



DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES
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August 13, 2014

REQUEST FOR PROPOSAL (RFP)
SUPPORTED REHABILITATIVE RESIDENCE (SRR)
AMENDMENT NUMBER ONE (1) – RM-15-RFP-100-SRR-XXX-BY4-SC

TO ALL PROSPECTIVE OFFERORS:

QUESTIONS RECEIVED FROM THE OPTIONAL PRE-PROPOSAL CONFERENCE HELD ON FRIDAY, AUGUST, 8, 2014:

PART I

QUESTIONS AND ANSWERS

Question No.	RFP Section	Question
1		The Contracted CRF services title has been changed to Supported Rehabilitative Residence (SRR).
DBH RESPONSE: The purpose for this name change was to ensure the title matched the services being provided.		
Question No.	RFP Section	Question
2	H.6	Does the contractor have to meet the 35% of contract due the sub-contractor requirement? If the contractor cannot meet requirements what's the next step?
DBH RESPONSE: If your contract amount is in excess of \$250,000.00 then you are required by law to subcontract under this Contract. Proposals received shall be found to be non-responsive if either a notarize subcontracting plan is not included or a letter addressed to the Director, Contracts and Procurement/Agency Chief Contracting Officer (Director/ACCO) requesting a waiver. Your waiver must include a detail chronology of your good faith effort to find a Certified Business Enterprise (CBE) to subcontract with. In addition, you may visit the website for the Department of Small and Local Business Development at http://dslbd.dc.gov/, to obtain additional help in finding a CBE.		
Question No.	RFP Section	Question
3	L.17	Does a list of all employees need to be submitted with the technical proposal?
DBH RESPONSE: A list of Key personnel is required only.		
Question No.	RFP Section	Question
4		Is the requirement one page resume and a narrative or either a narrative or a resume?
DBH RESPONSE: A brief narrative of key personnel's relevant experience, indicating the percentage of time to be dedicated to this contract along with a copy of their resume.		

Question No.	RFP Section	Question
5		What is the licensing process for prospective contractors?
<p>DBH RESPONSE: In order to be licensed by DBH, a prospective provider must request an inspection from the Department of Consumer and Regulatory Affairs (DCRA) (to review electrical, plumbing, structure and fire). The prospective provider must then submit a Mental Health Community Residential Facility (MHCRF) Licensing application to the Office of Accountability (OA), Division of Licensure (DOL) and the approval received from DCRA. Information therein must meet the standards of the licensing regulation governing the service they are applying for (Title 22-B DCMR Chapter 38 governing MHCRFs and Title 22 DCMR Chapter 31 Licensing of Health Care and Community Residence Facilities). They have to demonstrate an understanding of the services they shall be required to provide, as well as the expertise and staffing required to deliver the services. DOL shall visit the provider location and make sure that it is in compliance with all of our regulations. If deficiencies exist, DOL shall issue a Statement of Deficiencies and require a Corrective Action Plan which allows time for abatements to take place. Abatements must take place prior to our re-inspection. Note that the prospective MHCRF Operator may not accept clients in the home prior to receiving a license to operate as a MHCRF. The initial license is effective for a 90 day period. DOL shall at the end of this period revisit, review consumer records and the environmental conditions in and outside of the home. A determination shall be made as to the license type (regular, provisional or restricted license to issue for the operation. The average length to license a MHCRF can vary from seven (7) days to about 30 days depending on their level of readiness. DOL is heavily dependent on providers or potential providers correcting their deficiencies in a timely manner.</p>		
Question No.	RFP Section	Question
6		Contractors with SRR beds, will they need a certification?
<p>DBH RESPONSE: Operators must be certified by DBH as Supportive Rehabilitative Residence service providers to compete for this contract.</p>		
Question No.	RFP Section	Question
7	M.3.7	Incumbents only provide services to DBH. How do they provide past performance or letters of support?
<p>DBH RESPONSE: See Part II of Amendment which shall provide a response to this question.</p>		
Question No.	RFP Section	Question
8		Is there a maximum quantity in the price criteria?
<p>DBH RESPONSE: The maximum quantity is supplied by the Contractor.</p>		
Question No.	RFP Section	Question
9	C.1	Will consumers coming for services know it is not a permanent solution?
<p>DBH RESPONSE: In Section C.1 it states that “SRRs are not viewed as permanent housing. All housing services must be designed to support a recovery focus and the system must offer the necessary supports that allow people to obtain the skills to move to a more independent setting.” This information shall be relayed to Consumer in the appropriate setting.</p>		
Question No.	RFP Section	Question
10		Can additional services be billed under this RFP?
<p>DBH RESPONSE: Only those services described in the solicitation can be billed under this RFP. Please note that although individuals with serious mental illness who are placed in SRRs are eligible for the full range of MHRS services as well as those required in the RFP, MHRS services cannot be billed under this RFP.</p>		

Question No.	RFP Section	Question
11		Can you bill MHRS services for CTI?
DBH RESPONSE: CTI is not considered an MHRS service nor is it included in the MHRS Fee Schedule with a billable code assigned to it.		
Question No.	RFP Section	Question
12		Can DBH consider waiving the letters of support since there is a short time period to have everything submitted by August 20?
DBH RESPONSE: See Part II of Amendment which shall provide a response to this question.		
Question No.	RFP Section	Question
13		Would it possible to extend the due date for the response to August 29, 2014 given that we have only 20 days to respond from the issue date coupled with August being a popular month for vacations?
DBH RESPONSE: At this time, the Closing Date shall remain at Wednesday, August 20, 2104 at 2:00pm (EST).		
Question No.	RFP Section	Question
14		Are you expecting contractors to bill through iCams?
DBH RESPONSE: iCams is the payment vehicle for services rendered associated with this Contract Award.		
Question No.	RFP Section	Question
15		Has the established rate for Supported Rehabilitative Residence (SRR) Services been published?
DBH RESPONSE: The established rate for SRR services once published shall be \$90.92.		
Question No.	RFP Section	Question
16		Who is eligible to apply under this solicitation?
DBH RESPONSE: Only Mental Health Community Residential Facility (MHCRF) providers who have been issued a license by the DBH Office of Accountability, Division of Licensure with authorization to provide SRR Services are eligible.		

PART II

DELETE in its entirety Section F.5.4 that reads:

“The Contractor shall provide an Outline, Preliminary Draft, Final Draft and Final Produce Plan of the Strategic Supportive Housing Plan (SSHP).”

DELETE the last sentence in its entirety of Section M.3.7 that reads:

“In addition, include a Letter of Support from each point of contact to include dates, of service, brief description of the type of work provided and whether service was satisfactory.”

REPLACE with:

“In addition, include a brief description of the type of work provided by the points of contact that also includes dates of service and whether service was satisfactory.”

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RM-15-RFP-100-SRR-XXX-BY4-SC
Page 4 of 4

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 Behavioral Health, Contracts and Procurement Services (DBH/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 DBH/CPS no later than the date and time for closing.

Failure to acknowledge receipt of Amendment One (1) for Solicitation Number **RM-15-RFP-100-SRR-XXX-BY4-SC** may be cause for rejection of any proposal 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-15-RFP-100-SRR-XXX-BY4-SC**.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror