



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

July 10, 2014

REQUEST FOR PROPOSAL (RFP)

**TRAINING INITIATIVE SUPPORT FOR INDIVIDUALS WITH BOTH
 INTELLECTUAL/DEVELOPMENT DISABILITIES AND MENTAL ILLNESS
 RM-14-RFP-236-BY4-TYM**

AMENDMENT NUMBER.: 002

TO ALL PROSPECTIVE OFFERORS:

THE ABOVE REFERENCED SOLICIATION HAS BEEN AMENDED TO REFLECT THE FOLLOWING:

Question No.	RFP Section	Question/Answer
1		Is the contractor required to use the services of D.O.E.S and follow the First Source Employment Agreement? (Page 35 H.2.3 and Page 36 H.6 contradict one another)
DBH RESPONSE: The Proposed Contractor is required to be in full compliance with both DOES and First Source Employment Agreement.		
2		Page 51; Attachments J.4, J.7 and J.8.: If the contractor is required to use the services of D.O.E.S and follow the First Source Employment Agreement and D.O.E.S cannot provide applicants that meet the requirements of the District's Administrative Issuance System sections 1108.4 and 1108.5, will the requirements be waived or will the contractor be allowed to forego using D.O.E.S?
DBH RESPONSE: The Proposed Contractor is required to be in full compliance with both DOES and First Source Employment Agreement.		
3		Is the contractor bound by the Dept. of Labor Wage Determination (Attachment J.2) if the job title and job duties are not listed on the Register of Wage Determination Under the Service Contract Act.? Page 36; Section H.3.
DBH RESPONSE: The Proposed Contractor must be in full compliance with the Department of Labor Determination.		
4		Are Contractors required to hire 51% District of Columbia residents for all new jobs created by the Project?

		The RFP documents seem contradictory. Section H.6 (p. 36) of the RFP is headed "51% District Residents New Hires Requirements and First Source Employment Agreement." The text under the heading says "Not Applicable." Yet, section J.8 (p.51) requires bidders to submit the First Source Employment Agreement which contains the following language: "The Employer will hire 51% District of Columbia residents for all new jobs created by the Project,..."
DBH RESPONSE: The Proposed Contractor must be in full compliance with the Department of Labor Determination.		
5		Are there annual billing caps per each billing point (1-8) or is there a single annual cap regardless of the amount claimed per each of the 8 categories?
DBH RESPONSE: There are no Annual Billing Caps because payments shall be made based upon services rendered to DBH.		
6		Under 3.5.3 on page 15 the Tier 3 training scope of work it states for LICSW's (not LCP's) : iii.) Tier 3: Functional Behavior Assessment and Behavior Support Plan Development (Target Audience: LICSW's) A Behavior Support Plan (BSP) would be developed by a licensed Mental Health Professional when an individual exhibits behaviors that pose a threat to his or her health or safety, or to the health and safety of others. A BSP is developed as part of a collaborative person-centered planning process involving the individual and his or her support team. The BSP must be based on a Functional Behavioral Assessment that identifies the setting events, antecedents, maintaining consequences and hypothesized purpose of the targeted behavior. Proactive strategies that shall be used to prevent the targeted behavior must be included in the BSP. Under current DC policies and rules is a licensed mental health professional allowed to independently develop a BSP or does the Tier 3 activities require supervision by a licensed psychologist?
DBH RESPONSE: Under current DC Policies and Rules, licensed Psychologists and licensed independent Clinical Social Workers are permitted to write BSPs without supervision. Licensed professional Counselors require supervision therefore they shall participate in Tier 3 activities.		
7		Is a recently-formed, domestic, limited-liability company exempt from the subcontracting requirements in H.12 of the RFP? (p. 39 of RFP and Attachment J.1 - see especially H.12.1. and H.12.2).
DBH RESPONSE: Mandatory Subcontracting Requirements is a Law for Contracts that equal or exceed \$250K with No Exceptions.		
8		If you are a DC based business entity does this excuse you from the 35% subcontracting requirement if your proposal is for more than \$250,000 annually?
DBH RESPONSE: Mandatory Subcontracting Requirements is a Law for Contracts that equal or exceed \$250K with No Exceptions unless requesting a Waiver.		
9		Are there specific "requirements" or minimum qualifications

