



**DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH
 CONTRACTS AND PROCUREMENT SERVICES
 64 NEW YORK AVENUE, NE 2NDFLOOR WASHINGTON, DC 20002
 TELEPHONE NUMBER: 202-671-3171; FAX NUMBER: 202-671-3395**

June 16, 2015

**REQUEST FOR QUOTATIONS (RFQ)
 FOR ADMINISTRATIVE PROGRAM STAFF SERVICES
 RM-15-RFQ-025-BY4-MA SOLICITATION AMENDMENT NUMBER TWO (2)**

THE DEPARTMENT OF BEHAVIORAL HEALTH (DBH) REQUEST FOR QUOTATIONS (RFQ) SOLICITATION RM-15-RFQ-025-BY4-MA HAS BEEN AMENDED TO REFLECT THE FOLLOWING:

Question No.	RFQ Section	Question/Comment
1	SECTION	Is there an incumbent contractor?
DBH RESPONSE: This information is available through a FOIA request.		

Question No.	RFQ Section	Question/Comment
2	SECTION	What is the value of the current contract?
DBH RESPONSE: This information is not available.		

Question No.	RFQ Section	Question/Comment
3	SECTION	What is the intended start date of the contract?
DBH RESPONSE: Date of Award for a Base Year with Four One Year Options.		

Question No.	RFQ Section	Question/Comment
4	SECTION C.6. SPECIFIC REQUIREMENTS QUALIFICATIONS	What is the level of responsibility of the Administrative Program Assistant? On the one hand, this individual is to act as the Grievance Manager in the Manager's absence (page 10, section C.6.2); on the other hand, this individual is to provide staff support and administrative assistance to the Grievance Manager and to other OCFA staff as needed (page 11, section C.6.3).
DBH RESPONSE: This position is Not A Supervisory Position because Contractors cannot supervise Government Employees.		



Question No.	RFQ Section	Question/Comment
5	SECTION L.3 QUOTATIONS SUBMISSION	What should the Offeror submit to OCP on June 17? There are not explicit instructions for the proposal (e.g., Is a resume required?).
DBH RESPONSE: This is a Request for Quotation and not a Request for Proposal. Submissions must include evidence of meeting the Minimum Qualifications and associated required Pricing on the Scheduled B Pricing Sheet. The submission must be made to DBH Contract and Procurement Services (CSP) and not Office of Contracting and Procurement (OCP).		

Question No.	RFQ Section	Question/Comment
6	SECTION	Section M - What are the evaluation criteria for this effort?
DBH RESPONSE: This is a Request for Quotation and not a request for Proposal; therefore there are no Evaluation Criteria. Submissions must include evidence of meeting the Minimum Qualifications and associated required Pricing on the Scheduled B Pricing Sheet.		

Question No.	RFQ Section	Question/Comment
7	SECTION	Where is the position located?
DBH RESPONSE: The individual successful in being awarded the Contract resulting from this solicitation shall be located at DBH 64 New York Avenue, NE 3rd Floor Washington, DC 20002.		

Question No.	RFQ Section	Question/Comment
8	SECTION	Does the two years of experience associated with handling of performing assigned tasks associated with the grievance process (page 11, section C.6.5) need to be with the District's OCFA or with any grievance process with any organization?
DBH RESPONSE: The Two Years of Experience required for the individual to be successful in being awarded the Contract resulting from this solicitation does not have to be with the District's OCFA or with any grievance process with any organization.		

Question No.	RFQ Section	Question/Comment
9	SECTION	Does "familiarity with the grievance process and associated database" (page 11, section C.6.6) refer specifically to the DBH OCFA and its database, or is familiarity with database software adequate?
DBH RESPONSE: The reference made in the Question above is specific to the DBH OCFA Database.		



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 Two (2) is hereby acknowledged and is considered a part of the RFQ for Solicitation Number: **RM-15-RFQ-025-BY4-MA**. **All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:**

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

Print or Type Name of Bidder

Title of Authorized Representative

Signature of Authorized Representative

Date