



**DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES
64 NEW YORK AVE, N.E, 2ND FLOOR, WASHINGTON, DC 20002
PHONE: 202 671-3171 ♦ FAX: 202 671-3395**

MAY 13, 2014

REQUEST FOR QUOTATIONS AMENDMENT NUMBER ONE (1) FOR:

RFQ NUMBER RM-14-RFQ-222-BY2-JCC
YOUTH MENTAL HEALTH FIRST AID TRAINING COORDINATOR

Amendment One (1)

TO ALL PROSPECTIVE CONTRACTORS:

**SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS**

1) CONTRACT AWARD

The District intends to award a single Contract resulting from this solicitation to the Responsive and Responsible Bidder who has the lowest quote.

2) BID FORM, ORGANIZATION AND CONTENT

Bidders shall submit a signed original and two (2) copies. The District will not accept a facsimile copy of a quote as an original bid. All items accepted by the District, all pages of the Request for Quote (RFQ), all attachments and all documents containing the bidder's quote shall constitute the formal contract. **Each quote shall be submitted in a sealed envelope conspicuously marked: "Quote in Response to Solicitation No. RM-14-RFQ-222-BY2-JCC".**

3) QUESTIONS TO THE SOLICITATION

Any and all questions pertaining to this RFQ shall be submitted in writing no later than seven (7) days prior to the closing of this solicitation to:

Mr. Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement Services
Agency Chief Contracting Officer
Department of Behavioral Health
64 New York Avenue, NE, Second Floor
Washington, DC 20002
Samuel.Feinberg@dc.gov

Official answers shall be provided in a form of an amendment to the solicitation that shall be sent to prospective Bidders who are listed on the official list as having received a copy of the solicitation and shall be posted in our website at www.dbh.dc.gov. Under the "Opportunities" header, please select "Contract Opportunities", from there select "Index of Procurement Listings".

4) QUOTE SUBMISSION

Quote shall be submitted no later than 2:00 p.m. local time on Thursday, May 22, 2014 via hand delivery, U.S. Postal Service (Mail) to the following address:

Department of Behavioral Health
Contracts and Procurement Services
64 New York Avenue, NE Suite 200
Washington, DC 20002
Attn: Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer

or via email at: janet.concepcion@dc.gov

5) QUOTES WITH OPTION YEARS

The Bidder shall include option year prices in the Price Schedule. A quote may be determined to be unacceptable if it fails to include option year pricing.

6) SIGNING OF QUOTES

The Contractor shall sign the quote **in Blue Ink** and print or type its name on the Solicitation, Offer and Award form of this solicitation. Erasures or other changes shall be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Director/ACCO.

7) ACKNOWLEDGMENT OF AMENDMENTS

The Bidder shall acknowledge receipt of any amendment to this solicitation by (a) signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A of the solicitation; or (c) by letter or telegram including mailgrams. The District shall receive the acknowledgment by the date and time specified for receipt of bids. Bidders' failure to acknowledge an amendment may result in rejection of the bid.

8) FAMILIARIZATION WITH CONDITIONS

Bidders shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties that may be encountered, and the conditions under which work is to be accomplished. Contractors shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

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

Only one copy of this Amendment is being sent to prospective Bidders. Bidders shall sign below and attach a signed copy of this Amendment to each quote to be submitted to the place specified for receipt of quote. Quotes shall be emailed, mailed or delivered in accordance with the instructions provided in the original RFQ. In the event your quote has been previously deposited with the Department of Behavioral Health, Contracts and Procurement Services (DBH/CPS), submit this signed Amendment in a sealed envelope or electronically identified by the RFQ number and submission date.

This signed Amendment must be included with your submission in response to this RFQ. Failure to acknowledge receipt of Amendment One (1) for Solicitation Number RM-14-RFO-222-BY2-JCC may be cause for rejection of any quote submitted in response to the subject RFQ.

Signed:



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

Amendment Number One (1) is hereby acknowledged and is considered a part of the Quote for Solicitation Number RM-14-RFO-222-BY2-JCC.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Contractor