



**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 10, 2014

**REQUEST FOR PROPOSALS (RFP)
FOR CONSUMER FOCUSED ACTIVITY CENTER
RM-14-RFP-168-BY4-MA SOLICITATION AMENDMENT NUMBER ONE (1)**

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		THE LEVEL OF SERVICE AND THE AMOUNT OF PEOPLE WE SERVE IS THERE A RANGE?
DBH RESPONSE: It is expected that the Vendor serves at least 80 individuals per month within the DBH (Mental Health and Substance Use) System of Care. People served can include individuals to whom outreach efforts (such as reaching out to those who are homeless in our communities) are made prominently.		

Question No.	RFP Section	Question/Comment
2		DOES THE EXECUTIVE DIRECTOR HAVE TO BE AVAILABLE FOR THE ONE (1) DAY TRAINING AS A PEER INSTRUCTOR?
DBH RESPONSE: The Executive Director must be available for the One (1) Day Training as a Peer Instructor.		

Question No.	RFP Section	Question/Comment
3		IS THE TRAINING AS A PEER INSTRUCTOR FOR ONE (1) DAY?
DBH RESPONSE: The Training that is required to be provided by the Executive Director as a Peer Instructor is for One (1) Day (1.5 hours of class time).		

Question No.	RFP Section	Question/Comment
4		SHOULD CONTRATORS INCLUDE TRANSPORTATION COST IN THEIR PROPOSALS?

DBH RESPONSE: The Inclusion of Transportation Cost within a response to this RFP is strictly a Business Decision.

Question No.	RFP Section	Question/Comment
5		IS IT OKAY TO RECEIVE FUNDS FROM OTHER SOURCES (I.E. GRANTS)?

DBH RESPONSE: The source and acceptance of additional Funds to support your ability to provide the required services depicted in this RFP is strictly a Business Decision on the part of the Vendor.

Question No.	RFP Section	Question/Comment
6		IS THIS REQUEST FOR PROPOSALS (RFP) FOR CONSUMER FOCUSED ACTIVITY CENTER RM-14-RFP-168-BY4-MA SOLICITATION OPEN TO NON-PROFITS?

DBH RESPONSE: This RFP is open to any Vendor Meeting the minimum qualifications.

Question No.	RFP Section	Question/Comment
7	Section H.13	IF YOU ARE WORKING WITH A NOPROFIT ORGANIZATION WOULD THAT BE CONSIDERED IN COMPLIANCE WITH THE CERTIFIED BUSINESS ENTERPRISES (CBE)?

DBH RESPONSE: Please refer to Section H.13.1 (Page 37) of this RFP Solicitation.

Question No.	RFP Section	Question/Comment
8	Section G.7	DOES CONTRACTORS NEED TO SUBMIT AN INVOICE OR DOES DEPARTMENT OF BEHAVIORAL HEALTH (DBH) PROVIDES INVOICES?

DBH RESPONSE: The Vendor fortunate enough to be awarded the Contract resulting from this RFP shall be required to Submit Invoices for Services rendered under the Contract.

Question No.	RFP Section	Question/Comment
9	Section B.4	SCHEDULE B PRICING PAGES 4-7. LINE ITEM 007 CONFERENCES AND TRAVEL HAS A QUANTITY OF 12 AND THE UNIT AS EACH IS THIS CALCULATION CORRECT?

DBH RESPONSE: This quantity should be one (1). Section C.5.5 of the RFP requires the Vendor to make funding available to at least one Non-Staff Consumer to attend one Recovery-Focused Conference per year.

Question No.	RFP Section	Question/Comment
10	Section L.2.3.1	DOES MY TECHNICAL PROPOSAL RESPONSE HAVE TO BE TWENTY (20) PAGES?

DBH RESPONSE: This RFP has a requirement Not To Exceed Twenty (20) Pages in the Technical Proposal Response.

Question No.	RFP Section	Question/Comment
11	Section L.2.1	ARE BLACK AND WHIT COPIES ACCEPTABLE?
DBH RESPONSE: Black and White Copies of Proposal submissions is acceptable.		

Question No.	RFP Section	Question/Comment
12		CAN A NON-PROFIT ORGANIZATION BE CERTIFIED?
DBH RESPONSE: Pursuant to the Department of Small and Local Business Development (DSLBD), Non Profit Organization cannot become Certified Business Enterprises by DSLBD.		

Question No.	RFP Section	Question/Comment
13	Section C	DO YOU HAVE TO HAVE WRITTEN DOCUMENTATION THAT THE CONTRACTOR HAS DONE BUSINESS WITH THE DISTRICT?
DBH RESPONSE: Please refer to Section C/Scope of Work starting on (Page 10) of this solicitation.		

Question No.	RFP Section	Question/Comment
14	Section G.7	ONCE THE CONTRACT HAS BEEN AWARDED COULD YOU EXPLAIN THE RELEASE OF FUNDS?
DBH RESPONSE: After the Award of the Contract, Funding shall be used to pay Vendors based upon the accurate reconciliation of a properly prepared and timely submitted Invoice for providing required services.		

Question No.	RFP Section	Question/Comment
15		ARE THERE MULTIPLE AWARDS RESULTING FROM THIS REQUEST FOR PROPOSALS (RFP) FOR CONSUMER FOCUSED ACTIVITY CENTER RM-14-RFP-004-BY4-MA SOLICITATION?
DBH RESPONSE: There shall be ONLY ONE (1) CONTRACT Award resulting from this RFP Solicitation.		

Question No.	RFP Section	Question/Comment
16	Section C.2	ONCE THE CONTRACT HAS BEEN AWARDED HOW LONG DO YOU HAVE TO OPEN UP CONSUMER FOCUSED ACTIVITY CENTER?
DBH RESPONSE: Please refer to Section C.2 (Page 10) of this RFP Solicitation.		

Question No.	RFP Section	Question/Comment
17	Section G.2.1	CAN A SALARIED EMPLOYEE GET PAID FOR SICK DAYS?
DBH RESPONSE: Please refer to Section G.2.1 (Page27) of this RFP Solicitation.		

Question No.	RFP Section	Question/Comment
18		CAN STAFF MEMBERS ATTEND CONFERENCES OR IS IT JUST FOR CONSUMERS?
DBH RESPONSE: Current and/or former Consumers of Department of Behavioral Health (DBH) are eligible to attend conferences.		

Question No.	RFP Section	Question/Comment
19		HOW MUCH FUNDING DO YOU HAVE TO HAVE IN RESERVES?
DBH RESPONSE: The Funding in reserves must be enough to make timely payments of all Bills, including Rent, Overhead, Taxes, and especially Payroll for at least 60 to 90 Days.		

Question No.	RFP Section	Question/Comment
20		WHAT IS THE CELING BUDGET?
DBH RESPONSE: This Question shall not be Answered in order to ensure Open, Full, Complete and Transparent Competition.		

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, CPPO, CPPB
 Director, Contracts and Procurement
 Agency Chief Contracting Officer

Amendment Number One (1) 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, Agency Chief Contracting Officer
 Director of Contracts and Procurement Services
 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