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DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH  
CONTRACTS AND PROCUREMENT ADMINISTRATION

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AUGUST 22, 2008

COMPREHENSIVE MEDICAL SERVICES  
REQUEST FOR PROPOSALS AMENDMENT NUMBER ONE (1) (2 PARTS)  
RM-08-RFP-034-BY4-CPA

**Amendment One (1) (2 Parts)**

TO ALL PROSPECTIVE OFFERORS:

**Part I**

**The following deletes previously stated information and replaces it with the correct information:**

**Page 4, Schedule B.4, B.1 BASE YEAR** - Contract Line Item No (CLIN) – Delete 0001 Section (C.3.1) and replace it with 0001 (Section C.1.3); Delete 0002 (Section C.3.2) and Replace it with 0002 (Section C.1.4); and Delete 0003 (Section C.3.3) and Replace it with 0003 (Section C.1.5).

**Page 5, Schedule B.2 OPTION YEAR ONE** - Contract Line Item No (CLIN) – Delete 0001 Section (C.3.1) and replace it with 0001 (Section C.1.3); Delete 0002 (Section C.3.2) and Replace it with 0002 (Section C.1.4); and Delete 0003 (Section C.3.3) and Replace it with 0003 (Section C.1.5).

**Page 6, Schedule B.3 OPTION YEAR TWO** - Contract Line Item No (CLIN) – Delete 0001 Section (C.3.1) and replace it with 0001 (Section C.1.3); Delete 0002 (Section C.3.2) and Replace it with 0002 (Section C.1.4); and Delete 0003 (Section C.3.3) and Replace it with 0003 (Section C.1.5).

**Page 7, Schedule B.4 OPTION YEAR THREE** - Contract Line Item No (CLIN) – Delete 0001 Section (C.3.1) and replace it with 0001 (Section C.1.3); Delete 0002 (Section C.3.2) and Replace it with 0002 (Section C.1.4); and Delete 0003 (Section C.3.3) and Replace it with 0003 (Section C.1.5).

**Page 8, Schedule B.5 OPTION YEAR FOUR - Contract Line Item No (CLIN) – Delete 0001 Section (C.3.1) and replace it with 0001 (Section C.1.3); Delete 0002 (Section C.3.2) and Replace it with 0002 (Section C.1.4); and Delete 0003 (Section C.3.3) and Replace it with 0003 (Section C.1.5).**

**Page 26 - Section G.1: BILLING AND PAYMENT - Delete in its entirety and replace with:**

**G.1 BILLING AND INVOICE PAYMENT**

**G.1.2** The District shall make payments to the Contractor, upon the submission of proper invoices at the prices stipulated in this Contract, for supplies delivered and accepted and/or services performed and accepted, less any discounts, allowances or adjustments provided for in this Contract.

**G.1.3** The District shall pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor.

**G.1.4 INVOICE SUBMITTAL**

**G.1.5** The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the Agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in G.7 below. The address of the CFO is:

Department of Mental Health  
64 New York Ave., N.E., 4<sup>th</sup> Floor  
Washington, DC 20002  
Attn: Accounts Payable

**G.1.6** To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

**Contractor's name, federal tax ID, and invoice date (Contractors shall to date invoices as close to the date of mailing or transmittal.);**

Contract number and invoice number;

Description, price, quantity and the date(s) that the supplies/services were actually delivered and/or performed.

Other supporting documentation or information, as required by the Agency Chief Contracting Officer;

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

Name, title, phone number of person preparing the invoice;

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

Authorized signature.

**\* END OF PART I \*\***

## Part II

**TO ALL PROSPECTIVE OFFERORS:**

Question No.	RFP Section	Question
1	<b>Page 10: Sections C.1.2 and C.1.5.1</b>	There are 1700 DMH employees providing services. Is there only 400 requiring annual physical exams? Do you have a set requirement for who is required to have annual physicals?
<b>DMH RESPONSE: Each hospitalized patient needs an annual physical. DMH does not have a requirement (as direct care employees at some hospitals have) for employees for annual physicals.</b>		
Question No.	RFP Section	Question
2	<b>Page 11: Section C.1.3.1</b>	Can additional wellness programs be provided?
<b>DMH RESPONSE: The Vendor can provide additional wellness programs.</b>		

Question No.	RFP Section	Question
3	Page 11: Section C.1.5	Are all of the employees located at the hospital? If at 3 locations, will each site have an individual Employee Health Unit?
<b>DMH RESPONSE:</b> Employees are at the Hospital, 3 District of Columbia, Community Services Agency (CSA) sites, the Mental Health Authority at 64 NY Ave., and the Comprehensive Psychiatric Emergency Program (CPEP). Only the Hospital has a site for an Employee Health Unit.		
Question No.	RFP Section	Question
4	Page 12: Section C.1.5.3	How many patients are in primary care settings and how many are in outpatient settings? Are Labs clinical or cultural? Is the time of day for Lab operations set? Is there an option for the time of day for operations to be different? Is the Contractor expected to run/replace Lab services and employees?
<b>DMH RESPONSE:</b> There are 400 + patients in the Hospital that receive primary care services. In addition, the Hospital also has a Forensic Outpatient Clinic of about 125 patients. Most lab test are clinical. There are few bacteria cultures and DMH acknowledges that the these cultures require 48 to 72 Hours or longer for results		
Question No.	RFP Section	Question
5	Page 14: Section C.4	Does the Contract Lab Service have to be in DC?
<b>DMH RESPONSE:</b> The Contract Lab Service does not have to be in Washington, DC.		
Question No.	RFP Section	Question
6	Page 16: Sections C.5.11 and C.5.12	What is the status of the observation beds bid? What is the extent of observation beds? Are the areas equipped with medical equipment and supplies?
<b>DMH RESPONSE:</b> The status of the observation beds bid is that DMH expects to be on line in December 2008. The extent of the observation beds is that there are 8 observation beds at CPEP for psychiatric patients. DMH does not anticipate providing significant medical treatment for these psychiatric observation beds. There may be some occasions when IVs or other medical treatment is provided by CPEP.		

Question No.	RFP Section	Question
7	Page 24: Section F.3.2	Need further clarification on this information, i.e. what constitute admission?
<b>DMH RESPONSE: An admission is when a patient has been deemed appropriate for inpatient psychiatric care by St. Elizabeths Hospital (SEH) staff and formally entered into the Hospital's medical system of record.</b>		
Question No.	RFP Section	Question
8	Page 26: Section G.1	Need clarification and specifics regarding the ECura System. Would also like to see the claim format.
<b>DMH RESPONSE: Please refer to Part I of this Amendment that addresses how invoicing must be handled for the Contract resulting from this RFP.</b>		
Question No.	RFP Section	Question
9	Page 58: Section J.5	Any descriptive standards required?
<b>DMH RESPONSE: Descriptive standards are not required. The Vendor shall ensure that line items budgets are provided.</b>		
Question No.	RFP Section	Question
10		What discretion/latitude do we have in hiring the current medical staff already working at St. Elizabeth Hospital (SEH) or Comprehensive Psychiatric Emergency Program (CPEP)? Does the vendor ultimately make the final hiring decisions?
<b>DMH RESPONSE: The Vendor who is awarded a Contract as a result of this RFP that displaces District Government employees shall offer to the displaced employees a right of first refusal to employment by the Contractor, in a comparable available position for which the employee is qualified, for at least a six (6) month period during which the employee shall not be discharged without cause.</b>		

Question No.	RFP Section	Question
11		If patients need to leave the campus to see a specialist or for certain diagnostics such as an MRI, what services does SEH have in place to accommodate these transportation needs?
<b>DMH RESPONSE: The Hospital provides transportation services for patient medical services.</b>		
Question No.	RFP Section	Question
12		Will the vendor be able to use any of the diagnostic equipment already on-site at the facilities (i.e., lab, imaging equipment, etc.)?
<b>DMH RESPONSE: The Vendor shall be able to use the diagnostic equipment already on-site; however there is limited equipment on-site.</b>		
Question No.	RFP Section	Question
13		How many MDs currently staff SEH, CPEP and Employee Health?
<p><b>DMH RESPONSE: The current staff numbers are as follows:</b></p> <p><b>Fifteen (15) General Medical Officers currently staff St. Elizabeths Hospital (SEH), One (1) in the Employee Health Unit. Five (5) of the 16 positions are vacant.</b></p> <p><b>Zero (0) Medical Doctors (MDs) staffed in the Community Psychiatric Emergency Program (CPEP)</b></p>		
Question No.	RFP Section	Question
14		Who is the guarantor for referrals (i.e., ancillary services, specialist)? How does the city provide payment for the patients?
<b>DMH RESPONSE: The Department of Mental Health (DMH) shall pay for medical services not covered by Medicare, Medicaid, Alliance, MCOs or commercial insurance.</b>		
Question No.	RFP Section	Question
15		How many visits does Employee Health have per day?
<b>DMH RESPONSE: The Employee Health Unit averages 10-15 visits per day. These visits include pre-employment health screenings, flu shots and tuberculosis skin testing (PPD).</b>		

Question No.	RFP Section	Question
16		How many visits does the patient clinic have per day? (i.e., how many incidents involving medical intervention by a clinician occur each day on average)?
<b>DMH RESPONSE: There is no centralized patient clinic, as doctors are required to see patients on the wards.</b>		
Question No.	RFP Section	Question
17		How does SEH currently address the dental needs of their patients?
<b>DMH RESPONSE: The Hospital currently addresses the dental needs of patients through its Dental and Dental Residency Programs.</b>		
Question No.	RFP Section	Question
18		What is the current staffing for Employee Health Services?
<b>DMH RESPONSE: The current staffing for Employee Health Services is one (1) Psychiatrist and one (1) Registered Nurse.</b>		
Question No.	RFP Section	Question
19		Are annual physicals required for all staff? (Direct patient care/non-contract patient care)?
<b>DMH RESPONSE: Annual physicals are not required for all staff (Direct patient care/non-contract patient care).</b>		
Question No.	RFP Section	Question
20		Do you currently have a modified duty program?
<b>DMH RESPONSE: DMH does not currently have a modified duty program.</b>		

Question No.	RFP Section	Question
21		Are there positions requiring respirator mask fit testing (N-95 fit test program)?
<b>DMH RESPONSE: There are no such positions requiring respirator mask fit testing.</b>		
Question No.	RFP Section	Question
22		Do you currently have policies for employees with non-work related injuries? Do you have return to work policies and are they available for review?
<b>DMH RESPONSE: Employees with non-work related injuries shall seek private health care assistance.</b>		
Question No.	RFP Section	Question
23		What previous programming, if any, has been offered to residents and employees in the past to promote health and wellness?
<b>DMH RESPONSE: In order to promote health and wellness, a smoking cessation program was recently offered to residents and employees. As a result, the hospital has been smoke free for one (1) year. There have been no systematic weight reduction or exercise programs.</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 RFP. In the event your proposal has been previously deposited with the Department of Mental Health, Contracts and Procurement Administration (DMH/CPA), 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/CPA no later than **September 8, 2008**. Failure to acknowledge receipt of Amendment Three (3) for Solicitation Number **RM-08-RFP-034-BY4-CPA** may be cause for rejection of any proposal submitted in response to the subject RFP.

Signed

  
Samuel J. Heinberg, 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-08-RFP-034-BY4-CPA**.

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

\_\_\_\_\_  
Date

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

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