



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

November 16, 2011

**REQUEST FOR PROPOSAL
HARDWARE MAINTENANCE AND SUPPORT SERVICES
RM-12-RFP-046-BY1-STAR-OF
SOLICITATION AMENDMENT NUMBER ONE (1)**

TO PROSPECTIVE OFFERORS:

The Department of Mental Health (DMH) Contracts and Procurement Services (CPS)
REQUEST FOR PROPOSAL (RFP) Solicitation **RM-12-RFP-046-BY1-STAR-OF** has been amended with the following:

Number	RFP	Changes
1	Section A	Eliminate: DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH (DMH) CONTRACTS AND PROCUREMENT SERVICES 64 NEW YORK AVENUE NE, 4 th FLOOR WASHINGTON, DC
DMH RESPONSE: Change to: DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH (DMH) CONTRACTS AND PROCUREMENT SERVICES 609 H STREET NE, 4 th FLOOR WASHINGTON, DC		

Number	RFP Section	Change
2	Section G	<p>Eliminate: G.1 <u>CONTRACT ADMINISTRATION</u></p> <p>Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:</p> <p style="text-align: center;">Samuel J. Feinberg, CPPO, CPPB Director, Contracts and Procurement Agency Chief Contracting Officer Department of Mental Health 64 New York Avenue – 4th Floor Washington, DC 20002 Office -(202) 671-3188 – Fax (202-671-3395 Email: Samuel.feinberg@dc.gov</p>

DMH RESPONSE:

Change to: G.1 CONTRACT ADMINISTRATION

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
 609 H Street NE – 4th Floor
 Washington, DC 20002
 Office -(202) 671-3188 – Fax (202-671-3395
 Email: Samuel.feinberg@dc.gov

Number	RFP Section	Change
3	Section G	<p>Eliminate:</p> <p>Eric Strassman Chief Information Officer 64 New York Avenue NE 4th Floor Washington, DC 20002 Email: eric.strassman@dc.gov Phone: (202) 671-3224 Fax: (202) 673-1933</p>

DMH RESPONSE:

Change to:

Eric Strassman
 Chief Information Officer
 609 H Street NE 4th Floor
 Washington, DC 20002
 Email: eric.strassman@dc.gov
 Phone: (202) 671-3224
 Fax: (202) 673-1933

Number	RFP Section	Change
4	Section G	<p>Eliminate: G.7 <u>CERTIFICATION OF INVOICE</u></p> <p>Contracting Officer's Technical Representative shall perform certification of Contractor's invoice. The invoices shall be certified for payment and forwarded to the Chief Financial Officer within five (5) working days after receipt of a satisfactory invoice.</p>
<p>DMH RESPONSE:</p> <p>Change to: G.7 <u>CERTIFICATION OF INVOICE</u></p> <p>G.7.1 Contractor shall submit the invoice including original and two copies for payment to:</p> <p style="text-align: center;"> Catrina Alston Accounts Payable Supervisor 64 New York Avenue NE 6th Floor Washington DC 20002 Email: catrina.alston@dc.gov Direct: 202-671-4270 Fax: 202-671-4201 </p>		

Number	RFP Section	Change
5	Section G	<p>Eliminate: G.4 <u>AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR</u></p> <p>DMH's obligation for performance of this Solicitation beyond that date is contingent upon the availability of appropriated funds from which payment for Contract purposes can be made. No legal liability on the part of the DMH for any payment may arise for performance under this Solicitation beyond September 30, 2011, until funds are made available to the Director, Contracts and Procurement/Agency Chief Contracting Officer for performance and until Contractor receives notice of availability of funds, to be confirmed in writing by the Agency's Chief Financial Officer.</p>

DMH RESPONSE:

Change to:

G.4 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR

DMH's obligation for performance of this Solicitation beyond that date is contingent upon the availability of appropriated funds from which payment for Contract purposes can be made. No legal liability on the part of the DMH for any payment may arise for performance under this Solicitation beyond **September 30, 2012**, until funds are made available to the Director, Contracts and Procurement/Agency Chief Contracting Officer for performance and until Contractor receives notice of availability of funds, to be confirmed in writing by the Agency's Chief Financial Officer.

Number	RFP Section	Change
6	Section H	<p>Eliminate: H.1 <u>LIQUIDATED DAMAGES</u></p> <p>H.4.1 When Contractor fails to perform the tasks required under this Contract, DMH shall assess Liquidated Damages in an amount of One Hundred Fifteen Dollars and zero cents (\$115.00) per day against Contractor until such time Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract.</p> <p>When Contractor is unable to cure its deficiencies in a timely manner and DMH requires a replacement Contractor to perform the required services, Contractor shall be liable for liquidated damages accruing until the time DMH is able to award aid contract to a qualified responsive and responsible Contractor. Additionally, if Contractor is found to be in default of said Contract under the Default Clause of the Standard Contract Provisions, the original Contractor is completely liable for any and all total cost differences between their Contract and the new Contract awarded by DMH to the replacement Contractor.</p>

DMH RESPONSE:

Change to:

H.1 LIQUIDATED DAMAGES

H.1.1 When the Contractor fails to perform the tasks required under this Contract, DMH shall notify the Contractor in writing of the specific task deficiencies with a Notice to Cure notification with a Cure Period Of Not To Exceed Ten (10) Business Days. The assessment of Liquidated Damages as determined by the Director, Contracts and Procurement/Agency Chief Contracting Officer shall be in an amount of One Hundred Fifteen Dollars and zero cents (\$115.00) per day against Contractor until such time Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract.

This assessment of Liquidated Damages against the Contractor shall be implemented after a scheduled meeting discussing the Contractor's assessment of information contained in the Notice to Cure, along with the expiration of the cure period and until such time that the Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract for a maximum of thirty (30) Business Days.

H.1.2 When the Contractor is unable to cure its deficiencies in a timely manner and DMH requires a replacement Contractor to perform the required services, the Contractor shall be liable for liquidated damages accruing until the time DMH is able to award said contract to a qualified responsive and responsible Contractor. Additionally, if the Contractor is found to be in default of said Contract under the Default Clause of the Standard Contract Provisions, the original Contractor is completely liable for any and all total cost differences between their Contract and the new Contract awarded by DMH to the replacement Contractor.

Number	RFP Section	Change
7	Section L	Eliminate: L.4 <u>HAND DELIVERY OR MAILING OF PROPOSALS</u> DELIVER OR MAIL TO: Samuel J. Feinberg, CPPO, CPPB Director, Contracting and Procurement Agency Chief Contracting Officer Department of Mental Health Contracts and Procurement Administration 64 New York Avenue, NE, 4th Floor (Visitor Entrance) Washington, D. C. 20002 (202) 671 -3171 – Front Desk

DMH RESPONSE: Change to: L.4 HAND DELIVERY OR MAILING OF PROPOSALS

DELIVER OR MAIL TO:
Samuel J. Feinberg, CPPO, CPPB
Director, Contracting and Procurement
Agency Chief Contracting Officer
Department of Mental Health
Contracts and Procurement Administration
609 H Street NE, 5th Floor (Visitor Entrance)
Washington, D. C. 20002
(202) 671 -2200 – Front Desk

Number	RFP Section	Change
8	Section L	<p>Eliminate: L.6 FAILURE TO SUBMIT OFFERS</p> <p>Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Director, Contracting and Procurement/ Agency Chief Contracting Officer, Samuel J. Feinberg, CPPO, CPPB, 64 New York Avenue, NE, 4th Floor, Washington, DC, 20002, 202-671-3188, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Agency Chief Contracting Officer, Department of Mental Health of the reason for not submitting a Proposal in response to this SOLICITATION. If a recipient does not submit an offer and does not notify the Director/ACCO, Department of Mental Health that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.</p>

DMH RESPONSE:

Change to:

L.6 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the **Director, Contracting and Procurement/ Agency Chief Contracting Officer, Samuel J. Feinberg, CPPO, CPPB, 609 H Street NE, 5th Floor, Washington, DC, 20002, 202-671-3188**, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Agency Chief Contracting Officer, Department of Mental Health of the reason for not submitting a Proposal in response to this SOLICITATION. If a recipient does not submit an offer and does not notify the Director/ACCO, Department of Mental Health that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

Number	RFP Section	Change
9	Section M	<p>Eliminate: M.5 PREFERENCE (12 Points)</p>

DMH RESPONSE:

Change to: M.5 PREFERENCE (up to 12 Points)

Number	RFP Section	Change
10	Section M	<p>Eliminate: M.6 TOTAL POINTS (___ Points)</p>

DMH RESPONSE:

Change to: M.6 TOTAL POINTS (up to 112 Points)

**ALL OTHER TERMS AND CONDITIONS OF THE
REQUEST FOR PROPOSAL (RFP) 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 RFP. Proposal 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 Services (DMH/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 DMH/CPS no later than the date and time for closing. Failure to acknowledge receipt of Amendment One (1) for Solicitation Number No.: **HARDWARE MAINTENANCE AND SUPPORT SERVICES RM-12-RFP-046-BY1-STAR-OF** may be cause for rejection of any Bid submitted in response to the subject RFP.

Signed:



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

Amendment Number One (is hereby acknowledged and is considered a part of the RFP for Solicitation Number: **RM-12-RFP-046-BY1-STAR-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
609 H Street NE – 4th Floor Washington, DC 20002
(202) 671-3188 – Office/ (202) 671-3395 – Fax Email: Samuel.feinberg@dc.gov