



DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES
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September 11, 2013

DMH-RFP-12 CITIES PROJECT
REQUEST FOR PROPOSAL (RFP)
AMENDMENT NUMBER FOUR (4) – RM-13-RFP-150-MAI TCE-BY04-CPS

TO ALL PROSPECTIVE OFFERORS:

THIS AMENDMENT HEREBY EXTENDS THE SUBMISSION DATE FROM *FRIDAY, SEPTEMBER 13, 2013 AT 2:00PM (EST)* TO *MONDAY, SEPTEMBER 16, 2013 AT 2:00PM (EST)*.

QUESTIONS AND ANSWERS

Question No.	RFP Section	Question
1	Section M.3.2 and C.7.4	Section M.3.2 under “Detailed Narrative to Support Cost and Price” indicates that the “Contractor must submit a statement indicating the willingness to collect the minimum data set of information specified in Section C.6.5”. However, there isn’t a Section C.6.5 stops at C.63. Are you referring to the Minimum Data Set outlined in section C.7.4?
DMH RESPONSE: The minimum data set of information can be found in Section C.7.4.		
Question No.	RFP Section	Question
2		How much additional capacity is Department of Mental (DOH) hoping to gain with the two planned contract awards?
DMH RESPONSE: The Government has not established any additional capacity benchmarks related to the implementation of the Contract awards.		
Question No.	RFP Section	Question
3		How many persons are enrolled in POWER? How many are enrolled in TANF? How many non-custodial parents are eligible for these network services?
DMH RESPONSE: The total number of TANF households within the District of Columbia is 17,100. Of these, 300 households are enrolled in POWER. DHS does not directly service non-custodial parents. The individuals may self-select to receive services. If the provider identifies the participant as a parent of a child receiving TANF, expenses may be claimed in accordance with Section C.6 and C.7.2.		
Question No.	RFP Section	Question
4		How many persons received the Network Services at the DOH last year? Also total encounters?
DMH RESPONSE: This data is not currently available.		

Question No.	RFP Section	Question
5		How many people received the Network Services at Family Counseling Matters last year? Also total encounters?
DMH RESPONSE: This data is not currently available.		
Question No.	RFP Section	Question
6		Is there a minimum service capacity/day/annual that prospective vendors should reasonably expect?
DMH RESPONSE: There is no established minimum service/day/annual capacity that prospective vendors should reasonably expect. Your proposal should clearly indicate your service assumptions and be used to justify your proposed budget.		
Question No.	RFP Section	Question
7		Where can we find information about Family Counseling Matters? We are unable to locate a website? Is the program name correct as stated in the RFP?
DMH RESPONSE: Information regarding Family Medical Counseling Service can be located at: http://www.fmcinc.org/ .		
Question No.	RFP Section	Question
8	Section C	Does the lead agency have to be a certified CSA (RFP section C.4.8) or can the lead agency work with a certified CSA as part of a Consortium?
DMH RESPONSE: The requirement is that one of the partners within the network (not necessarily the lead) must be a DMH-certified Core Service Agency (CSA).		
Question No.	RFP Section	Question
9		Is a Subcontracting Plan required if the sub-contracts are with non-profit CBOs, faith-based organizations, or private physicians or group practices?
DMH RESPONSE: The Subcontracting Plan requirement is based on the dollar value of the Contract that exceeds \$250,000.00 which is required by DC Law.		
Question No.	RFP Section	Question
10		The 25-page limit is for the Technical Proposal. Is there a page limit for the Price Proposal?
DMH RESPONSE: There is no page limit for the Price Proposal. However, the Price Proposal must consist of the Schedule B Pricing Sheet and the associated Budget Narrative.		
Question No.	RFP Section	Question
11		Equal Employment Opportunity Form- do we need to complete pages 4-6 of the EEOF form for our submission or is this something we submit after the bid is accepted?
DMH RESPONSE: The EEO form must be return with your Proposal. In addition, each page of compliance documents must be completed and if requested information is not applicable, marked "N/A."		

Question No.	RFP Section	Question
12		First Source Agreement- do we need to have a signature from the Dept of Employment Services for this form? Please see Page 6.
DMH RESPONSE: DMH forwards the Agreement to Dept of Employment Services for processing and upon approval a signature is obtained at that time from DOES.		
Question No.	RFP Section	Question
13		What are the DC Tax, EEO, and First Source requirements and how do I obtain these? I understand these are to be submitted with the proposal. If they take a longer time to complete, can they be submitted later?
DMH RESPONSE: The documents are required at the time of submission of Proposal and if not your proposal could potentially be found to be non responsive. The web links are contained in Section J, Page 59. If unable to obtain documents from these links, request copies from Markita.adams@dc.gov or Sue.crestwell@dc.gov.		
Question No.	RFP Section	Question
14		What is the mailing address for the proposal and to whom should it be addressed?
DMH RESPONSE: Information is contained in Section L.3.1.		
Question No.	RFP Section	Question
15		We found the original award from SAMHSA. If it is a four year award, you may be coming up to the end of year 2, I believe. We have had SAMHSA grants, and, while it's nice to have the ability to carryover, everything comes to an end in the so-called no-cost extension period. Our understanding is that a no-cost extension period can only be approved for a maximum 12 months. With the SAMHSA grant ending, then, in 2016, how will it be possible for the District to award 4 option years for this RFP?
DMH RESPONSE: This project is being funded with both local dollars and other Federal resources and SAMHSA grant funds. Therefore, continued funding is not totally dependent upon SAMHSA grant funds.		
Question No.	RFP Section	Question
16		Have you settled on a budget format? I know that many of us were not happy with the Pricing Schedule exhibit, as it doesn't seem to fit this particular program?
DMH RESPONSE: The Budget Format shall remain the same as depicted in the solicitation. It has been structured to obtain both cost and pricing justification to determine price reasonableness and to ensure that the government gets the best value in awarding this contract.		
Question No.	RFP Section	Question
17		It was mentioned that we would receive word about whether our subcontractor would have to use the included Pricing Schedule for their unique budget, as there is no line item in the schedule for Consultants or Contractors.
DMH RESPONSE: All Consultant and/or Subcontractors costs should be reflected on Line 0008 of the Prospective Contractor's (Lead entity) budget for Administrative/Office Support. Subcontractors must prepare their own separate Budget with Budget Narrative on a separate Pricing Schedule which should be appended to the Prospective Contractor's Budget to justify the Consultant/Subcontractor costs.		

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

Only one copy of this amendment is being sent to prospective Offerors. Offerors shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the place specified for receipt of proposals. Proposals shall be mailed or delivered in accordance with the instructions provided in the original RFP. In the event your proposal has been previously deposited with the Department of Mental Health, Contracts and Procurement Services (DMH/CPS), submit this signed Amendment in a sealed envelope, identified on the outside by the RFP number and submission date. This signed Amendment must be received by the DMH/CPS no later than the date and time for closing.

Failure to acknowledge receipt of Amendment Four (4) for Solicitation Number **RM-13-RFP-150-MAI TCE-BY04-CPS** may be cause for rejection of any proposal submitted in response to the subject RFP.

Signed:



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

Amendment Number Four (4) is hereby acknowledged and is considered a part of the proposal for Solicitation Number **RM-13-RFP-150-MAI TCE-BY04-CPS**.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror