(1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;

(2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;

(3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;

(4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;

(5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;

(6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;

(7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the

tenant or retail establishment did not receive direct government assistance from the District;

(8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3);

(9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and

(10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

**H.9.9** The Mayor may exempt a Contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

**H.10 MANDATORY SUBCONTRACTING REQUIREMENTS**

Information concerning DBH Mandatory Subcontracting Requirements for Contracts in Excess of $250,000 is available at DBH link:

http://dbh.dc.gov/sites/default/files/dc/sites/dmh/publication/attachments/Procurement%20-%20Mandatory%20Subcontracting%20Requirements%20%20%20April%202014.pdf.

The Contractor shall be held responsible in complying with the Mandatory Subcontracting Requirements during the duration of the Contract.

**H.11 CONTRACTOR RESPONSIBILITIES**

**H.11.1** The Contractor shall be responsible for providing the required services as stated in the Scope of Work.

**H.12 COST OF OPERATION**

All costs of operation under this Contract shall be borne by the Contractor. This includes but is not limited to taxes, surcharges, licenses, insurance, transportation, salaries and bonuses.

**H.13 CONTRACTOR LICENSE/CLEARANCES**

The Contractor shall maintain documentation that he/she possesses adequate training, qualifications and competence to perform the duties to which he/she is assigned and hold current licenses or certification as appropriate.

**H.14** **PRIVACY AND CONFIDENTIALITY COMPLIANCE**

Information concerning DBH Health Insurance Portability and Accountability Act of 1996 ("HIPAA") is available at DBH link:

http://dbh.dc.gov/sites/default/files/dc/sites/dmh/publication/attachments/Procurement%20%20-%20HIPAA%20Clause%20%28Updated%29.%20April%202014.pdf

The Contractor shall be held responsible in complying with the HIPAA Compliance Clause during the duration of the Contract.

***** END OF SECTION H *****

## PART II: CONTRACT CLAUSES

## SECTION I - CONTRACT CLAUSES
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## I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 ("SCP") are incorporated as part of the Contract. To obtain a copy of the SCP go to www.ocp.dc.gov, click on OCP Policies under the heading "Information", then click on "Standard Contract Provisions – Supplies and Services Contracts".

## I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this Contract beyond the end of the current fiscal year (September 30, 2016) is contingent upon future fiscal appropriations.

## I.3 CONFIDENTIALITY OF INFORMATION

The Contractors shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

## I.4 TIME

Time, if stated in a number of days, shall include Saturdays, Sundays and holidays, unless otherwise stated herein.

## I.5 RIGHTS IN DATA

**I.5.1** "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.

**I.5.2** The term "Technical Data", as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications and related information and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing and management data or other information incidental to Contract Administration.

**I.5.3** The term "Computer Software", as used herein means computer programs and computer databases. "Computer Programs", as used herein means a series of instructions or

statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent and may be general purpose in nature or designed to satisfy the requirements of a particular user.

**I.5.4** The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.

**I.5.5** All data first produced in the performance of this Contract shall be the sole property of the District. The Contractors hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

**I.5.6** The District shall have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this Contract, which the parties have agreed shall be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:

**I.5.6.1** Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;

**I.5.6.2** Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;

**I.5.6.3** Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

**I.5.7** The restricted rights set forth in **Section I.5.6** are of no effect unless

**(i)** the data is marked by the Contractors with the following legend:

**RESTRICTED RIGHTS LEGEND**

Use, duplication, or disclosure is subject to restrictions stated in Contract No._____with (Contractor's Name); and

**(ii)** If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractors may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the Contract prior to the delivery date of the software. Failure of the Contractors to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.

**I.5.8** In addition to the rights granted in **Section I.5.6** above, the Contractors hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in **Section I.5.6** above, under any copyright owned by the Contractors, in any work of authorship prepared for or acquired by the District under this Contract. Unless written approval of the CO is obtained, the Contractors shall not include in technical data or computer software prepared for or acquired by the District under this Contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.

