



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

APRIL 22, 2013

REQUEST FOR PROPOSAL AMENDMENT NUMBER TWO (2) FOR:

SOLICITATION NUMBER RM-13-RFP-094-BY1-SDS
JOINT COMMISSION ACCREDITATION CONSULTANT

TO ALL PROSPECTIVE OFFERORS:

Question No.	RFP Section	Question
1	Section L.2	We are planning on submitting the Proposal electronically to you via email. Please advise if this is acceptable.
Please see Sections L.2 and L.5 of the Solicitation for Submittal instructions. (Attached herewith)		
2	Section	Is it necessary that we submit a notarized subcontracting plan agreement along with our proposal even if our proposal is less than \$250,000?
There is no requirement for a subcontracting plan if the Contract amount is less than \$250,000.		

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR QUOTE 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 quote 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 quote 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 included with your submission in response to this RFP.

Failure to acknowledge receipt of Amendment Two (2) for Solicitation Number RM-13-RFP-094-BY1-SDS may be cause for rejection of any quote submitted in response to the subject RFP.

Signed:

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

Amendment Number One (1) is hereby acknowledged and is considered a part of the proposal for Solicitation Number RM-13-RFP-094-BY1-SDS.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror

**SOLICITATION# RM-13-RFP-094-BY1-SDS
AMENDMENT #2, ATTACHMENT A**

L.2 PROPOSAL ORGANIZATION AND CONTENT

Offerors shall submit **one (1) signed original** plus **three (3) copies** of the written Proposal. The Proposals shall be submitted in two (2) separate sealed envelopes, with one titled "Technical Proposal" and the other titled "Price Proposal", which are then placed together into one large envelope. Each page shall be numbered and labeled to include the Solicitation number and name of the Prospective Contractor, Stapled or bound technical Proposal shall be submitted. Proposals shall be typewritten in single space, single page, Times New Roman: twelve (12) point font size on 8.5" by 11" bond paper. **Telephonic, telegraphic and Facsimile Proposals shall "NOT" be accepted.** Each Proposal shall be submitted in a sealed envelope conspicuously marked:

***"Proposal in Response to Solicitation No. RM-13-RFP-094-BY1-SDS"
Joint Commission Accreditation Consultant".***

The Prospective Contractor shall respond to each factor in a way that shall allow the District to determine the best and reasonable value selection of the Prospective Contractor's response. The Prospective Contractor shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program services and service delivery. The information requested below for the technical proposal shall facilitate the best value source selection for all Proposals. The Technical Proposal must contain sufficient detail to provide a clear and concise representation of the requirements in the statement of work.

1. Technical Understanding and Methodology
2. Personnel
3. Past Performance

L.5 PROPOSAL SUBMISSION DATE AND TIME and LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS

L.5.1 Proposal Submission

Proposals must be submitted no later than 2:00 PM (Local Time) on April 29, 2013. Proposals, modifications to proposals, 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:

The proposal or modification was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of offers;

- a. **The proposal or modification was sent by mail and it is determined by the Director/ACCO that the late receipt at the location specified in the solicitation was caused solely by mishandling by the District.**

- b. The Offerors shall sign the Proposal in **Blue Ink** and print or type the name of the Offeror and the name and title of the person authorized to sign the Proposal in blocks 14, 14A, 15 and 15A of Section A, Solicitation, Offer and Award form, page one of this solicitation. The Offeror's solicitation submission must be signed in Blue Ink. DMH 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 **Blue Ink** shall be accepted by DMH. Erasures or other changes must be initialed by the person signing the Offer.

L.5.2 Postmarks

The only acceptable evidence to establish the date of a late proposal, 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 proposal, 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 proposal shall be considered late unless the Prospective Contractor can furnish evidence from the postal authorities of timely mailing.