



**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 30, 2014

REQUEST FOR QUOTATIONS AMENDMENT NUMBER ONE (1) FOR:

RFQ NUMBER RM-14-RFQ-218-BY2-JCC
YOUTH MENTAL HEALTH FIRST AID INSTRUCTOR

Amendment One (1)

TO ALL PROSPECTIVE CONTRACTORS:

**SECTION C
DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

ADD: Section C.2.9 in page 8 to read:

C.2.9 The Contractor shall agree to provide DBH access to each Instructor's account to the National Council Database for data extraction required for evaluation purposes and oversight.

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

1) CONTRACT AWARD

The District intends to award multiple Indefinite Delivery – Indefinite Quantity (IDIQ) Contracts resulting from this Solicitation with payments based on Fixed Unit Price specified in Section B.5.

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 quotation 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 quotation shall constitute the formal contract. **Each quotation shall be submitted in a sealed envelope conspicuously marked: "Quotation in Response to Solicitation No. RM-14-RFQ-218-BY2-JCC".**

3) QUESTIONS TO THE SOLICITATION

Any and all questions pertaining to this RFQ shall be submitted in writing no later than ten (10) business 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) QUOTATION SUBMISSION

Quotation shall be submitted no later than 2:00 p.m. local time on Wednesday, June 4, 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) QUOTATIONS WITH OPTION YEARS

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

6) SIGNING OF QUOTATIONS

The Contractor shall sign the quotation 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.

Question No.	RFQ Section	Question
1	C.2.1	How many trainings do you potentially expect each contractor to do during the contract year?
DBH RESPONSE:		
The number of trainings depends on the number of trainings indicated in the Contractor's Price Schedule.		
2	B.5	Is there a specific range you are expecting for the unit price schedule?
DBH RESPONSE:		
There's no specific range for the unit price for the requested services. The Unit Price submitted is strictly a Business Decision to be made by the participating Vendor.		
3	C.1	The target audience is defined as parents, caregivers and non-mental health service providers. How will the participants be identified and reached out to for trainings?
DBH RESPONSE:		
DBH has developed a process for identifying participants which eliminates this being a responsibility of the Instructor.		
4		Are we, as the Contractor, expected to do the instructional part of the training, or do we need to organize them as well? Who is promoting and coordinating the logistics for each training (e.g. secure location, meeting supplies, A/V, food)?
DBH RESPONSE:		
The Instructors are only responsible for the activities listed in the Scope of Work of the Solicitation in Section C.2 and the Deliverables noted in Section F.3.1. Promotion and coordination of logistics are not indicated in those sections.		
5		We are continually adding staff throughout the year who are credentialed as MHFA instructors for the youth module. Can we add more instructors who are properly credentialed throughout the contract period?
DBH RESPONSE:		
The Contractor may add Credentialed Instructors upon written request made and approval given by DBH Director of Contracts and Procurement/Agency Chief Contracting Officer.		

6	I.8.A	We use staff and independent contractors as instructors for MHFA trainings. Our organization maintains the required insurance. RFQ says that "Contractor shall require all of its sub-contractors" to carry the same insurance..." If we are still managing the work, would this insurance requirement apply separately to our independent contractors (who would likely not have their own insurance), or are they covered our organization's policy?
DBH RESPONSE:		
The Subcontractors must maintain their own insurance required in Section I.8.		
7		What, if any, is the relationship between DC government and the National Council for Behavioral Health for this specific project?
DBH RESPONSE:		
DBH staff who are trained as Instructors in Youth Mental Health First Aid have access to the National Council database. Upon award of the Contract resulting from this Solicitation, the Vendor(s) receiving Contract Awards shall be required to provide permission to DBH to access each Instructor's account with the National Council so that data can be extracted for evaluation purposes and oversight.		
8		What is the expected lead time for any additional questions that will be submitted in writing?
DBH RESPONSE:		
Additional questions must be submitted in writing No Later Than Ten (10) Days prior to the closing date of the RFQ Solicitation.		
9		Can you say any information about the grant? If no, can you tell where can we find the information?
DBH RESPONSE:		
DBH shall not be providing any information about the associated Grant for this Solicitation.		
10	I.14	What constitute a complete contract?
DBH RESPONSE:		
Please refer to Section I.14.		
11	E	What happens if DBH or the Contractor is not satisfied with the contract?
DBH RESPONSE:		
If DBH is not satisfied with the Contractor's Performance or the Contractor failed to perform on this Contract, DBH shall issue written Notice of Default to Contractor as indicated in Section E.4. If Contractor is not satisfied with the Contract, the Contractor shall be liable for any costs arising from the Contractor's failure to be in compliance with the Terms and Conditions of the Contract within the prescribed Period of Performance.		
12	I.7	If we can not fulfill the Contract, can we subcontract?
DBH RESPONSE:		
The Contractor must ask written approval from the DBH Director of Contracts and Procurement/Agency Chief Contracting Officer prior to subcontracting.		

13		What are the signature pages of the Contract?
DBH RESPONSE:		
The Signature Pages of the Contract are Pages 2 and 5.		
14		How soon can we make the award?
DBH RESPONSE:		
DBH has the intention to be expeditious in awarding the Contract resulting from this Solicitation.		
15		How soon can the classes start?
DBH RESPONSE:		
DBH has the intention of Classes commencing once there is properly executed Contract.		
16	C.2.5	How are the DBH provided materials delivered to training site?
DBH RESPONSE:		
Please refer to Section C.2.5.		
17	G.7.1	If more trainings are needed during the Period of Performance of the Contract, how DBH will announce it?
DBH RESPONSE:		
DBH shall announce any changes in the Contract including changes in the number of trainings through a Bilateral Contract Modification.		
18		Who arrange for the training site?
DBH RESPONSE:		
The arrangement of Training Sites is not a requirement nor deliverable of this RFQ Solicitation.		
19		What equipment do we need to provide?
DBH RESPONSE:		
Equipment is not a requirement nor a deliverable of this RFQ Solicitation.		
20	C.3.3 and C.3.4	How do you want the Certification for facilitating the required number of trainings documented?
DBH RESPONSE:		
Documentation of Trainings is required to be provided as part of your submission to this RFQ. This can be accomplished by providing Copies of Flyers, Advertising the referenced Training, along with listing the Instructor, Sign in sheets with Instructor's name documented, National Council listings of Trainings completed with Instructor's name noted are all potential examples of documentation of trainings completed.		
21	C.2.1	How the days shall be broken up?
DBH RESPONSE:		
The Training shall either be conducted as a one 8 hour day or two 4 hour sessions.		

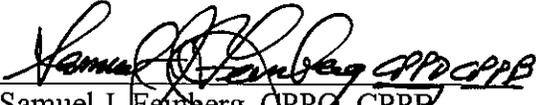
22		What if we are not available?
DBH RESPONSE: Training dates are developed for the convenience of the participants with alternative dates determined as often as possible.		
23		What is included in the narrative for pricing?
DBH RESPONSE: Budget Narrative supporting your Business Decision associated with Pricing must describe and explain how the Price Submission was derived in your organization. The narrative must justify your Price Submission to this solicitation.		
24		Give us an example or situation that requires assessment of liquidated damages?
DBH RESPONSE: DBH shall assess Liquidated Damages to a Contractor failing to respond timely to a Notice to Cure document issued by the Director of Contracts and Procurement/Agency Chief Contracting Officer. The Notice to Cure document shall be issued as stated in Section H.1.1 of this Solicitation.		

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-RFQ-218-BY2-JCC may be cause for rejection of any quote submitted in response to the subject RFQ.

Signed:


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

Amendment Number One (1) is hereby acknowledged and is considered a part of the proposal for Solicitation Number RM-14-RFQ-218-BY2-JCC.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Contractor