**I.5.9** Whenever any data, including computer software, are to be obtained from a sub-contractor under this Contract, the Contractor shall use this clause, **Section I.5**, Rights in Data, in the subcontract, without alteration and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that sub-contractor data or computer software which is required for the District.

**I.5.10** For all computer software furnished to the District with the rights specified in Section I.5.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in **Section I.5.5**. For all computer software furnished to the District with the restricted rights specified in **Section I.5.6**, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this Contract or any paid-up maintenance agreement, or if the Contractors should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this Contract and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

**I.5.11** The Contractors shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this Contract, or (ii) based upon any data furnished under this Contract, or based upon libelous or other unlawful matter contained in such data.

**I.5.12** Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

**I.5.13** Paragraphs **I.5.6, I.5.7, I.5.8, I.5.11** and **I.5.12** above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under Contract, provided that such incorporated material is identified by the Contractors at the time of delivery of such work.

## I.6 OTHER CONTRACTORS

The Contractors shall not commit or permit any act that shall interfere with the performance of work by another District Contractor or by any District employee.

## I.7 SUBCONTRACTS

The Contractors hereunder shall not subcontract any of the Contractor's work or services to any sub-Contractor without the prior written consent of the CO. Any work or service so sub-contracted shall be performed pursuant to a subcontract agreement, which the District shall have the right to review and approve prior to its execution by the Contractors. Any such subcontract shall specify that the Contractors and the sub-contractor shall be subject to every provision of this Contract. Notwithstanding any such subcontract approved by the District, the Contractors shall remain liable to the District for all Contractor's work and services required hereunder.

## I.8 INSURANCE

A. GENERAL REQUIREMENTS. The Contractors shall procure and maintain, during the entire period of performance under this Contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this Contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its sub-contractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Contractors shall provide evidence satisfactory to the CO with respect to the services performed that it carries $1,000,000 per occurrence limits; $2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations;

broad form property damage; Products and Completed Operations; Personal and Advertising Injury; Contractual liability and independent Contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia and shall contain a waiver of subrogation. The Contractors shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this Contract.

2. Automobile Liability Insurance. The Contractors shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this Contract. The policy shall provide a $1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance. The Contractors shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the Contract is performed.

   Employer's Liability Insurance. The Contractors shall provide employer's liability insurance as follows: $500,000 per accident for injury; $500,000 per employee for disease; and $500,000 for policy disease limit.

4. Professional Liability Insurance (Errors & Omissions). The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of $1,000,000 per occurrence for each wrongful act and $1,000,000 Annual aggregate.

B. DURATION. The Contractors shall carry all required insurance until all Contract work is accepted by the District and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this Contract.

C. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE SHALL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.

D. CONTRACTOR'S PROPERTY. Contractor and sub-contractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

E. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the Contract price.

F. NOTIFICATION. The Contractors shall immediately provide the CO with written notice in the event that its insurance coverage has or shall be substantially changed, canceled or not renewed and provide an updated certificate of insurance to the CO.

G. CERTIFICATES OF INSURANCE. The Contractors shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Samuel J. Feinberg, CPPO, CPPB
Cluster Health Services Chief Contracting Officer
Office of Contracting and Procurement
Department of Behavioral Health
64 New York Avenue, NE, 2nd Floor
Washington, DC 20002
(202) 671-3188 – Office
Email: Samuel.feinberg@dc.gov

H. DISCLOSURE OF INFORMATION. The Contractors agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or sub-contractors in the performance of this Contract.

## I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.9. An award cannot be made to any Offeror who has not satisfied the equal employment requirements.

## I.10 ANTI-KICKBACK PROCEDURES

**I.10.1 Definitions:**

**I.10.1.1** "Kickback," as used in this clause, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, to any prime Contractor, prime Contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contractor in connection with a subcontract relating to a prime contract.

**I.10.1.2** "Person," as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.

**I.10.1.3** "Prime contract," as used in this clause, means a contract or contractual action entered into by the District for the purpose of obtaining supplies, materials, equipment, or services of any kind.

**I.10.1.4** "Prime Contractor" as used in this clause, means a person who has entered into a prime contract with the District.

**I.10.1.5** "Prime Contractor employee," as used in this clause, means any officer, partner employee, or agent of a prime Contractor.

**I.10.1.6** "Subcontract," as used in this clause, means a contract or contractual action entered into by a prime Contractor or subcontractor for the purpose of obtaining supplies, materials, equipment, or services of any kind under a prime contract.

**I.10.1.7** "Subcontractor," as used in this clause, means any person, other than the prime Contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contractor a subcontract entered into in connection with such prime contract and includes any person who offers to furnish or furnishes general supplies to the prime Contractor or a higher tier subcontractor.

**I.10.1.8** "Subcontractor employee," as used in this clause, means any officer, partner, employee, or agent of a subcontractor.

**I.10.2** The Anti-Kickback Act of 1986, 41 U.S.C. §§ 51-58 (the Act), prohibits any person from:

**I.10.2.1** Providing or attempting to provide or offering to provide any kickback;

**I.10.2.2** Soliciting, accepting, or attempting to accept any kickback; or

**I.10.2.3** Including, directly or indirectly, the amount of any kickback in the Contract price charged by a prime Contractor to the District or in the Contract price charged by a subcontractor to a prime Contractor or higher tier subcontractor.

**I.10.3** The Contractor shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in paragraph I-10.2 of this clause in its own operations and direct business relationships.

**I.10.4** When the Contractor has reasonable grounds to believe that a violation described in paragraph I-10.2 of this clause may have occurred, the Contractor shall promptly report in writing the possible violation to the Cluster Health Services Chief Contracting Officer.

**I.10.5** The Cluster Health Services Chief Contracting Officer may offset the amount of the kickback against any monies owed by the District under the prime contract and/or direct that the Prime Contractor withhold from sums owed a subcontractor under the prime contract the amount of the kickback. The Cluster Health Services Chief Contracting Officer may order that monies withheld under this clause be paid over to the District unless the District has already offset those monies under this clause. In either case, the Prime Contractor shall notify the Cluster Health Services Chief Contracting Officer when

**I.11** **GOVERNING LAW**

This Contract and any disputes arising out of or related to this Contract shall be governed by and construed in accordance with, the laws of the District of Columbia.

**I.12** **STOP WORK ORDER**

**I.12.1** The Cluster Health Services Chief Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this Contract for a period of ninety (90) days after the order is delivered to the Contractor and for any further period to which the parties may agree.

**I.12.2** The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurring of costs allocable to the work covered by the order during the period of work stoppage. Within a period of ninety (90) days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Cluster Health Services Chief Contracting Officer shall either cancel the stop-work order; or terminate the work covered by the order as provided in the Default or Termination for Convenience clauses in the Standard Contract Provisions (Attachment J-1).

**I.12.3** If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Cluster Health Services Chief Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both and the Contract shall be modified, in writing, accordingly.

**I.11.4** If the stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this Contract; and the Contractor asserts its right to the adjustment within thirty (30) days after the end of the period of work stoppage; provided, that, if the Cluster Health Services Chief Contracting Officer decides the facts justify the action, the Cluster Health Services Chief Contracting Officer may receive and act upon the claim submitted at any time before final payment under this Contract.

**I.12.5** If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the District, the Cluster Health Services Chief Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

**I.12.6** If a stop-work order is not canceled and the work covered by the order is terminated for default, the Cluster Health Services Chief Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

**I.13** **SUSPENSION OF WORK**

**I.13.1** The Cluster Health Services Chief Contracting Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this Contract for the period of time that the Cluster Health Services Chief Contracting Officer determines appropriate for the convenience of the District. If the performance of all or any part of the

work is, for an unreasonable period of time, suspended, delayed or interrupted by an act of the Cluster Health Services Chief Contracting Officer in the administration of this Contract, or by the Cluster Health Services Chief Contracting Officer's failure to act within the time specified in this Contract (or within a reasonable time if not specified), an adjustment shall be made for any increase in the cost of performance of this Contract (excluding profit) necessarily caused by the unreasonable suspension, delay, or interruption and the Contract modified in writing accordingly.

**I.13.2** No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor, or for which an equitable adjustment is provided for or excluded under any other term or condition of this Contract.

**I.13.3** A claim under this clause shall not be allowed for any costs incurred more than twenty (20) days before the Contractor shall have notified the Cluster Health Services Chief Contracting Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the Contract.

## I.14 CONTINUITY OF SERVICES

**I.14.1** The Contractor recognizes that the services provided under this Task Order are vital to the District of Columbia and must be continued without interruption and that, upon Contract expiration or termination, a successor, either the District Government or another Contractor, at the District's option, shall continue to provide these services. To that end, the Contractor agrees to:

**I.14.1.1** Furnish phase-out, phase-in (transition) training; and

**I.14.1.2** Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

## I.15 ORDER OF PRECEDENCE

A conflict in language or any inconsistencies in this Contract shall be resolved by giving precedence to the document in the highest order of priority which contains language addressing the issue in question. The following sets forth in descending order of precedence documents that are hereby incorporated into this Contract by reference and made a part of the Contract:

**I.15.2** Wage Determination No. 2015-4281, Rev. 2, dated December 29, 2015;

**I.15.3** Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, dated March 2007(Attachment J.1);

**I.15.4** Contract Sections A through J of this Solicitation **RM-16-IFB-066-BY4-JM**;

**I.1.5.5** Contract attachments other than the SCP;

**I.15.6** DBH Policies and Rules;

**I.15.7** Invitation for Bid submission dated: _____; and

**I.15.8** Invitation for Bid dated _____.

**This Contract, including incorporated documents, constitutes the entire agreement between the parties. All previous discussions, writings and agreements are merged herein and shall not provide a basis for modifying or changing this written contact.**

***** END OF SECTION I *****

## PART IV: LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

### SECTION J - LIST OF ATTACHMENTS

### WEB ADDRESSES FOR COMPLIANCE DOCUMENTS REFERENCE

**J.1** Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts dated March 2007 (SCP). **(Double click on link)** http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP_Channel%202_9%20Solicitation%20Attachments_standard_contract_provisions_0307.pdf

**J.2** Way to Work Amendment Act of 2006 - Living Wage Fact Sheet **(Double click on link)** http://ocp.dc.gov/publication/2016-living-wage-fact-sheet

**J.3** Way to Work Amendment Act of 2006 - Living Wage Notice http://ocp.dc.gov/publication/2016-living-wage-notice

**J.4** First Source Agreement **(Double click on link) – http://ocp.dc.gov/publication/first-source-employment-agreement-rev-2013**

**J.5** Department of Behavioral Health Policies and Rules **(Double click on link)** http://dbh.dc.gov/page/policies-rules

**J.6** Wage Determination No. 2015-4281 (Revision 2), dated December 29, 2015 **(Double click on link)** http://www.wdol.gov/wdol/scafiles/std/15-4281.txt?v=2

**J.7** Department of Consumer and Regulatory Affair – Business Licensing and Registration **(Double click on link)** http://dcra.dc.gov/service/apply-basic-business-license-bbl

**REQUIRE COMPLETION**

**J.8** Tax Certification Affidavit **(Double click on link)** http://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/tax_certification_affidavit.pdf

**J.9** Equal Employment Opportunity (EEO) Policy Statement **(Double click on link)** http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/EEO%20Compliance%20Documents%200307.pdf

**J.10** Office of Contracting and Procurement Bidder/Offeror Certification Form **(Double click on link)** http://ocp.dc.gov/node/740742

***** END OF SECTION J *****

# SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS

Bidder/Offeror Certifications
Available at www.ocp.dc.gov click on "Solicitation Attachments"

## PART IV – REPRESENTATIONS AND INSTRUCTIONS

## SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO CONTRACTORS TABLE OF CONTENTS


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# SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

## L.1 CONTRACT AWARD

**L.1.1** The District intends to award One Single Contract resulting from this solicitation to the responsible bidder whose bid conforming to the solicitation shall be most advantageous to the District, cost or price and other factors, specified elsewhere in this solicitation and who is deemed responsive and responsible.