		for the person serving as the "skilled instructional designer"?
DBH RESPONSE: Instructional Design Expertise can be demonstrated through formal educational activities and/or training. The resume and biographical narrative should clarify how the individual gained knowledge of Instructional Design Concepts and how those concepts have been applied in previous projects. Curriculum sample and lesson plan samples should incorporate concepts of adult learning theory and instructional design.		
10		Is monthly invoicing based on the actual hourly units delivered in each of the cost categories?
DBH RESPONSE: The Monthly Invoice shall be based upon actual hourly units associated with services rendered to DBH.		
11		If resumes and or CV's are limited to one page in length are there specific content requirements or recommendations for the CV's?
DBH RESPONSE: Resumes and/or CVs are limited to one page with their content being a Business Decision.		
12		CV's and a curriculum sampled were identified as "supporting documents" not subject to the 25 page limit. Are there other types of information that are considered supporting documents and not subject to the 25 page limit?
DBH RESPONSE: The Solicitation identifies what things are not subject to the 25 page limit.		
13		Given the fiscal impact associated with the District providing funding to CSA's for their staff participating in the proposed training, is there any upper limit on the number of proposed annual hours of training per mental health professional?
DBH RESPONSE: There is no Upper Limit on the number of Proposed Annual Hours of Training.		
14		Are there any limits to the number of persons who can participate in a training activity? For example if the training activity was one where all 50 targeted individuals should and could participate could a class of 50 be conducted?
DBH RESPONSE: There are limits to the number of persons who can participate in a Training Activity.		
15		If the Offeror intends to use current staff from other states and/or current consultants under contract to the Offeror to design and deliver the training, are there any requirements that any portion of the staff and/or consultants be DC residents?
DBH RESPONSE: The Solicitation clearly depicts the requirements as listed in Section J.		
16		Given that tier 3 training is for Licensed Social workers only, how many of the targeted 50 mental health professionals are expected to be licensed social workers? How many will be licensed counselors?
DBH RESPONSE: This shall be determined once Provider agencies apply to participate in the Training Initiative.		
17		In Sections K and L concerning the type of business organization and the legal status of Offeror, it does not identify a Limited Liability Company (LLC). Is a two member LLC an acceptable entity type for response to this RFP? The two member LLC is classified as a partnership for tax purposes only.

DBH RESPONSE: Vendors responding to this Solicitation must be in complete compliance of its Terms and Conditions.

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The RFP states the proposal will be "New Roman Font and 12 point font size". Is this the same as Times New Roman Font?

DBH RESPONSE: Times New Roman Font and 12 Point Font Size are the requirements for this RFP.

19

Under Section B.2, Contract Type, and B.2.1. , page 3, the RFP document indicates this is a fixed price contract and that the respondent must complete the provided Schedules B.5.-9., pricing sheets for base year through Option Year (4). In completing each Pricing Schedule sheet, can each of the proposed services (001-008) be billed at the time actual costs are incurred as "extended costs" or is it necessary to break these costs into twelve monthly billings over the duration of the annual contract period?

DBH RESPONSE: Responses to this RFP Solicitation must be in complete compliance with its Terms and Conditions.

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What is the preferred media for electronic portion of submission? (CD or Flash drive)

DBH RESPONSE: Responses to this RFP are only accepted in a hard copy. Any electronic portion for required submission must be on a CD.

21

Will training attendees be split into groups based on their current level of experience?

DBH RESPONSE: It is presumed that Participants shall have similar levels of experience, but Offeror may include recommendations for splitting groups based on skill level in submitted proposal.

Modifications to RFP

1

Section M.2 TECHNICAL RATING is hereby revised. (Attachment A)

2

The Proposal Submission Date for this Request for Proposal is extended and is hereby amended to reflect the following:

The Proposal submission date has been changed from "No Later Than 2:00 P.M. local time on Friday, July 11, 2014" to Proposals shall be submitted "No Later Than 2:00 P.M. local time on Friday, July 18, 2014."

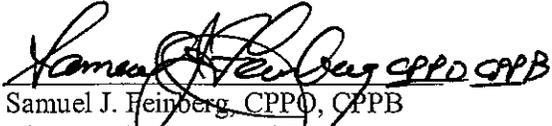
ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN UNCHANGED.

Only one copy of this Amendment is being sent to prospective Offerors. Offerors shall sign below and attach a signed copy of this Amendment to each Proposal to be submitted to the place specified for receipt of Proposal. Proposals shall be mailed or delivered in accordance with the instructions provided in the original RFP.

This signed Amendment must be included with your submission in response to this RFP.

Failure to acknowledge receipt of Amendment No.: 002 for Solicitation Number **RM-14-RFP-236-BY4-TYM** may be cause for rejection of any quote submitted in response to the subject RFP.

Signed:



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

Amendment No.: 002 is hereby acknowledged and is considered a part of the proposal for Solicitation Number **RM-14-RFP-236-BY4-TYM**.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror

ATTACHMENT A
REVISED SECTION M.2 TECHNICAL RATING

**SECTION M
EVALUATION FACTORS**

M.1 EVALUATION FOR AWARD

The Contract shall be awarded to the Responsive and Responsible Offeror whose submission is the Most Advantageous and the Best Value to DBH, based upon the Evaluation Criteria specified below. Thus, while the points in the Technical Evaluation Criteria indicate their relative importance, the Total Scores shall not necessarily be determinative of the award. Rather, the Total Scores shall guide the District in making an intelligent award decision based upon the Evaluation Criteria, along with the submission that is Most Advantageous to DBH providing the Best Value.

M.2 TECHNICAL RATING

M.2.1 The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
5	Excellent	Exceeds most, if not all requirements, no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
3	Acceptable	Meets requirements; no deficiencies.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable