



---

**DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH  
CONTRACTS AND PROCUREMENT SERVICES  
64 NEW YORK AVENUE, NE, 2<sup>ND</sup> FLOOR, WASHINGTON, DC 20002  
PHONE: (202) 671-3171 ♦ FAX: (202) 671-3395**

---

**June 23, 2014**

**HUMAN CARE AGREEMENT (HCA) SOLICITATION  
SUBSTANCE ABUSE TREATMENT SERVICES (SATS)  
AMENDMENT NUMBER TWO (2)  
RM-15-HCA-SATS-000-XXX-BY4-CPS**

**THIS AMENDMENT HEREBY EXTENDS THE HUMAN CARE AGREEMENT SOLICITATION'S FIRST REVIEW DEADLINE FROM WEDNESDAY, JULY 2, 2014 AT 2:00 PM (EST) TO WEDNESDAY, JULY 9, 2014 AT 2:00 PM (EST)**

## **PART I**

**TO ALL PROSPECTIVE OFFERORS:**

- 1. Section C.2.6 is DELETED in its entirety and replaced with the following:**

**C.2.6 Clients** – Adults and youth who seek or receive Substance Abuse Treatment Services or support funded or regulated by DBH

- 2. Section E.1 is DELETE in its entirety and replaced with the following:**

References SCP Clause 6, Inspection of Services

[http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP\\_Channel%202\\_9%20Solicitation%20Attachments\\_standard\\_contract\\_provisions\\_0307.pdf](http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP_Channel%202_9%20Solicitation%20Attachments_standard_contract_provisions_0307.pdf)

- 3. Section H.6 - HIPAA PRIVACY COMPLIANCE web link is DELETED and replaced with the following:**

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

4. **Section H.13 – MANDATORY SUBCONTRACTING REQUIREMENTS web link is DELETED and replaced with the following:**

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

5. **Section M.4 Price Criterion is DELETED in its entirety and replace with the following:**

**M.4 PRICE CRITERION**

Please refer to Section B.5 – SCHEDULE B - Pricing Schedule for Base Year and Four One Year Options and Section C.3. Applicable Document #4: DCMR 22A, Chapter 62 – Reimbursement Rates for Services provided by the Department of Behavioral Health Certified Substance Abuse Providers Notice of Final Rulemaking adopted by the Director on March 31, 2014.

## PART II

### QUESTIONS AND ANSWERS

Question No.	RFP Section	Question
1	C.4.4	<p>Under the Provider Requirements of the HCA item C.4.4 which stipulates that every client receives Clinical Care has been deleted and replaced with the following: <i>The Provider shall ensure every client receives all services necessary to address each area of need identified on the diagnostic assessment and/or Individual Treatment Plan...</i></p> <p>Does this definition apply to all other instances where the term clinical care is used? Particularly C.4.7.8, C.5.1, C.5.21, C.2.17.</p>
<p><b>DBH RESPONSE: In order to ensure all Clients receive all services, each Provider shall coordinate care with every entity that a Client is connected with as depicted in this HCA Solicitation.</b></p>		
Question No.	RFP Section	Question
2		How current must the Substance Abuse Certificate be?
<p><b>DBH RESPONSE: The Certification MUST NOT exceeded the Expiration Date at the time of the submission to this HCA Solicitation.</b></p>		
Question No.	RFP Section	Question
3		What is a CBE? Explain in detail.
<p><b>DBH RESPONSE: The Department of Small and Local Business Development's (DSLBD's) Certified Business Enterprise (CBE) Program provides contracting preference for local businesses applying for contract and procurement opportunities with DC Government.</b></p>		
Question No.	RFP Section	Question
4	B.5	Will there be a change for increasing of funding each Option Year
<p><b>DBH RESPONSE: Currently, there are no anticipated Rates Changes for services rendered that are listed in Section B for the Base Year and all Option Years of this HCA. If there were to be any Rate Changes for services rendered during the Period of Performance of this HCA in the Base Year and any of the Option Years, DBH shall issue a Bi-Lateral HCA Modification that would capture any Rate Changes.</b></p>		

Question No.	RFP Section	Question
5	L.2.3.1	Are there any page limits in submitting the Technical Proposal?
<b>DBH RESPONSE: The Technical Proposal shall be No More Than 20 single-spaced pages, one side only. DBH shall not consider any pages in excess of 20 pages to be a part of the Technical Proposal, shall not review or evaluate such pages and could result in your submission being found to be Non – Responsive to the solicitation receiving no further consideration. Attachments are not included in the 20 page limit.</b>		
Question No.	RFP Section	Question
6	L.2.3.1	Can additional appendix be submitted to lengthen the Technical Proposal?
<b>DBH RESPONSE: There is No Ability to provide additional appendix to lengthen the Technical Proposal - There is a 20-page limit that applies to the Technical Proposal.</b>		
Question No.	RFP Section	Question
7		Do attachments such as certifications, resumes, etc. count towards the Technical Proposal page limit?
<b>DBH RESPONSE: Attachments such as certifications, resumes, etc do not count towards the Technical Proposal page limit.</b>		
Question No.	RFP Section	Question
8	L.2.3.1	Are the 20 Pages for the Technical Proposal single spaced?
<b>DBH RESPONSE: The Technical Proposal submission must be Single Spaced in your submission.</b>		
Question No.	RFP Section	Question
9		Does the Contractor need to provide a specific form for the receipt of the Proposal submission?
<b>DBH RESPONSE: DBH/Contract and Procurement Services shall provide the receipt upon submission of the response to this HCA Solicitation.</b>		
Question No.	RFP Section	Question
10		Does the Proposal have to be given to Mr. Feinberg or can it be a member of the staff?
<b>DBH RESPONSE: The Proposal must be submitted as depicted in the Solicitation and can be given to any member of the Contract and Procurement Service staff.</b>		
Question No.	RFP Section	Question
11		What are DBH's business hours?
<b>DBH RESPONSE: DBH's Business Hours are 9:00 A.M. to 5:00 P.M.</b>		

Question No.	RFP Section	Question
12	G.1	Section G.1.1.4, G.1.1.5 and G.1.1.6 – ASARS Payments. What responsibly would the Provider have in regards to the Medicaid and ASARS Payments?
<b>DBH RESPONSE: DBH RESPONSE: The provider is responsible for obtaining a National Providers Identifier Number (NPI) to be eligible to bill Medicaid. The provider is responsible for completing the Medicaid Application. The provider is responsible for submitting and billing services through DATA or the District’s approved electronic billing system.</b>		
Question No.	RFP Section	Question
13		If the Contractor provides multiple Levels of Care such as Level I, II and III does there need to be a submission for each Levels of Care?
<b>DBH RESPONSE: The Provider must include all Certifications for the multiple Levels of Care that they are qualified and certified to provide as an attachment to their submission for this HCA Solicitation. This shall result in One HCA award for the multiple Levels of Service as oppose to separate individual HCA awards.</b>		
Question No.	RFP Section	Question
14		Who should the questions be submitted to?
<b>DBH RESPONSE: Please reference Section L.22.2, page 83, of the Human Care Agreement Substance Abuse Treatment Services’ Solicitation.</b>		
Question No.	RFP Section	Question
15		What is the second review date for?
<b>DBH RESPONSE: The Second Review Date has been scheduled for Providers to have the opportunity to submit their documentation to this Open Continuously Solicitation.</b>		
Question No.	RFP Section	Question
16		Will new Provider’s be able to respond to the solicitation on the second review date?
<b>DBH RESPONSE: The Second Review Date has been scheduled for Providers to have the opportunity to submit their documentation to this Open Continuously Solicitation.</b>		
Question No.	RFP Section	Question
17		I was informed by my Program Manager that the only documents that need to be submitted for the new HCA are the documents in the packet requiring signatures and the items on the checklist with an X beside them. Is this correct? I just want to make sure that I am clear on what needs to be submitted by July 2, 2014 at 2:00pm.
<b>DBH RESPONSE: The requirements of this HCA SATS Solicitation are the documents in the packet requiring signatures, the items on the checklist with an X beside them, along with your Narrative Technical Proposal submission Not To Exceed 20 Singled Spaced One Sided Font 12 that address the Evaluation Criteria in Section M and the Scope of Work in Section C.</b>		

