



**DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES
64 NEW YORK AVENUE, NE 2ND FLOOR WASHINGTON, DC 20002
TELEPHONE NUMBER: 202-671-3171; FAX NUMBER: 202-671-3395**

June 23, 2014

**REQUEST FOR PROPOSALS (RFP)
FOR CONSUMER FOCUSED ACTIVITY CENTER
RM-14-RFP-168-BY4-MA SOLICITATION AMENDMENT NUMBER FOUR (4)**

TO PROSPECTIVE OFFERORS:

THE DEPARTMENT OF BEHAVIORAL HEALTH (DBH) REQUEST FOR PROPOSAL (RFP) SOLICITATION RM-14-RFP-168-BY4-MA HAS BEEN AMENDED TO REFLECT THE FOLLOWING:

Question No.	RFP Section	Question/Comment
1	SECTION C.6.3	Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments. What is this question asking for?
DBH RESPONSE: This question is requiring that the Vendor respond by submitting evidence of their ability to be in compliance with this requirement within their submission to this RFP.		

Question No.	RFP Section	Question/Comment
2	SECTION C.2.7 & C.2.8	Under Section C.2.7 and C.2.8 are the same stipulation: Stating the contractor shall develop relationships with both users and providers in the Public Mental Health System. Is one of these meant to be a different question?
DBH RESPONSE: In this RFP C.2.8 is a duplicate of C.2.7 and as such C.2.8 is Deleted in its entirety.		

Question No.	RFP Section	Question/Comment
3		How do we indicate we are partnering with another organization? Do we Just have to state the partnership and list the organization's name and principals instead of waiting a full quarter of a year?

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DBH RESPONSE: There is a need to clearly identify the Partnership and provide detailed information for the organization's name and principles along with what role each organization shall be responsible for as it relates to this Solicitation and specifically as it relates to the Scope of Work and Evaluation Criteria.

Question No.	RFP Section	Question/Comment
4	SECTION	Do we send in the copy of the amendment with our signature, or simply list the amendments, date, etc. and say we received them?

DBH RESPONSE: There is a need for Vendors to sign the Amendments list the Amendments Number with Date on Section A and submit both in their submission.

Question No.	RFP Section	Question/Comment
5	SECTION B.4	Changes were made in the pricing sheets but I do not know where to find them. Have they been sent?

DBH RESPONSE: The revised Schedule B Pricing Sheets are attached in the Back of Amendment Number Three (3).

Question No.	RFP Section	Question/Comment
6		Do we have to sign and send back notice of amendments and questions when we receive them or when we turn in our proposals or not at all?

DBH RESPONSE: There is a need for Vendors to sign the Amendments list the Amendments Number with Date on Section A and submit both in their submission.

Question No.	RFP Section	Question/Comment
7	SECTION L.1.1	If Apparent low bidder is not as responsive in all categories as someone with a higher bid, will that higher bid get consideration?

DBH RESPONSE: The Contract Award made from this Solicitation shall be made to the Responsive and Responsible Proposer who provides the Best Value which is the combination of Technical Proficiency and Pricing.

Question No.	RFP Section	Question/Comment
8		Does the stipulation that staff members are current or former clients of DBH mean people in recovery? How can all of our associates come through DBH? Some have had services elsewhere but still have appropriate training and experience.

DBH RESPONSE: This stipulation correctly references and pertains to people in recovery and shall not be limited to present or former DBH Consumers/Clients. As long as the staff shall self-identify as having received Mental Health and/or Substance Use Disorder treatment at some time in his/her life that is acceptable.

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Question No.	RFP Section	Question/Comment
9	SECTION H.1.1	Please clarify about the Price Sheet. Previous amendments said 1 conference person and now it says 4. Also office supplies say 12 each. Should it be months?
DBH RESPONSE: There is no indication that Conference Person has changed from 1 Conference Person to 4 Conference Persons. In the previous Amendment Clarification was provided concerning the fact that Four (4) reflects the Quantity of Events taking place for the Base Year and each Option Year. Please find attached to this Amendment revised Schedule B Pricing Sheets that reflect Office Supplies being Twelve (12) Months instead of Twelve (12) Each.		

The District shall furnish responses to any questions submitted in writing to all Prospective Offerors by issuing another Amendment to this Solicitation if necessary.