**L.1.2** The District may award this contract on the basis of initial bids received, without discussion. Therefore, each initial offer should contain the Bidder's best terms from a standpoint of cost or price and other factors. The District reserves the right to accept/ reject any/all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the District..

## L.2 BID ORGANIZATION AND CONTENT

**L.2.1** One original and two (2) copies of the written response to this Invitation for Bid required from Prospective Contractors shall be submitted. Each page shall be numbered and labeled to include the Solicitation Number and Name of the Prospective Contractor. Each IFB response shall be submitted in a sealed envelope conspicuously marked:. **Telephonic, telegraphic and Facsimile Bids shall "NOT" be accepted.** Each Bid shall be submitted in a sealed envelope conspicuously marked **on the outside**:

***"Bid in Response to Solicitation No.* RM-16-IFB-066-BY4-JM**
***Board Certified Psychiatrist"***

**L.2.2** The Bidders shall make no changes to the requirements set forth in this solicitation. The Bidder must bid on all CLINs to be considered for this award. Failure to bid on all CLINs (Schedule B Pricing Sheet) shall render the Bid Non-Responsive thereby disqualifying the IFB response submission. The bidder shall complete, sign and submit all representations, certifications and acknowledgements as appropriate.

**L.2.3** The Bidders shall complete, sign and submit all Representations, Certifications and Acknowledgments as appropriate.

## L.3 OPTIONAL PRE-BID CONFERENCE

An optional pre-bid conference shall be held on ***April 19, 2016 from 2:00 pm until 3:00*** **pm at the Department of Behavioral Health located at 64 New York Avenue, NE, Washington, DC 20002 in the second (2nd) floor conference room.** All prospective Bidders are invited to attend.

## L.3 BID SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF BIDS AND LATE BIDS

### L.3.1 Proposal Submission

Bids must be submitted no later than ***2:00 PM (EST)*** **on** ***May 5, 2016.*** Bids, modifications to Bids, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

a. The Bid or modification was sent by registered or certified mail not later than the fifth ($5^{th}$) calendar day before the date specified for receipt of offers;

b. The Bid or modification was sent by mail and it is determined by the Cluster Health Services Chief Contracting Officer that the late receipt at the location specified in the solicitation was caused solely by mishandling by the District.

c. The Bidders shall sign the Bid in **Blue Ink** and print or type the name of the Bidder and the name and title of the person authorized to sign the Bid in blocks 14, 14A, 15 and 15A of Section A, Solicitation, Offer and Award form, page one of this solicitation. The Bidder's solicitation submission must be **signed in Blue Ink.** DBH shall not under any circumstances accept a submission signed by someone other than an authorized negotiator, nor submitted with either an electronic signature, a signature stamp, a color copy of a signature, or anything other than an original signature in **Blue Ink** by an authorized negotiator. Furthermore, wherever any other part of the solicitation requires you to submit a document with a signature, only an original signature by an authorized negotiator, in B**lue Ink** shall be accepted by DBH. Erasures or other changes must be initialed by the person signing the Bid.

### L.3.2 Postmarks

The only acceptable evidence to establish the date of a late Bid, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the Bid, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the Bid shall be considered late unless the Prospective Contractor can furnish evidence from the postal authorities of timely mailing.

### L.3.3 Late Modifications

A late modification of a successful Bid, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

**L.3.4 Late Submissions**

A late Bid, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this Contract.

