



---

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

---

October 10, 2013

**REQUEST FOR PROPOSALS (RFP)  
FOR CONSUMER FOCUSED ACTIVITY CENTER  
RM-14-RFP-013-BY4-MA SOLICITATION AMENDMENT NUMBER THREE (3)**

**TO PROSPECTIVE OFFERORS:**

**THE DEPARTMENT OF BEHAVIORAL HEALTH (DBH) REQUEST FOR PROPOSAL (RFP) SOLICITATION RM-14-RFP-013-BY4-MA HAS BEEN AMENDED TO REFLECT THE FOLLOWING:**

Question No.	RFP Section	Question/Comment
1	Section G.7.1	SCHEDULE G SUBMISSION/CERTIFICATION OF INVOICES PAYMENTS PAGE 28.

**DBH RESPONSE:**

**SUBMISSION OF INVOICES AS PREVIOUSLY STATED IN THIS SOLICITATION HAS BEEN AMENDED AND REPLACED WITH THE FOLLOWING:**

**The Contractor shall submit, on a monthly basis, One (1) original and Three (3) copies of each invoice for payment to**

**Accounts Payable Office  
Department of Behavioral Health  
64 New York Avenue, NE, 4<sup>th</sup> Floor  
Washington, DC 20002  
Direct (202)-671-4270; Fax (202)-671.4201  
Email [DBH.ap@dc.gov](mailto:DBH.ap@dc.gov)**

**The invoice shall then be forwarded by the Accounts Payable Office to the COTR. The invoices shall include the Contractor's name and address, invoice date, Contract number, Contract line items numbers (CLINS), description of the services, quantity, unit price and extended prices, terms of any prompt payment discounts offered, name and address of the official to whom payment is to be sent and the name, title and phone number of the person to be notified in the event of a defective invoice. **Payment shall be made within Thirty (30) days after the Accounts Payable Office receives a proper and certified invoice, unless a discount for prompt payment is offered and payment is made within the discount periods. Please note that the invoice shall match the itemized lines (CLIN Lines) of the Purchase Order as written up to but not exceeding the maximum of each line.** Any invoices deemed improper for payment shall be returned UNPAID and shall be corrected and resubmitted as indicated in this clause.**

Question No.	RFP Section	Question/Comment
2	Section C.2.3	SPECIFIC REQUIREMENTS PAGE 10.

**DBH RESPONSE:**

Contractor shall demonstrate efforts to recruit staff for the Consumer Focused Activity Center to include an **Executive Director** instead of Deputy Director for the Consumer Focused Activity Center. Job descriptions of the positions shall be sent to the Contracting Officer's Technical Representative Contract (COTR) Vivi W. Smith by January 15, 2014. Contractor shall complete recruitment and hiring no later than January 6, 2014. Training and orientation shall begin immediately following the end of the hiring process as well as on-going and periodic.

Question No.	RFP Section	Question/Comment
3	Section B.4	CAN THERE BE A LINE ITEM ADDED FOR THE BASE YEAR OF THE CONTRACT TO INCLUDE ADVERTISING, PUBLICITY AND GRAND OPENING EXPENSES?

**DBH RESPONSE:**

There can be absolutely no changes made to the documents contained in this Solicitation that require Completion by Contractors. There is no ability to add additional Line Items in the Budget that are additions to the Line Items contained in the RFP. In addition, this Solicitation doesn't provide for advance funding.

Question No.	RFP Section	Question/Comment
4	Section L.8	SCHEDULE L.8.1 PROPOSAL PROTESTS PAGES 61-62.

**DBH RESPONSE:**

The Correct Address for the Contracts Appeals Board is as follows:

**Contract Appeals Board**  
 441 4th Street, NW, Suite 350N  
 Washington, DC 20001  
 Email: [cab.dc.gov](mailto:cab.dc.gov)  
 Phone: (202) 727-6597  
 Fax: (202) 727-3993

The Contract Appeals Board has exclusive jurisdiction to decide protests of District contract solicitations and awards, appeals by contractors of District contracting officer final decisions, claims by the District against contractors, appeals by contractors of suspensions and debarments, and contractor appeals of interest payment claims under the Quick Payment Act. The Board's website provides links for parties to conduct electronic filing in Board cases and to conduct full text searching of pleadings in pending and closed cases.

Question No.	RFP Section	Question/Comment
5	H-4	CAN OTHER MISCELLANEOUS EXPENSE BE INCLUDED IN THE OVERHEAD IF JUSTIFIED E.G. BUSINESS INSURANCE?

**DBH RESPONSE:**

All costs of operation under this contract shall be borne by the Contractor. This includes but is not limited to taxes, surcharges, licenses, insurance, transportation, salaries and bonuses.

Question No.	RFP Section	Question/Comment
6		<b>CAN THE PERFORMANCE OF WORK START ON OCTOBER 1<sup>ST</sup> AS SOON AS THE CONTRACT IS SIGNED ASSUMING THAT SOME POSITIONS ARE TENTATIVELY IDENTIFIED FROM WITHIN THE ORGANIZATION AND/OR THE PROPOSED COLLABORATION?</b>

**DBH RESPONSE:**  
**The Government of the District of Columbia/Department of Behavioral Health (DBH) requires all Vendors to have an approved procurement instrument (i.e., Purchase Order (PO), Contract, Blanket Purchase Agreement (BPA), etc.) in place prior to providing goods or services. Entering into Contracts verbally or without appropriate authorization is prohibited. Any Vendor who delivers goods and/or services to DBH without a proper Contract and PO is doing so entirely at their own risk. DBH does not pay for goods or services that were provided without the benefit of a properly executed Contract and PO.**

Question No.	RFP Section	Question/Comment
7		<b>CAN THE SUBCONTRACTOR OR COLLABORATION BE WITH AN ENTITY LOCATED IN ANOTHER STATE WITH THE PROGRAM LOCATION BEING IN A LEASED DC OFFICE SPACE?</b>

**DBH RESPONSE:**  
**The subcontractor or collaboration may be with an entity located in another state with the program being located in DC., However if your Price Submission for this Request for Proposal (RFP) exceeds \$250,000.00, the subcontracting requirements must be satisfied with a Certified Business Enterprise organization is certified by the Department of Small and Local Business Development (DSLBD).**

**THE DISTRICT SHALL FURNISH RESPONSES TO ANY QUESTIONS SUBMITTED IN WRITING TO ALL PROSPECTIVE OFFERORS BY ISSUING ANOTHER ADMENDMENT TO THIS SOLICITATION IF NECESSARY.**

Signed:   
 Samuel J. Feinberg, CRPO, CPPB  
 Director, Contracts and Procurement  
 Agency Chief Contracting Officer

Amendment Number Three (3) is hereby acknowledged and is considered a part of the RFP for Solicitation Number: **RM-14-RFP-013-BY4-MA**. All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:

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

\_\_\_\_\_  
 Print or Type Name of Bidder

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

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

\_\_\_\_\_  
 Date