Question No.	RFP Section	Question
18	B.1	Is this a Request for Proposal?
<b>DBH RESPONSE: This Solicitation is for a Human Care Agreement (HCA) and not a Request for Proposal (RFP).</b>		
Question No.	RFP Section	Question
19	L.2.3	<p>Please provide guidance on whether the following are to be considered part of the Technical Proposal page count limitation:</p> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Divider Tabs</li> <li>• Checklist required items contained in Amendment 1 and</li> <li>• Requirements specified in L.17</li> </ul>
<b>DBH RESPONSE: The Page limitation applies strictly to the submission in response to the HCA Solicitation and does not include Table of Contents, Divider Tabs or Checklist referenced in Amendment One nor requirement depicted in Section L.17.</b>		
Question No.	RFP Section	Question
20	L.2.1	Do the words contained in any imbedded graphics, images, or tables have a 12 Point font requirement or have any other specification?
<b>DBH RESPONSE: The requirement for 12 Point Font Size applies strictly to the submission in response to the HCA Solicitation.</b>		
Question No.	RFP Section	Question
21	L.2.4	Does Section L.2.4 Price Proposal require any proposal response? Is pricing of any nature required in our response?
<b>DBH RESPONSE: There is No Requirement for Pricing associated with this Solicitation except for signing the Schedule B Pricing Sheets.</b>		
Question No.	RFP Section	Question
22	C.6	Are the items specified in C.6 (I through v) required to be submitted in our proposal? If so, can you specify the documentation required under C.6 iv and C.6 v?
<b>DBH RESPONSE: The Items identified in Section C.6 in its entirety are required to be submitted with the submission of a response to this HCA Solicitation. Statement attesting to Provider's financial resources to cover 90 days of expenditures and a Safety Plan are acceptable.</b>		

Question No.	RFP Section	Question
23	L.21	Does L.21 (including L.21.1 through L.21.7) require a response in our proposal?
<b>DBH RESPONSE: The information depicted in Section L.21 in its entirety is not required to be submitted with a response to this HCA Solicitation, but <u>must</u> be made available within 5 days of being requested by DBH.</b>		
Question No.	RFP Section	Question
24	L.23	Confirm that we are to provide only items in the “CPS” column of the Amendment 1 Checklist and not items in the “SATS” column? If confirmed, are we to assume that the “Clean Hands Act Form” not included in the “CPS” column is not requested?
<b>DBH RESPONSE: The Items required to be submitted as it relates to Checklist provided in Amendment One are <u>ONLY</u> those appearing with an “X” in the CPS Column. There is a need to clearly review the entire solicitation (Section K) for additional documentation required associated with Tax Verification.</b>		
Question No.	RFP Section	Question
25	L.23	Under K of the Amendment 1 Checklist, are we to “list” licenses and certifications or provide copies of the licenses and certifications?
<b>DBH RESPONSE: There is a need to provide copies of Licenses and Certification in the response to this HCA Solicitation.</b>		
Question No.	RFP Section	Question
26	L.23	Under L of the Amendment 1 Checklist, what specific documentation is requested? Are you requesting the individual background checks or an assertion that these were performed?
<b>DBH RESPONSE: There is a need to provide an assertion that individual Background Checks have been performed for all listed employees.</b>		

Question No.	RFP Section	Question
27	H.13	Please advise as to how a request for a waiver to the H.13 Mandatory Subcontracting Requirements will be evaluated? Please provide specific guidance on how to submit a waiver request?

**DBH RESPONSE: The granting of a Waiver is initiated by the submission Requesting a Waiver to me as the Director, Contracts and Procurement/Agency Chief Contracting Officer, which I in turn make the request for a Waiver from DSLBD. There is information in the Solicitation that directs you to the DSLBD website and there it explains how to seek additional information and assistance. It is imperative that within your submission that you not only state that you are requesting a Wavier, but you provide your request for a Waiver with evidence depicting the Due Diligence that you performed in making a Good Faith Effort to meet the Mandatory Subcontracting Requirements and the results of your Due Diligence and Good Faith Effort.**

Question No.	RFP Section	Question
28	L.17 & M.3.1.1.2b	During the pre-proposal conference, you instructed us to amend item L.17 (on page 75 of the solicitation) so that we should only include a list of current employees and titles, with no need for their resumes to be included as an attachment. I just wanted to make sure that this same instruction applies to item M.3.1.1.2b (page 80), which instructs Providers to submit resumes for all staff. Am I correct in understanding that we should not be submitting resumes at all for this solicitation?

**DBH RESPONSE: There is the need to provide Resumes for the Key Personnel within your organization, along with just a listing of the remaining current personnel within your organization that includes Name and Job Title**

Question No.	RFP Section	Question
29	L.2.1	Item L.2.1 (page 68) says that the proposals should be submitted in two parts. Does this mean Technical Proposals (including required signed forms) in one part, and signed Pricing Schedules in the other? If so, is there anything aside from the signed Pricing Schedules that should be submitted with the second part?

**DBH RESPONSE: There is the need to ONLY provide the signed Schedule B Pricing Sheets in the Part that the Provider labels Pricing Schedules.**

Question No.	RFP Section	Question
30	L.2.3.2.9 & M.3.1.1.3c	Item L.2.3.2.9 (page 69) requires contact information for three points of contact for whom we have provided the same or similar services in the last three years. Would this mean clients who have received our services in the last three years, or does this refer to the same three points of contact for previous contracts required in M.3.1.1.3c (page 81)?
<b>DBH RESPONSE: There is the need to provide three points of contact for whom we have provided the same or similar services in the last three years as it relates to Technical Evaluation Criteria Section M.3.1.1.3c and not Section M.4 as referred to in the HCA Solicitation.</b>		
Question No.	RFP Section	Question
31	M.3.1.1.3a & M.3.1.1.3c	With regard to Factor C of the evaluation criteria, should the previous contractors for M.3.1.1.3a be the same as those for M.3.1.1.3c?
<b>DBH RESPONSE: Section M.3.1.1.3a refers to Evaluation of Past Performance, while Section M.3.1.1.3c refers to a list of previous Contracts of the same or similar in nature as contact information.</b>		
Question No.	RFP Section	Question
32		Are the evaluation forms to be submitted with the application or is the previous contractor expected to return them to you? Responses to requests for this type of information from government agencies often take a while.
<b>DBH RESPONSE: Past Performance Evaluations must be submitted with your HCA response to the solicitation.</b>		
Question No.	RFP Section	Question
33		Is it acceptable to request an evaluation from DBH/APRA?
<b>DBH RESPONSE: Utilization of DBH APRA is not an acceptable means of obtaining a Past Performance Evaluation.</b>		
Question No.	RFP Section	Question
34		Is it possible for applicants to receive a solicitation with all of the changes incorporated? I find it very difficult to merge so many changes
<b>DBH RESPONSE: There is no version of the HCA Solicitation that contains all of the changes incorporated in it due to the amount of Questions that have been submitted and the lack of feasibility in accomplishing this in a timely manner. In addition, there are many more questions concerning process and/or direction and guidance than there are changes.</b>		

Question No.	RFP Section	Question
35		Will any consideration be given to an extension of the due date for proposals?
<b>DBH RESPONSE: The deadline for submissions to this HCA Solicitation has been revised to reflect the First Review Deadline being changed from Wednesday, July 2, 2014 to Wednesday, July 9, 2014.</b>		

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSALS REMAIN UNCHANGED.**

Only one copy of this Amendment is being sent to Prospective Offerors. Offerors shall sign below and attach a signed copy of this Amendment to each proposal to be submitted to the place specified for receipt of Proposals. Proposals shall be mailed or delivered in accordance with the instructions provided in the original HCA Solicitation. In the event your proposal has been previously deposited with the Department of Behavioral Health, Contracts and Procurement Services (DBH/CPS), submit this signed Amendment in a sealed envelope, identified on the outside by the HCA number and submission date. This signed Amendment must be received by the DBH/CPS no later than the date and time for closing. Failure to acknowledge receipt of Amendment Two (2) for Solicitation Number **RM-15-HCA-SATS-000-XXX-BY4-CPS** may be cause for rejection of any proposal submitted in response to the subject HCA Solicitation.

Signed:

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

Amendment Number Two (2) is hereby acknowledged and is considered a part of the proposal for Solicitation Number **RM-15-HCA-SATS-000-XXX-BY4-CPS**.

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title of Authorized Representative

\_\_\_\_\_  
 Print or Type Name of Offeror