



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH
CONTRACTS AND PROCUREMENT ADMINISTRATION**

June 11, 2008

**MENTAL HEALTH SUPPORTED INDEPENDENT LIVING
REQUEST FOR PROPOSALS AMENDMENT NUMBER TWO (2)
RM-08-RFP-022-BY4-CPA**

TO ALL PROSPECTIVE OFFERORS:

This Amendment is in two parts.

PART I answers questions submitted by prospective Offerors.

PART II amends certain sections of the Request for Proposals (RFP).

THE CLOSING DATE AND TIME FOR THIS RFP HAS BEEN EXTENDED TO WEDNESDAY, JUNE 18, 2008 AT 2:00 PM.

PART I

Question No.	Section of RFP	Question
1	B.2	Does the \$15 maximum price apply only to the base year or to all 5 years? In other words, does the contract allow for rate increases for inflation?
DMH RESPONSE: The Offeror's proposed price, for the Base Year and for each of the Four One Year Option Years, cannot exceed \$15 per-Consumer-per-day for the services required by this Contract (excluding services that are reimbursable as covered by MHRs).		
Question No.	Section of RFP	Question
2	C.1.2.1	At which LOCUS score are Consumers approved for Supported Independent Living?
DMH RESPONSE: Supported Independent Living is intended for Consumers with a LOCUS score of Level Three. Consumers who, for example, have a LOCUS score of Level Two would be eligible for such placement if, in the opinion of DMH, there are other relevant facts that support the medical necessity of this level of care.		

Question No.	Section of RFP	Question
3	C.1.2.2	Are only those Consumers who are leaving the residential settings listed eligible for SIL?
<p>DMH RESPONSE: All Consumers who meet the eligibility requirements for placement in a Supported Independent Living facility are eligible to be placed in such a facility.</p>		
Question No.	Section of RFP	Question
4	C.7.1.8	What is to happen with the consumers currently in an SIL bed who are a level 1 or 2? There is a long waiting list for Home First 2 and housing choice. There is no place to move these people right away. All the current SIL people have applications in for subsidies, but there is a 2-3 year wait for them. Will they be grandfathered in until there is a subsidy for them to move? What if they like where they are and don't want to move? What is the incentive to get better if the Consumer will lose SIL services as a result?
<p>DMH RESPONSE: Section C.9.6.1.3(c), Appropriateness of Care, requires the Contractor, in collaboration with the CSA, to develop a Transition Plan that is jointly monitored monthly to ensure that the goal of moving Consumers toward independence is being actively pursued.</p>		
Question No.	Section of RFP	Question
5	C.8.1.3	When must a Contractor be an MHRS Provider In Good Standing in order to bid on a contract?"
<p>DMH RESPONSE: Offerors need to be DMH-certified MHRS providers in good standing at the time of proposal submission.</p>		
Question No.	Section of RFP	Question
6	C.9	SIL formerly covered landlord costs, repairs, insurance etc and thus subsidized the rent for the Consumer. How will these costs be covered under the new RFP?
<p>DMH RESPONSE: All services required by the Consumer's IRP and ISSP that are outlined in Section C.9 and are not reimbursable as covered by MHRS shall be provided as part of the Contractor's per-Consumer-per-day rate.</p>		

Question No.	Section of RFP	Question
7	C.9	What services specifically are to be provided as part of the rate <i>i.e.</i> services which are not billable under MHRS?
<p>DMH RESPONSE: Section C.9.4.1 of the RFP requires Contractors to ensure that each Consumer have a current IRP and an ISSP that details the need for a Supported Independent Living facility placement and the services that shall be provided. All services required by the Consumer’s IRP and ISSP that are outlined in Section C.9 and are not reimbursable as MHRS services shall be provided as part of the Contractor’s per-Consumer-per-day rate.</p>		
Question No.	Section of RFP	Question
8	C.9.1.1	Does the \$15/day include the cost of Independent Living housing facilities? What does “provide housing units” under C.9.1.1 mean?
<p>DMH RESPONSE: The agreed-upon per-Consumer-per-day rate for each Contractor is for contractual services required in Section C.9 that are not reimbursable MHRS services.</p>		
Question No.	Section of RFP	Question
9	C.9.1.2	It’s the contractor’s responsibility to “make facility repairs as needed in a timely manner?” What does this include?
<p>DMH RESPONSE: The standards for Supported Independent Living Facilities are outlined in Section 22 of Title 22A of the DCMR, cited in Section C.5 of the RFP. Sections C.8.1.9 and C.9.1.1 of the RFP require that the Contractor maintain compliance with all applicable laws and regulations, including but not limited to those specified in Section C.5. This includes making facility repairs in a timely manner such that Contractor maintains compliance with applicable regulations.</p>		
Question No.	Section of RFP	Question
10	B.2 and C.9.1.8	Under C.9.1.8 the Contractor is required to provide periodic one-to-one staffing. Is there any additional reimbursement for this? At no more than \$15 per day, there would only be an hour of one-on-one services to the Consumer. Is this enough for the Level Four people coming from institutions?
<p>DMH RESPONSE: Section C.9.1.8 of the RFP has been deleted.</p>		

Question No.	Section of RFP	Question
11	C.9.1.10	Please define “functional living skills training and support”
DMH RESPONSE: Section C.9.1.10 of the RFP has been deleted.		
Question No.	Section of RFP	Question
12	C.9.3	What is a skill building activity funded under SIL vs. a skill building activity funded under MHRS?
DMH RESPONSE: These references in Section C.9.3 have been deleted.		
Question No.	Section of RFP	Question
13	C.9.5.2	Under C.9.5.2 contractor is required to hold the unit for 30 days- what does this mean and will DMH pay for these days?
DMH RESPONSE: DMH shall pay the agreed-upon per-Consumer-per-day rate during this time.		
Question No.	Section of RFP	Question
14	C.9.5.2	Will DMH pay when a Consumer is in the hospital for more than 30 days?
DMH RESPONSE: Contractor shall notify DMH of the Consumer’s current level of care after thirty (30) days of being absent from the housing unit, along with supporting documentation, and an indication of the likelihood of the Consumer’s return within the next thirty (30) days. DMH shall then make a decision about whether it shall continue to pay for that Consumer’s slot in the Supported Independent Living facility.		
Question No.	Section of RFP	Question
15	C.9.5.2	What if DMH disapproves return and Consumer wins in L/T court?
DMH RESPONSE: DMH is governed by the provisions of the contract.		

Question No.	Section of RFP	Question
16	C.9.6.1.3(d)	What is the difference between SIL services and MHRS services?
<p>DMH RESPONSE: Section C.9.4.1 of the RFP requires Contractors to ensure that each Consumer have a current IRP and an ISSP that details the need for a Supported Independent Living facility placement and the services that shall be provided. All services required by the Consumer’s IRP and ISSP that are outlined in Section C.9 and are not reimbursable as MHRS services shall be provided as part of the Contractor’s per-Consumer-per-day rate.</p>		
Question No.	Section of RFP	Question
17	C.9.1.1 and C.9.6.1.4	There is no definition of an SIL facility. Does it mean a place we lease? What if the lease is in the consumer’s name?
<p>DMH RESPONSE: The standards for Supported Independent Living Facilities are outlined in Section 22 of Title 22A of the DCMR, cited in Section C.5 of the RFP. Sections C.8.1.9 and C.9.1.1 of the RFP require that the Contractor maintain compliance with all applicable laws and regulations, including but not limited to those specified in Section C.5.</p>		
Question No.	Section of RFP	Question
18	N/A	Will the DRSP program continue?
<p>DMH RESPONSE: The DRSP was consolidated with the Home First II program in 2006.</p>		
Question No.	Section of RFP	Question
19	C.9	What role will DMH play in ensuring that the Contractor gets the necessary response/support from the CSA if client is with a different CSA?
<p>DMH RESPONSE: A CSA can receive an infraction for failure to carry out responsibilities associated with certification.</p>		
Question No.	Section of RFP	Question
20	C.9	Since a placement in SIL is by nature transitory, what happens to the leases of Consumers when they leave a SIL housing unit?
<p>DMH RESPONSE: A lease is generally for one year then goes from month to month. Lease terms are governed under Landlord and Tenant regulations of the District of Columbia.</p>		