**L.3.5 Withdrawal or Modification of Offers**

A Bidder may modify or withdraw its Bid upon written, telegraphic or facsimile transmission if received at the location designated in the solicitation for submission of Bids, but not later than the closing date and time for receipt of Bids.

**L.3.6 HAND DELIVERY OR MAILING OF BIDS TO:**

Samuel J. Feinberg, CPPO, CPPB
Cluster Health Services
Chief Contracting Officer
Office of Contracting and Procurement
Department of Behavioral Health
Contract and Procurement Services
64 New York Avenue, NE – 2nd
Floor Washington, DC 20002

**L.4 ERRORS IN BIDS**

Bidders are expected to read and fully understand information and requirements in the solicitation; failure to do so shall be at the Bidder's risk. In the event of a discrepancy between the unit price and the total price, the unit price shall govern.

**L5 EXPLANATION TO PROSPECTIVE BIDDERS**

If a Prospective Bidder has any questions relative to this Solicitation, the Prospective Bidder shall submit the question in writing to the Contact Person, identified on page one, in writing. The Prospective Bidder shall submit questions no later than **Seven (7)** calendar days prior to the closing date and time indicated for this Contract. The District shall furnish responses promptly to all other Prospective Bidders. An amendment to the solicitation shall be issued if that information is necessary in submitting Bids, or if the lack of it would be prejudicial to any other Prospective Bidder. Oral explanations or instructions given before the award of the Contract shall not be binding.

Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:

Samuel J. Feinberg, CPPO, CPPB
Cluster Health Services
Chief Contracting Officer
Office of Contracting and Procurement
Department of Behavioral Health
Contract and Procurement Services

64 New York Avenue, NE – 2nd Floor
Washington, DC 20002
Office (202) 671-3188 – Fax (202) 671-3395
Email: Samuel.feinberg@dc.gov

**L.6** **FAMILIARIZATION WITH CONDITIONS**

Bidders shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding the difficulties which may be encountered and the conditions under which the work is to be accomplished. Bidders awarded this Contract shall not be relieved from assuming all responsibility for properly estimating difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

**L.7** **RESTRICTION ON DISCLOSURE AND USE OF DATA**

**L.7.1** Bidders who include in their proposal data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

**"This Bid includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.**

**If, however, a contract is awarded to this Bidder as a result of or in connection with the submission of this data, the District shall have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this Bid if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."**

**L.7.2** Mark each sheet of data it wishes to restrict with the following legend:

**"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Bid."**

**L.8** **BIDS WITH OPTION YEARS**

The Bidder shall include Option Year Pricing in its Bid. A Bidder may be determined to be unacceptable if it fails to include pricing for all the Option Year(s).

**L.9** **BID PROTESTS**

Any actual or Prospective Bidder who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than ten (10) business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial Bids shall be filed with the Board

prior to the time set for receipt of initial Bids. In procurements in which Bids are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of Bids following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 441 4th Street, N.W., Suite 350N, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the CO for the solicitation.

**L.10** **ACKNOWLEDGMENT OF AMENDMENTS**

The Bidder shall acknowledge receipt of any amendment to this solicitation. The District must receive the acknowledgment by the date and time specified for receipt of Bids. A Bidder's failure to acknowledge an amendment may result in rejection of its offer.

**L.11** **LEGAL STATUS OF BIDDER**

Each Bid shall provide the following information:

**L.11.1** Name, address, telephone number and federal tax identification number of Bidder;

**L.11.2** A copy of each District of Columbia Business License, Registration or Certification that the Bidder is required by law to obtain. This mandate also requires the Bidder to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §472862, if the Bidder is required by law to make such certification. If the Bidder does not provide a copy of its Business License, Registration or Certification to transact business in the District of Columbia, the Bidder may be deemed non-responsive to the Solicitation.

**L.11.3** If the Bidder is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture and copies of any joint venture or teaming agreements.

**L.12** **RETENTION OF BIDS**

All Bid documents shall be the property of the District and retained by the District and therefore shall not be returned to the Bidders.