Signed:


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

Amendment Number Four (4) is hereby acknowledged and is considered a part of the RFP for Solicitation Number: **RM-14-RFP-168-BY4-MA**. All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:

Samuel J. Feinberg, CPPO, CPPB,
 Director of Contracts and Procurement Services
 Agency Chief Contracting Officer
 64 New York Avenue, NE – 2nd Floor
 Washington, DC 20002
 (202) 671-3188 Office; (202) 671-3395; Fax;
 Email: Samuel.Feinberg@dc.gov

 Print or Type Name of Bidder

 Title of Authorized Representative

 Signature of Authorized Representative

 Date

**B.4: SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS
BASE YEAR (REVISED)**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	The Contractor shall provide all resources to perform the services in accordance to the Scope of Work:				
0001	Executive Director Salary	12	Months	\$ _____	\$ _____
0002	Receptionist	12	Months	\$ _____	\$ _____
0003	Peer Specialist	12	Months	\$ _____	\$ _____
0004	Occupancy	12	Months	\$ _____	\$ _____
0005	Staff Development	4	Months	\$ _____	\$ _____
0006	Office Supplies	12	Months	\$ _____	\$ _____
0007	Conferences and Travel	4	Each	\$ _____	\$ _____
0008	Postage (Per Quarter)	4	Quarters	\$ _____	\$ _____
0009	Overhead	12	Months	\$ _____	\$ _____
	_____				\$ _____
	Print Name				NOT TO EXCEED

	Title				

	Signature				

	Date				

**B.4: SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS
OPTION YEAR ONE (1) (REVISED)**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	The Contractor shall provide all resources to perform the services in accordance to the Scope of Work:				
0001	Executive Director Salary	12	Months	\$ _____	\$ _____
0002	Receptionist	12	Months	\$ _____	\$ _____
0003	Peer Specialist	12	Months	\$ _____	\$ _____
0004	Occupancy	12	Months	\$ _____	\$ _____
0005	Staff Development	4	Months	\$ _____	\$ _____
0006	Office Supplies	12	Months	\$ _____	\$ _____
0007	Conferences and Travel	4	Each	\$ _____	\$ _____
0008	Postage (Per Quarter)	4	Quarters	\$ _____	\$ _____
0009	Overhead	12	Months	\$ _____	\$ _____
	_____				\$ _____
	Print Name				NOT TO EXCEED

	Title				

	Signature				

	Date				

**B.4: SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS
OPTION YEAR TWO (2) (REVISED)**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	The Contractor shall provide all resources to perform the services in accordance to the Scope of Work:				
0001	Executive Director Salary	12	Months	\$ _____	\$ _____
0002	Receptionist	12	Months	\$ _____	\$ _____
0003	Peer Specialist	12	Months	\$ _____	\$ _____
0004	Occupancy	12	Months	\$ _____	\$ _____
0005	Staff Development	4	Months	\$ _____	\$ _____
0006	Office Supplies	12	Months	\$ _____	\$ _____
0007	Conferences and Travel	4	Each	\$ _____	\$ _____
0008	Postage (Per Quarter)	4	Quarters	\$ _____	\$ _____
0009	Overhead	12	Months	\$ _____	\$ _____
					\$ _____
	_____				NOT TO EXCEED
	Print Name				

	Title				

	Signature				

	Date				

**B.4: SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS
OPTION YEAR THREE (3) (REVISED)**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	The Contractor shall provide all resources to perform the services in accordance to the Scope of Work:				
0001	Executive Director Salary	12	Months	\$ _____	\$ _____
0002	Receptionist	12	Months	\$ _____	\$ _____
0003	Peer Specialist	12	Months	\$ _____	\$ _____
0004	Occupancy	12	Months	\$ _____	\$ _____
0005	Staff Development	4	Months	\$ _____	\$ _____
0006	Office Supplies	12	Months	\$ _____	\$ _____
0007	Conferences and Travel	4	Each	\$ _____	\$ _____
0008	Postage (Per Quarter)	4	Quarters	\$ _____	\$ _____
0009	Overhead	12	Months	\$ _____	\$ _____
	_____				\$ _____
	Print Name				NOT TO EXCEED

	Title				

	Signature				

	Date				

**B.4: SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS
OPTION YEAR FOUR (4) (REVISED)**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	The Contractor shall provide all resources to perform the services in accordance to the Scope of Work:				
0001	Executive Director Salary	12	Months	\$ _____	\$ _____
0002	Receptionist	12	Months	\$ _____	\$ _____
0003	Peer Specialist	12	Months	\$ _____	\$ _____
0004	Occupancy	12	Months	\$ _____	\$ _____
0005	Staff Development	4	Months	\$ _____	\$ _____
0006	Office Supplies	12	Months	\$ _____	\$ _____
0007	Conferences and Travel	4	Each	\$ _____	\$ _____
0008	Postage (Per Quarter)	4	Quarters	\$ _____	\$ _____
0009	Overhead	12	Months	\$ _____	\$ _____
	_____				\$ _____
	Print Name				NOT TO EXCEED

	Title				

	Signature				

	Date				

END OF SECTION B