Question No.	Section of RFP	Question
21	C.9	If a Consumer transfers from one CSA to another CSA, will this require them to switch housing as well?
DMH RESPONSE: Consumers who transfer from one CSA to another CSA shall not have to change their housing.		
Question No.	Section of RFP	Question
22	C.9	If the provider is also a CSA will the client be re-assigned to their CSA?
DMH RESPONSE: DMH Consumers can exercise choice in the assignment of their CSA without loss of the Supported Independent Living placement.		
Question No.	Section of RFP	Question
23	C.9	Would the contractor be eligible to bill for any of the MHRS services if they are not the client's CSA?
DMH RESPONSE: In order to bill for MHRS, the Contractor must be a certified MHRS Provider. The Contractor needs to have an affiliation agreement as a Sub-Provider or Specialty Provider to bill MHRS for clients for whom they are not the CSA.		
Question No.	Section of RFP	Question
24	F.3.2	Monthly Report requires reporting by service type. Will DMH be providing a list of service types in a standardized format?
DMH RESPONSE: Upon award, DMH shall provide the format that all Contractors shall use to submit their monthly reports. Contractors shall be able to access the relevant service codes and unit information for each monthly report through eCura.		
Question No.	Section of RFP	Question
25	F.3.2	Monthly reporting is more frequent than current requirements, and reporting cycles for some of the categories of information differ from regulatory requirements (e.g. Timeframe for Transition to More Independent Living is currently 90 days for the IRP but monthly here.)
DMH RESPONSE: Contractors shall include all information specified in Section F.3.2, in a format to be supplied by DMH, on a monthly basis. Transitional planning is only one aspect of the IRP.		

Question No.	Section of RFP	Question
26	G.1.2	Will this be billed to local dollars? This will mean DMH will have fewer local dollars and the providers will need a lot more local dollars for the SIL services.
DMH RESPONSE: Local dollars shall be used to support this contracted service.		
Question No.	Section of RFP	Question
27	H.9	In the event contractor employees are being paid the current living wage, how will DMH address DC Council decisions to increase the living wage?
<p>DMH RESPONSE: Prospective Offerors shall carefully review all provisions of Section H.9 as well as the statutory provisions governing the Living Wage Act, as amended, reproduced below:</p> <p>§ 2-220.02. Definitions.</p> <p>For purposes of this subchapter, the term:</p> <p>(4) "Living wage" means an hourly wage rate of \$11.75 per hour, regardless of whether health care benefits are provided.</p> <p>§ 2-220.03. Living wage payment</p> <p>(a) All recipients of contracts or government assistance in the amount of \$100,000 or more shall pay their affiliated employees no less than the living wage. All subcontractors of recipients of these contracts that receive funds of \$15,000 or more shall pay their affiliated employees no less than the living wage; provided, that this receipt of funds is from the contract funds received by the recipient from the District government. All subcontractors of recipients of government assistance shall pay their affiliated employees the living wage if the subcontractor receives \$50,000 or more from a recipient; provided, that this receipt of funds is from government assistance received by the recipient from the District of Columbia.</p> <p>(b) The living wage shall be paid to employees of the District government commencing March 1, 2006; provided, that the wage of any such employee established under an existing collective bargaining agreement or by the recipients of a federal law or grant shall continue as long as that agreement, law, or grant remains in effect.</p> <p>As stated in Section H.9.4, the Department of Employment Services may adjust the living wage annually and the District's Office of Contracting and Procurement (OCP) shall publish the current living wage rate on its website at www.ocp.dc.gov. If the living wage is adjusted during the term of the contract, the Contractor shall be bound by the applicable wage rate as of the effective date of the adjustment, and the Contractor may be entitled to an equitable adjustment. Offerors are encouraged to check the Living Wage Act link on OCP's website prior to submitting proposals.</p>		

Question No.	Section of RFP	Question
28	Section J	Where can I obtain a copy of Attachments J.1 through J.3 and J.6 through J.9?
<p>DMH RESPONSE: Please e-mail Samuel J. Feinberg, CPPO, CPPB, Director, Contracts and Procurement/Agency Chief Contracting Officer at samuel.feinberg@dc.gov if you require an additional copy of any Attachment.</p>		
Question No.	Section of RFP	Question
29	Attachment J.4, 2d paragraph	An Attachment J.4, LOCUS Levels, it says, “. . . and negotiated reduced fees to reflect the lower intensity of required supervision, reduction in the number of required slots and the reduction in cost.” What does this mean?
<p>DMH RESPONSE: The language cited that begins with “and negotiated reduced fees” is intended to convey that different Residential Service categories and associated levels of care correspond to different levels of required supervision, required slots and costs.</p>		
Question No.	RFP Section	Question
30	Attachment J.4, 2d paragraph	Could you explain the reference to “Supported Independent Living (SIL) Plus?”
<p>DMH RESPONSE: This is an historical reference only. There is no current service by this name nor is there any intent to reintroduce this service.</p>		
Question No.	Section of RFP	Question
31	L.2.3.1	Does the 20 page limit for the Technical Proposal apply to resumes?
<p>DMH RESPONSE: The 20 page limit for Technical Proposals does not apply to resumes.</p>		
Question No.	Section of RFP	Question
32	L.2.3.1	Does the 20 page limit for Technical Proposals include the certifications and attachments, business licenses, <i>et al.</i> ?
<p>DMH RESPONSE: The 20 page limit for Technical Proposals does not apply to the certifications, business licenses or other attachments that Offerors are required to provide along with their Technical Proposals.</p>		