**L.13** **CERTIFICATES OF INSURANCE**

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverage as specified in **Section I.8** to:

Samuel J. Feinberg, CPPO, CPPB,
Cluster Health Services
Chief Contracting Officer
Office of Contracting and Procurement
Department of Behavioral Health
Contract and Procurement Services
64 New York Avenue, NE, 2nd Floor
Washington, DC 20002

(202) 671-3188 – Office,
Email: Samuel.feinberg@dc.gov

**L.14** **GENERAL STANDARDS OF RESPONSIBILITY**

The prospective Contractor must demonstrate to the satisfaction of the District its capability in all respects to perform fully the Contract requirements; therefore, the prospective Contractor must submit relevant documentation within five (5) days of the request by the District.

**L.14.1** To be determined responsible, a prospective Contractor must demonstrate that it:

(a) Has adequate financial resources, or the ability to obtain such resources, required to perform the Contract;

(b) Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

(c) Has a satisfactory performance record;

(d) Has a satisfactory record of integrity and business ethics;

(e) Has a satisfactory record of compliance with the applicable District licensing and tax laws and regulations;

(f) Has a satisfactory record of compliance with labor and civil rights laws and rules and the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 *et seq.*;

(g) Has, or has the ability to obtain, the necessary organization, experience, accounting and operational control, and technical skills;

(h) Has, or has the ability to obtain, the necessary production, construction, technical equipment and facilities;

(i) Has not exhibited a pattern of overcharging the District;

(j) Does not have an outstanding debt with the District or the federal government in a delinquent status; and

(k) Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

**L.14.2** If the prospective Contractor fails to supply the information requested, the CO shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective Contractor to be non-responsible.

****** END OF SECTION L ******

# SECTION M: EVALUATION FACTORS

**M.1.** **Preferences for Certified Business Enterprises**

**Under the provisions of the "Small and Certified Business Enterprise Development and Assistance Act of 2014", D.C. Official Code § 2-218.01 *et seq.*, as amended ("Act", as used in this section), the District shall apply preferences in evaluating bids from businesses that are certified by the Department of Small and Local Business Development (DSLBD) pursuant to Part D of the Act.**

**M.1.1.** **Application of Preferences**

**For evaluation purposes, the allowable preferences under the Act shall be applicable to prime contractors as follows:**

**M.1.1.1** A prime contractor that is a small business enterprise certified by the DSLBD (SBE) will receive a three percent (3%) reduction in the bid price.

**M.1.1.2** A prime contractor that is a resident-owned business (ROB) certified by DSLBD will receive a five percent (5%) reduction in the bid price.

**M.1.1.3** A prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive a ten percent (10%) reduction in the bid price.

**M.1.1.4** A prime contractor that is a local business enterprise (LBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price.

**M.1.1.5** A prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive a two percent (2%) reduction in the bid price.

**M.1.1.6** A prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price.

**M.1.1.7** A prime contractor that is a veteran-owned business (VOB) certified by DSLBD will receive a two percent (2%) reduction in the bid price.

**M.1.1.8** A prime contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price.

**M.1.2** **Maximum Preference Awarded**

**Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise (CBE) is entitled under the Act is twelve per cent (12%) for bids submitted in response to this IFB. There will be no preference awarded for subcontracting by the prime contractor with CBEs.**

**M.1.3 Preferences for Certified Joint Ventures**

**A certified joint venture will receive preferences as determined by DSLBD in accordance with D.C. Official Code § 2-218.39a(h).**

**M.1.4 Verification of Bidder's Certification as a Certified Business Enterprise**

**M.1.4.1** Any vendor seeking to receive preferences on this solicitation must be certified at the time of submission of its bid. The CO will verify the bidder's certification with DSLBD, and the bidder should not submit with its bid any additional documentation regarding its certification as a certified business enterprise.

**M.1.4.2** Any vendor seeking certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street, NW, Suite 850N
Washington DC 20001

**M.1.4.3** All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.