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**DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH  
CONTRACTS AND PROCUREMENT SERVICES**

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August 28, 2015

**REQUEST FOR QUOTATION AMENDMENT NUMBER TWO (2) FOR:**

**SOLICITATION NUMBER RM-15-RFQ-161-BY4-MTD  
GRANT SUPPORT SERVICES – INDEPENDENT TECHNICAL REVIEWERS**

**TO ALL PROSPECTIVE BIDDERS:**

**THE CLOSING DATE HAS BEEN EXTENDED AS FOLLOWS:**

**THE NEW CLOSING DATE AND TIME SHALL BE WEDNESDAY, SEPTEMBER 2,  
2015 AT 2:00 PM EST.**

Question No.	RFQ Section	Question
1	Section C	<b>Please send a copy of the Consensus Service Area Award Recommendation and Acknowledgment Form which is mentioned in the Request for Application (RFA)</b>
<b>DBH Response:</b> DBH shall provide the successful Bidder resulting from the Solicitation any necessary documents/templates for the performance of the Contract. The template may vary slightly per RFA which is dependent upon the RFA content and the number of applications received. (Reference Solicitation section C.4)		
2		<b>What is the estimated Funding Availability for the Block Grants per year for the anticipated contract period?</b>
<b>DBH Response:</b> The information requested is not available.		
3		<b>What is the estimated average award per Grantee for each Block Grant for the anticipated contract period?</b>
<b>DBH Response:</b> The information requested is not available.  <b>Funding Award Availability</b> information shall be available for Applicants responding to a RFA. The applicant's submission shall be reviewed during the performance of the Contract to support an Agency Grant Award action.		
4		<b>What was the actual funding for each of the Block Grants for the past 5 years?</b>
<b>DBH Response:</b> The information requested is not available.		
5		<b>What was the actual average award per Grantee for each Block Grant?</b>

<b>DBH Response:</b> The information requested is not available.		
<b>Question No.</b>	<b>RFQ Section</b>	<b>Question</b>
<b>6</b>	<b>B</b>	<b>How to Calculate the CLIN -005 - Administrative Fee which is listed on the Amendment Number One (1) Attachment A Schedule B Pricing Schedules.</b>
<p><b>DBH Response:</b> The Section B, Pricing Schedule require allow for the Administrative Fee percentage amount to be supplied by a Prospective Bidder which is based upon the Bidder making a business decision to determine the fee they agree to charge the District per each assigned DBH Request For Application (RFA). <b>The Prospective Bidder when calculating each “Total Contract Amount” for the Base Year and each Option Year shall enter the sum of CLINs 001 through 004 Extended Price. Do not calculate the percentage in the Total Contract Amount entry line.</b></p> <p>The Bidder’s Total Contract Amount Price shall be evaluated on the Total Contract Amount multiplied by the Administrative Fee Percentage for the Base Year and each Option Year. A sample is provided per the Solicitation Attachment A – Amendment Number 2)</p>		
<b>7</b>		<b>Did a contractor provide similar services for the current fiscal year? If yes, can you provide the name and contact information?</b>
<b>DBH Response:</b> The information requested is not available.		
<b>8</b>		<b>What is the average length (number of pages) of a sub-grant application?</b>
<b>DBH Response:</b> The information requested is not available. The RFA criteria and submission instructions varies.		
<b>9</b>		<b>What is the average quantity of applications received in response to a request for application?</b>
<p><b>DBH Response:</b> The information requested is not available as DBH is unable to determine the number of interested and/or eligible Applicants per each RFA to be assigned to the successful Bidder. Some applicants during the performance of services may be initially reviewed yet may not reach the scoring phase due to incomplete or insufficient submissions.</p>		

**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 Bids. Bids shall be 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, identified on the outside by the RFQ number and submission date or sent electronically to [Margaret.Desper@dc.gov](mailto:Margaret.Desper@dc.gov) . This signed Amendment must be included with your submission in response to this RFQ.

Failure to acknowledge receipt of Amendment Two (2) for Solicitation Number **RM-15-RFQ-161-BY4-MTD** may be cause for rejection of any quote submitted in response to the subject RFQ.

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 Bid for Solicitation Number **RM-15-RFQ-161-BY4-MTD**.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Print or Type Name of Offeror

**ATTACHMENT A – SAMPLE ONLY**

**SCHEDULE B – PRICING SCHEDULE**

**B.5.1 BASE YEAR PRICING –**

<b>Contract Line Item Number (CLIN)</b>	<b>SERVICES/GOODS</b>	<b>Maximum Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Price</b>
	DBH has a need for an experienced Contractor to provide Independent Technical Reviewer services for Agency Grant Program Activities described in Section C.				
	<b>Description of Services</b>				
<b>001</b>	<b>Independent Panel Reviewer #1</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	70	EACH  Per Application	\$10.00	<b>\$700.00</b>
<b>002</b>	<b>Independent Panel Reviewer #2</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	70	EACH  Per Application	\$10.00	<b>\$700.00</b>
<b>003</b>	<b>Independent Panel Reviewer #3</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	70	EACH  Per Application	\$10.00	<b>\$700.00</b>
<b>004</b>	<b>Chairperson</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA). Chairperson also provides oversight of Panel Reviewer Activities and act as the Liaison between DBH for the transfer of final documents, reports and data	70	EACH  Per Application	\$15.00	<b>\$1,050.00</b>
<b>005</b>	<b>Administrative Fee</b> Fee Ceiling Amount Shall Not Exceed 17.50 percent (%) of the value of payments released to Review Panel Members per Agency Released RFA			% <u>12</u>	
<b>TOTAL CONTRACT AMOUNT BASE YEAR</b>				\$	<u>3,150.00</u>

**AMENDMENT NUMBER TWO (2) SAMPLE**