Question No.	Section of RFP	Question
33	N/A	Please provide copies of any amendments or addenda issued to date.
<p>DMH RESPONSE: Amendment One (1) was issued on Friday, May 30, 2008. If you need an additional copy of this Amendment, please e-mail Samuel J. Feinberg, CPPO, CPPB, Director, Contracts and Procurement/Agency Chief Contracting Officer at samuel.feinberg@dc.gov with your request.</p>		
Question No.	Section of RFP	Question
34	M.6.1	Please clarify this section.
<p>DMH RESPONSE: The Section has been deleted and replaced with a new Section M.6.</p>		

PART II

The above-referenced RFP is hereby amended as follows:

1. Section A, Solicitation, Offer and Award sheet, page 1 of the RFP, block 6 is deleted in its entirety and replaced with the following:

6. CLOSING DATE AND TIME:

WEDNESDAY, JUNE 18, 2008 at 2:00 PM

2. Section B.2 is deleted in its entirety and replaced with the following:

B.2 CONTRACT TYPE

The District contemplates the multiple award of Indefinite Delivery Indefinite Quantity (IDIQ) contracts resulting from this solicitation. DMH is planning on awarding up to \$2,523,975.00 per year to fund its current level of service, which supports 461 individuals living in provider-operated Supported Independent Living programs. The Offeror's proposed price, for the Base Year and for each of the Four One Year Option Years, cannot exceed \$15 per-Consumer-per-day for the services required by this contract (excluding services that are reimbursable MHRS services). The amount of each Contract awarded as a result of this solicitation shall depend on the availability of funds and the quality and number of Offers received. Award of options shall depend on the availability of funds, the Contractors' progress in meeting contract requirements, and timely submission of required data and reports. All Offerors are reminded that DMH

cannot guarantee that sufficient funds shall be appropriated to fund services in future years, since funding is dependent on approval by the Council of the District of Columbia.

3. Section C.1.2.2 is deleted in its entirety and replaced with the following:

C.1.2.2 Are, for example, leaving institutional settings such as inpatient psychiatric facilities, medical and rehabilitation facilities, jails and prisons, nursing homes, substance abuse and other residential treatment facilities, and homeless shelters;

4. Section C.7.1.3 is deleted in its entirety.

5. Section C.9.1.10 has been deleted in its entirety.

6. Section C.9.3 is deleted in its entirety and replaced with the following:

C.9.3 Contractor shall ensure that specialized services and supports that allow them to recover from their mental illness, while living independently are provided to Consumer within their homes by their CSA. MHRS shall be tracked and billed separately and distinctly from the Supported Independent Living services required under this contract.

7. The first sentence of Section F.3.2 is deleted in its entirety and replaced with the following:

F.3.2 The Monthly Status Report shall include the following information, in a format to be supplied by DMH prior to the commencement of services under the contract:

8. Section L.2.1 is deleted in its entirety and replaced with the following:

L.2.1 The Offeror shall submit one original and four (4) copies of its written proposals in two parts, entitled "Technical Proposal" and "Price Proposal." Proposals shall be typewritten in 12 point Times New Roman font on 8.5" by 11" bond paper, single-spaced and printed on only one side. Telephonic and facsimile proposals shall not be accepted. Each proposal shall be submitted in a sealed envelope (Technical Proposals in separate envelopes from Price Proposals) conspicuously marked "**Proposal in Response to Solicitation No. (insert solicitation number, title and name of Offeror)**".

9. Section L.2.3.1 is deleted in its entirety and replaced with the following:

L.2.3.1 The Technical Proposal shall be no more than 20 single-spaced pages. The District shall not consider any pages in excess of 20 pages to be a part of the Technical Proposal and shall not review or evaluate such pages. This page limitation does not apply to resumes of proposed staff. Contractor shall address the following:

10. Section L.2.3.2.6 is deleted in its entirety and replaced with the following:

L.2.3.2.6 Any document required by Section C.8 or Section L.19 of this solicitation, as well as the electronic copy of the proposal as required by Section L.13 of the solicitation.

11. Section L.17 is deleted in its entirety and replaced with the following:

L.17 **KEY PERSONNEL**

The Offeror shall identify proposed key personnel for each discipline required and outline their relevant experience, indicating the percentage of their total time to be dedicated to this project, and shall identify the Project Manager who shall lead the day-to-day activities of the project and outline his/her relevant experience (introductory narrative plus 1 page (maximum) resumes of key personnel only are encouraged) Resumes are not counted toward the 20 page limit applicable to technical proposals.

