



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

August 12, 2011

**GOVERNMENT OF THE DISTRICT OF COLUMBIA REQUEST FOR QUOTATION (RFQ)  
WEB-BASED LEARNING MANAGEMENT SYSTEM (LMS) SUBSCRIPTION SERVICE  
RM-11-RFQ-111-BY4-LMS-OF SOLICITATION AMENDMENT NUMBER 6**

**TO PROSPECTIVE OFFERORS:**

The Department of Mental Health (DMH) **Request for Quotation (RFQ) Solicitation RM-11-RFQ-111-BY4-LMS-OF** has been amended with the following Questions and Answers:

Number	RFQ Section	QUESTIONS
1		<p>J.5 – First Source Employment Agreement: Page 1</p> <p>Form at top of page (Contract Number, Contract Amount, etc): Is the Prospective Offeror suppose to fill this information out before submitting or does DMH complete this information after we've submitted?</p> <ul style="list-style-type: none"> <li>a. If yes; the "contract form" field (pg 2 of the RFQ) has no "Contract Number" – that field is blank. What should the "Contract Number" be?</li> <li>b. If yes; would the "Contract Amount" be the DMH budget (\$72,000 for base year, \$74,000 for each year following) or our quote?</li> <li>c. If yes; would the "Project Address" be the same as the contact address provided on page 1 of the RFQ?</li> <li>d. If yes; what is "Ward"?</li> </ul>

**DMH RESPONSE:**

The Prospective Offeror shall be responsible for entry of the following information:

- a. Solicitation/Contract Number: RM-11-RFQ-111-BY4-LMS-OF
- b. Leave this section "Blank"
- c. Prospective Offerors Address
- d. If the Prospective Offeror has a business in the District of Columbia, please indicate the Ward (1, 2, 3, 4,5,6,7 or 8) in which the Prospective Offerors business is located. If no, insert Not Applicable (N/A).

Number	RFQ Section	QUESTIONS
2		<p>J.5 – First Source Employment Agreement: Page 1</p> <p>Page 6 – “Signature Department of Employment Services: Is the Prospective Offeror suppose to fill this information out before submitting or does DMH complete this information after we’ve submitted? If yes; how can we obtain this signature?”</p>
<p><b>DMH RESPONSE:</b> The Prospective Offeror shall complete the Subcontractor information which applies, If no, check the box “NO”. If the information does not apply, insert “Not Applicable” (N/A).</p>		
Number	RFQ Section	QUESTIONS
3		<p>J.5 – First Source Employment Agreement: Page 1</p> <p>Page 7 – “Employment Plan”: Is the “Funding Amount” the DMH budget (\$72,000 for base year, \$74,000 for each year following) or our quote? What is the “Projected Start Date”? Would the “Project Duration” be the base year plus 4 optional years?</p>
<p><b>DMH RESPONSE:</b> The Prospective Offeror shall leave line(s) 8, 9, and 10 blank.</p>		
Number	RFQ Section	QUESTIONS
4		<p>J.6 “Equal Employment Opportunity (EEO) Policy Statement” –</p> <p>Page 2: “Contract Number” - the “contract form” field (pg 2 of the RFQ) has no “Contract Number” – that field is blank. What should the “Contract Number” be?</p>
<p><b>DMH RESPONSE:</b> The Prospective Offeror shall insert Solicitation/Contract No: RM-11-RFQ-111-BY4-LMS-OF</p>		
Number	RFQ Section	QUESTIONS
5		<p>1) J.6 “Equal Employment Opportunity (EEO) Policy Statement” –</p> <p>Subcontract Summary Form – What are:</p> <ul style="list-style-type: none"> <li>a. CCB Number</li> <li>b. Ward No.</li> <li>c. MBOC Cert. No.</li> </ul>
<p><b>DMH RESPONSE:</b></p> <ul style="list-style-type: none"> <li>a. The Prospective Offeror shall insert “Not Applicable (N/A)”, If, the Prospective Offeror does not have a Contract Compliance Business (CCB) Number.</li> </ul>		

- b. If the Prospective Offeror has a business in the District of Columbia, please indicate the Ward (1, 2, 3, 4,5,6,7 or 8); in which the Prospective Offerors business is located. If no, insert "Not Applicable" (N/A).
- c. The Prospective Offeror shall insert "Not Applicable" (N/A), If, the Prospective Offeror does not have a Minority Business Opportunity Commission (MBOC) Number.

**ALL OTHER TERMS AND CONDITIONS OF THE  
REQUEST FOR QUOTATIONS (RFQ) REMAIN UNCHANGED.**

Only one copy of this amendment is being sent to potential Offerors. Offerors shall sign below and attach a signed copy of this amendment to each submission specified for receipt of the RFQ Quotations. Quotations shall be mailed or delivered in accordance with the instructions provided in the original RFQ. In the event your Quotation 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 RFQ number and submission date.

This signed Amendment must be received by the DMH/CPS no later than the date and time for closing. Failure to acknowledge receipt of Amendment Six (6) for Solicitation Number No.: **REQUEST FOR QUOTATION (RFQ) WEB-BASED LEARNING MANAGEMENT SYSTEM (LMS) SUBSCRIPTION SERVICE RM-11-RFQ-111-BY4-LMS-OF** may be cause for rejection of any Quotation submitted in response to the subject RFQ.

Signed:



Michael Neff  
Chief of Administrative Operations  
Contracts and Procurement Services

Amendment Number Six (6) is hereby acknowledged and is considered a part of the RFQ for Solicitation Number: **REQUEST FOR QUOTATION (RFQ) WEB-BASED LEARNING MANAGEMENT SYSTEM (LMS) SUBSCRIPTION SERVICE RM-11-RFQ-111-BY4-LMS-OF.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Print or Type Name of Firm

**All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:**

Samuel J. Feinberg, CPPO, CPPB,  
Director, Contracts and Procurement, Agency Chief Contracting Officer  
Department of Mental Health  
64 New York Avenue – 4<sup>th</sup> Floor Washington, DC 20002  
(202) 671-3188 – Office/ (202) 671-3395 – Fax Email: [Samuel.feinberg@dc.gov](mailto:Samuel.feinberg@dc.gov)