12. Section L.3.1 is deleted in its entirety and replaced with the following:

L.3.1 Proposal Submission

L.3.1.1 Proposals must be submitted by the Offeror no later than 2:00 pm local time on June 18, 2008 to the following address **AND CLEARLY MARKED AS A PROPOSAL IN RESPONSE TO THIS SOLICITATION AND THE SOLICITATION NUMBER:**

Government of the District of Columbia
Department of Mental Health
Contracts and Procurement Administration
64 New York Avenue, N.E. - 4th floor
Washington, DC 20002
Attn: Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement/Agency Chief Contracting Officer

L.3.1.2 Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- (a) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;
- (b) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or
- (c) The proposal is the only proposal received.

13. Section L.21 is deleted in its entirety and replaced with the following:

L.21 STANDARDS OF RESPONSIBILITY

L.21.1 The Offeror shall demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements by providing documentation described below within five (5) days of request by the District:

L.21.1.1 Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract;

L.21.1.2 Evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

L.21.1.3 Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them;

L.21.1.4 Evidence of compliance with the applicable District licensing, tax laws and regulations;

L.21.1.5 Evidence of a satisfactory performance record, record of integrity and business ethics;

L.21.1.6 Evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them;

L.21.1.7 Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

L.21.2 If the Offeror fails to provide the information requested, the Contracting Officer shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the Offeror to be non-responsible.

L.21.3 **Offeror must be a DMH-certified MHRS Provider In Good Standing at time of proposal submission in order to be eligible to submit a proposal and be considered for a contract award resulting from this solicitation.**

14. Section M.3.3.2.2(c) is deleted in its entirety and replaced with the following:

M.3.3.2.2(c) Offeror accommodates Consumers with special needs (language, sight, mobility)

15. Section M.6.1 is deleted in its entirety and replaced with the following:

M.6 PREFERENCES

M.6.1 PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005”, D.C. Official Code §2-218.01 *et seq.* (the Act), the District shall apply preferences in evaluating proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

M.6.2 For evaluation purposes, the allowable preferences under the Act for this procurement shall be applicable to prime contractors as follows:

M.6.2.1 Any Prime Contractor that is a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable, will receive the addition of three (3) points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to this RFP.

M.6.2.2 Any Prime Contractor that is a resident-owned business (ROB) certified by the SLBOC or the DSLBD, as applicable, will receive the addition of five (5) points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to this RFP.

M.6.2.3 Any Prime Contractor that is a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable, will receive the addition of ten (10) points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to this RFP.

M.6.2.4 Any Prime Contractor that is a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable, will receive the addition of two (2) points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to this RFP.

M.6.2.5 Any Prime Contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by the SLBOC or the DSLBD, as applicable, will receive the addition of two (2) points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to this RFP.

M.6.2.6 Any Prime Contractor that is a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable, will receive the addition of two (2) points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to this RFP.

M.6.3 MAXIMUM PREFERENCE AWARDED

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to this RFP. There will be no preference awarded for subcontracting by the Prime Contractor with certified business enterprises..

M.6.4 PREFERENCES FOR CERTIFIED JOINT VENTURES

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a Prime Contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

M.6.5 VENDOR SUBMISSION FOR PREFERENCES

M.6.5.1 Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its proposal, the following documentation, as applicable to the preference being sought:

- 1) Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or
- 2) Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

M.6.5.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

M.6.5.3 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

16. A new Section M.7 is added as follows:

M.7 An Offeror can receive a maximum of 112 points (100 maximum points for the Technical, Price and Past Performance Evaluations, and up to 12 additional points for allowable preferences as outlined in Section M.6.)

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

Only one copy of this amendment is being sent to potential 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 proposals. Proposals shall be mailed or delivered in accordance with the instructions provided in the original RFP. In the event your proposal has been previously deposited with the Department of Mental Health, Contracts and Procurement Administration (DMH/CPA), submit this signed Amendment in a sealed envelope, identified on the outside by the RFP number and submission date. This signed Amendment must be received by the DMH/CPA no later than the date and time for closing.

Failure to acknowledge receipt of Amendment Two (2) for Solicitation Number **RM-08-RFP-022-BY4-CPA** may be cause for rejection of any proposal submitted in response to the subject RFP.

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 proposal for Solicitation Number **RM-08-RFP-022-BY4-CPA**.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror