



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

**REQUEST FOR QUOTATIONS (RFQ)**

**RM-15-RFQ-161-BY4-MTD Grant Management Support Services – Independent Technical Reviewers**

The Department of Behavioral Health (DBH) is seeking a Contractor to provide Independent Technical Reviewers to support Grant Management Activities.

Opening Date: August 18, 2015

Closing Date: August 26, 2015

Closing Time: 2:00 P.M. EST

To obtain a hard copy of the Request for Quotation (RFQ) please contact Margaret Desper, Contract Specialist, at:

**D.C. Department of Behavioral Health** | Contracts and Procurement Services  
64 New York Avenue NE – 2<sup>nd</sup> Floor 200, Washington DC 20002  
Telephone: 202.671-4082

Or visit our website [www.dbh.dc.gov](http://www.dbh.dc.gov) – “Opportunities” then select “Contract Opportunities” to obtain a soft copy. Any and all questions pertaining to this Solicitation must be submitted in **writing No Later Than, Monday, August 24, 2015 at 5:00PM EST** to:

Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer  
Department of Behavioral Health  
Contracts and Procurement Services  
64 New York Avenue, NE Suite 200  
Washington, DC 20002  
[Samuel.feinberg@dc.gov](mailto:Samuel.feinberg@dc.gov)

**Grant Management Support Services –  
Independent Technical Reviewers**

**RM-15-RFQ-161-BY4-MTD**

**DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)  
SOLICITATION, OFFER AND AWARD**

**SECTION A**

1. ISSUED BY/ADDRESS OFFER TO:  <b>DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH CONTRACTS AND PROCUREMENT SERVICES 64 NEW YORK AVENUE NE 2<sup>ND</sup> FLOOR WASHINGTON, DC 20002</b>	2. PAGE OF PAGES: <b>1 OF 43</b>
	3. CONTRACT NAME & NUMBER: <b>Grant Management Support Services – Independent Technical Reviewers</b>
	4. SOLICITATION NUMBER: <b>RM-15-RFQ-161-BY4-MTD</b>
	5. DATE ISSUED: <b>August 18, 2015</b>
	6. OPENING/CLOSING TIME: <b>August 18, 2015/ Wednesday, August 26, 2015 @ 2:00pm EST</b>

7. TYPE OF SOLICITATION: <b>[X] REQUEST FOR QUOTATION (RFQ)</b>	8. DISCOUNT FOR PROMPT PAYMENT:
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**NOTE: IN SEALED BID SOLICITATION “OFFER AND THE CONTRACTOR” MEANS “BID AND BIDDER”**

10. INFORMATION CALL	NAME: Samuel J. Feinberg, CPPO, CPPB Agency Chief Contracting Officer	TELEPHONE NUMBER: <b>202-671-3188</b>	B. E-MAIL ADDRESS: <a href="mailto:Samuel.Feinberg@dc.gov">Samuel.Feinberg@dc.gov</a>
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**OFFER (TO BE COMPLETED BY THE CONTRACTOR)**

12. In compliance with the above, the undersigned agrees, if the offer is accepted within 17\_calendar days (unless a different period is inserted by the Contractor) from the date for receipt of offers specified above, that with respect to all terms and conditions by the DBH under “AWARD” below, this offer and the provisions of the RFQ/RFP/IFB shall constitute a Formal Contract. All offers are subject to the terms and conditions contained in the solicitation.

13. ACKNOWLEDGEMENT OF AMENDMENTS (The Contractor acknowledge receipt of amendments to the SOLICITATION for The Contractors and related documents numbered and dated):	AMENDMENT NO:		DATE:
14. NAME AND ADDRESS OF THE CONTRACTOR:	15. NAME AND TITLE OF PERSONAL AUTHORIZED TO SIGN OFFER: (TYPE OR PRINT)		
14A. TELEPHONE NUMBER:	15A. SIGNATURE:		15B. OFFER DATE:
AREA CODE:	NUMBER:	EXT:	

**AWARD (To be completed by the DBH)**

16. ACCEPTED AS TO THE FOLLOWING ITEMS:	17. AWARD AMOUNT:	
18. NAME OF CONTRACTING OFFICER: (TYPE OR PRINT) <b>Samuel J. Feinberg, CPPO, CPPB Director, Contracts and Procurement Agency Chief Contracting Officer</b>	19. CONTRACTING OFFICER SIGNATURE:	20. AWARD DATE:

**PART 1 – THE SCHEDULE  
SECTION B**

**SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST**

**B.1 PURPOSE OF CONTRACT**

The District of Columbia, Department of Behavioral Health (DBH) is seeking an experienced and qualified Contractor to provide Grant Management Support Services by supplying Independent Technical Panel Members to perform Independent Technical Reviews of Applications in response to DBH issued Request for Applications (RFAs). These services also shall support DBH in maintaining compliance with Federal and/or District Grant Funding requirements along with providing transparency and accountability.

**B.2** The District contemplates award of a Firm Fixed Price Contract resulting from this Solicitation in accordance with 27 DCMR, Chapter 24

**B.3. INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR QUOTATION (RFQ)**

Response to this Request for Quotation Solicitation resulting in a Firm Fixed Unit Price Contract requires completion of the Section A (page 1) and the Schedule B Pricing Sheet (pages 3-7); completion of **all** required Compliance Documents (Tax Certification Affidavit, Bidder/Offeror Certification and the Equal Employment Opportunity Documents) along with a copy of a non-expired in Good Standing D.C General Business or Professional License. Please return all completed documents and attachments to the following Contract Specialist:

Margaret T. Desper, CPPB  
Department of Behavioral Health  
Contracts and Procurement Services  
64 New York Avenue, NE — 2<sup>nd</sup> Floor  
Washington, DC 20002  
**Or Electronically to [Margaret.Desper@dc.gov](mailto:Margaret.Desper@dc.gov)**

**B.4** A Bidder responding to this Solicitation which is required to subcontract shall be required to submit with its proposal, any subcontracting plan required by law. Proposals/Bids responding to this RFQ may be rejected if the Bidder fails to submit a subcontracting plan that is required by law. **For Contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with Section H.** A Subcontracting Plan form is available at <http://ocp.dc.gov> , click on “Required Solicitation Documents”.

**B.4 ORDERING PROCEDURES**

The items ordered under this Contract resulting from this Solicitation are covered under the Schedule B list of items in this Section. All orders against this Contract are subject to the Terms and Conditions specified and for the period stated.

**B.5 Schedule B – PRICING SHEET**

The Period of Performance (POP) under this Contract resulting from this Solicitation shall be for a Base Year from Date of Award with Four (4) One Year Options. The Price Sheet must be priced at unit level provided and must include cost per unit and extended cost. **There shall be no alterations to the Schedule B Price Sheet.**

Grant Management Support Services –  
 Independent Technical Reviewers  
**SCHEDULE B – PRICING SCHEDULE**

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**B.5.1 BASE YEAR PRICING –**

Contract Line Item Number (CLIN)	SERVICES/GOODS	Est. Quantity	Unit	Unit Price	Extended Price
	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)	30	EACH  Per Application	\$	\$
<b>002</b>	<b>Independent Panel Reviewer #2</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>003</b>	<b>Independent Panel Reviewer #3</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<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	30	EACH  Per Application	\$	\$
<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			% _____	
	<b>TOTAL CONTRACT AMOUNT BASE YEAR</b>			\$ _____	

\_\_\_\_\_  
 Signature of Authorized Personnel

\_\_\_\_\_  
 Print Name of Business/Organization

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name of Authorized Personnel

\_\_\_\_\_  
 Title

Grant Management Support Services –  
 Independent Technical Reviewers  
**SCHEDULE B – PRICING SCHEDULE**

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**B.5.2 OPTION YEAR ONE (1) PRICING –**

Contract Line Item Number (CLIN)	SERVICES/GOODS	Est. Quantity	Unit	Unit Price	Extended Price
	DBH has a need for an experienced Contractor to provide Independent Technical Reviewer services for Agency Grant Program Activities described in Section C.				
	<b><u>Description of Services</u></b>				
<b>1001</b>	<b>Independent Panel Reviewer #1</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>1002</b>	<b>Independent Panel Reviewer #2</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>1003</b>	<b>Independent Panel Reviewer #3</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>1004</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	30	EACH  Per Application	\$	\$
<b>1005</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				
	<b>TOTAL CONTRACT AMOUNT OPTION YEAR ONE (1)</b>			\$ _____	

\_\_\_\_\_  
Signature of Authorized Personnel

\_\_\_\_\_  
Print Name of Business/Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Personnel

\_\_\_\_\_  
Title

Grant Management Support Services –  
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**B.5.3 OPTION YEAR TWO (2) PRICING –**

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Contract Line Item Number (CLIN)	SERVICES/GOODS	Est. Quantity	Unit	Unit Price	Extended Price
	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>2001</b>	<b>Independent Panel Reviewer #1</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>2002</b>	<b>Independent Panel Reviewer #2</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>2003</b>	<b>Independent Panel Reviewer #3</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>2004</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	30	EACH  Per Application	\$	\$
<b>2005</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				_____ %
	<b>TOTAL CONTRACT AMOUNT OPTION YEAR TWO (2)</b>			\$ _____	

\_\_\_\_\_  
 Signature of Authorized Personnel

\_\_\_\_\_  
 Print Name of Business/Organization

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name of Authorized Personnel

\_\_\_\_\_  
 Title

**B.5.4 OPTION YEAR THREE (3) PRICING –**

Contract Line Item Number (CLIN)	SERVICES/GOODS	Est. Quantity	Unit	Unit Price	Extended Price
	DBH has a need for an experienced Contractor to provide Independent Technical Reviewer services for Agency Grant Program Activities described in Section C.				
	<b><u>Description of Services</u></b>				
<b>3001</b>	<b>Independent Panel Reviewer #1</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>3002</b>	<b>Independent Panel Reviewer #2</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>3003</b>	<b>Independent Panel Reviewer #3</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>3004</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	30	EACH  Per Application	\$	\$
<b>3005</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				_____ %
	<b>TOTAL CONTRACT AMOUNT OPTION YEAR THREE (3)</b>			\$ _____	

\_\_\_\_\_  
Signature of Authorized Personnel

\_\_\_\_\_  
Print Name of Business/Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Personnel

\_\_\_\_\_  
Title

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**B.5.5 OPTION YEAR FOUR (4) PRICING –**

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Contract Line Item Number (CLIN)	SERVICES/GOODS	Est. Quantity	Unit	Unit Price	Extended Price
	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>4001</b>	<b>Independent Panel Reviewer #1</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>4002</b>	<b>Independent Panel Reviewer #2</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>4003</b>	<b>Independent Panel Reviewer #3</b> Services per Each Application Reviewed in response to DBH issued Request for Application (RFA)	30	EACH  Per Application	\$	\$
<b>4004</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	30	EACH  Per Application	\$	\$
<b>4005</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				_____ %
<b>TOTAL CONTRACT AMOUNT OPTION YEAR FOUR (4)</b>				\$	_____

\_\_\_\_\_  
 Signature of Authorized Personnel

\_\_\_\_\_  
 Print Name of Business/Organization

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name of Authorized Personnel

\_\_\_\_\_  
 Title

\*\*\*END OF SECTION B\*\*\*

**PART 1 – THE SCHEDULE**

**SECTION C**

**DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

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## **SECTION C: BACKGROUND, SCOPE OF WORK AND REQUIREMENTS**

### **C.1 BACKGROUND**

**C.1.1** The Department of Behavioral Health (DBH) provides substance abuse and mental health services and supports to eligible adults, children and their families for the prevention, intervention, treatment and recovery of mental health and substance use disorders.

DBH is a District of Columbia Public Health Agency and is eligible to receive funding from multiple federal and District of Columbia Grant awards which requires that the community, in part, is the benefactor of sub-recipient grant funding to provide substance abuse prevention and behavioral health awareness services. DBH may issue multiple Requests for Applications (RFAs) annually to transfer funding to support the Agency’s mission. DBH projects up to ten (10) RFAs to be released annually requiring Contractor Services resulting from the Solicitation. Currently DBH has obtained Federal awards that shall require an Independent Technical Review Panel recommendation prior to making grantee awards. The current RFA Projects shall support the following:

- 1) Strategic Prevention Framework Partnership for Success (SPF PFS) High Need Communities Grant
- 2) Substance Abuse Prevention and Treatment Block Grant (SAPT BG) DC Prevention Center (DCPC) Grant
- 3) Substance Abuse Prevention and Treatment Block Grant (SAPT BG) SYNAR Program Grant
- 4) Mental Health Block Grant (MHBG)

### **C.2 SCOPE OF WORK – GENERAL REQUIREMENTS**

**C.2.1** The Contractor shall provide all labor, supervision, materials and supplies necessary to meet the requirements as described in Section C. The Contractor shall have the financial capacity, licensure to operate and perform services in the District from the Department of Consumer and Regulatory Affairs (DCRA), expertise in Grant Management Support. The Contractor shall provide DBH RFA Grant Funding Support Services through obtaining, retaining and documenting Technical Reviewer Panel activities performed under the Contract resulting from this Solicitation. In addition, the Services shall allow DBH to meet, maintain and track Grant Funding Review Processes and Pre-Award activities.

### **C.3 SCOPE OF WORK –SPECIFIC REQUIREMENTS**

**C.3.1** Contractor shall facilitate a group of External Technical Grant Application Reviewers which shall make up the Technical Reviewer Panel. The activities for the performance of this Contract shall consists of, but is not limited to:

- a) Convening meetings to provide guidance and instruction;
- b) Oversight and responsibility for having Review Panelist sign official DBH forms;
- c) Conducting consensus and recommendation session(s)
- d) Ensuring Technical Panel Reviewers attend a DBH Review Panel Orientation located at a DBH owned or operated facility which shall cover; establishing review location and

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meeting time(s); establishing a reviewer identity coding system and assigning each External Technical Reviewer a specific ID to be used when scoring applications; ensuring that Review Panelist understands the review process and are provided RFA and review tools to complete service and all other External Grant Review related matters to successfully and competently complete the requirements under this Contract resulting from this Solicitation

- C.3.2 Contractor shall recruit and hire, with DBH approval, a minimum of three (3) external Technical Reviewers to review applications per each RFA. The maximum number DBH shall request is five (5) Technical Reviewers which shall be approved in writing by the COTR and a DBH executed Contract Modification.
- C.3.3 Contractor shall provide tax documents to each Technical Reviewer reflecting income earned for services rendered
- C.3.4 Contractor shall make payment by check to Technical Reviewers within thirty (30) days after completion of the Review process for an assigned RFA upon and receipt of Technical Review Panelist's personal invoice
- C.3.5 Contractor shall not pay Technical Reviewers (Panelist) parking, meals, transportation, commuting or other expenses as they are not reimbursable
- C.3.6 Contractor's Technical Reviewers shall tabulate the Technical Review Forms (TRF) and prepare a Panel Review Tabulation Sheet for each assigned RFA response;
- C.3.7 Contractor shall prepare the Consensus Service Area Award Recommendation and Acknowledgment Form for the scoring of each assigned application
- C.3.8 Contractor is responsible for obtaining External Grant Reviewer's signature and date on the consensus and other review related documents;
- C.3.9 Contractor shall keep separate records for each RFA reviewed
- C.3.10 Contractor shall consistently apply the same standards for reviewing RFA response applications unless approved in writing by the DBH assigned COTR Lynne Saffell and requires the same time and effort.
- C.3.11 Contractor shall prepare and submit to DBH a notebook to include, but not limited to the following tabbed sections for each RFA reviewed:
  - a) Copy of the RFA; Activity Report; Master Score Sheet (includes the individual Technical Review and Comment Forms)
  - b) External Grant Reviewer's Résumés
  - c) Application Scoring Packaged per Technical Reviewers assigned applications (includes each Reviewer's signed and dated TRF for each applicant)
  - d) Consensus Award/Tabulation Forms
  - e) Signed and Dated Reviewer Forms (Conflict of Interest Policy and Affidavit, State and Pledge of Confidentiality and Contractor's Confidentiality Agreement, if applicable);

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- f) Contractor’s Technical Reviewer Invoice and Invoice Activity Report
- g) Copy of the Individual Technical Reviewer’s Personal Invoice; Copy of Reconciled Checks for Panel Reviewers’ Services

- C.3.12 Contractor shall submit an invoice for Services as described in Section C in accordance with the Section B Pricing Schedule at the conclusion of each RFA review process
- C.3.13 Contractor may request an administrative fee no greater than seventeen and one-half percent (17.50%) of the value of Total of the Technical Reviewer Payments for each RFA
- C.3.14 The Contractor shall attend a Kick-Off Meeting within Three (3) to Five (5) business days of the Date of the Contract Award. DBH shall provide RFA Project timelines, guidelines and meeting space scheduling logistics during the Kick Off Meeting.
- C.3.15 The RFA Orientation Meeting with Technical Panel Reviewers in attendance shall occur within Five (5) to Seven (7) Business Days following the initial DBH/Contractor Kick Off Meeting at a DBH site.
- C.3.15.1 Contractor shall initiate Technical Panel Reviewer Services with the DBH Approved Technical Reviewers after the Orientation Meeting.
  - C.3.15.2 Contractor shall ensure that the Technical Panel Reviewer Orientation shall occur within Three (3) to Five (5) Business Days of the RFA Application Closing Date/Time for future DBH Released RFAs when assigned.
- C.3.16 Contractor shall be notified by DBH no later than fifteen (15) days prior to the RFA closing date in writing with the number of Independent Reviewers required. Contractor shall provide the COTR, a detailed work plan No Later Than (NLT) Three (3) Business after the RFA closing date/time (Format to be determined)
- C.3.17 The Contracting Officer Technical Representative (COTR) shall receive all Contractor reports, schedules and coordinate communications between the DBH and Contractor for services to be performed under the Contract resulting from this Solicitation. The Contractor shall contact the COTR at the following:

**Lynne Saffell, Program Monitor**  
**DBH/Office of Fiscal Services (OFS)**  
**64 New York Avenue, NE**  
**Washington, DC 20002**  
**Office: (202) 727-8500 (office)**  
**Email: [Lynne.saffell@dc.gov](mailto:Lynne.saffell@dc.gov)**

- C.3.18 Contractor and Contractor’s deployed Technical Panel Reviewers Staff performing onsite services shall be required to comply with facility security check point requirements which includes but not limited to Federal and/or State Issued Photo Identification verification. Contractor and deployed Technical Panel Reviewers shall immediately leave the premises after the completion of on-site work or meetings

C.3.19 The following documents are applicable to this Solicitation and are incorporated by this reference.

Service Delivery Reference	Document Location
SYNAR Amendment and Program	<a href="http://www.samhsa.gov/synar/about">http://www.samhsa.gov/synar/about</a>
District of Columbia laws and regulations governing Substance Use Disorders and Mental Health Grants 22A DCMR Chapter 44	DC Municipal Regulations Title 22A: Chapter 22-A44 Mental Health Grants <a href="http://www.dcregs.dc.gov/">http://www.dcregs.dc.gov/</a>
City-Wide Grants Manual and Source Book	<a href="http://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook">http://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook</a>
Substance Abuse and Mental Health Services Administration (SAMHSA) Block Grants General Information	<a href="http://www.samhsa.gov/grants/block-grants">http://www.samhsa.gov/grants/block-grants</a>
District of Columbia laws and regulations governing Pre Award Process for Subgranting to Private Organizations 1 DCMR Chapter 50 Section 5002	DC Municipal Regulations Title 1: Chapter 1-50 Section 1-5002 Pre Award Process for Subgranting to Private Organizations  <a href="http://www.dcregs.dc.gov/Gateway/FinalAdoptionHome.aspx?RuleVersionID=1122113">http://www.dcregs.dc.gov/Gateway/FinalAdoptionHome.aspx?RuleVersionID=1122113</a>

**C.3.19 DELIVERABLES**

List No.	Deliverables	Format/Method	Due Date
1	Payment to Review Panel Members	Check	Within 10 days of Request by COTR
2	Keep Record of All Payments/Disbursements for Panel Reviewers	DBH COTR to Provide Template/Format with Instructions	Daily
3	Quarterly Reports	COTR to Provide Template and/or Report Module Information	Every Three (3) Months from Date of Award
4	Annual Report for RFAs Reviewed	TBD	TBD
5	Invoice	In Accordance with Section G.	Monthly from Date of Award
6	Technical Panel Reviewers Final Report  Includes but not limited to: a) Conflict of Interest Statements b) Non-Disclosure	1) COTR to Provide Templates and Instructions during the initial kick off meeting (hard copy/soft copy)  2) Tabbed Hard Copy	Within 5- 7 Business Days after Assigned RFA Review is Complete

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<b>List No.</b>	<b>Deliverables</b>	<b>Format/Method</b>	<b>Due Date</b>
	Statement c) Confidentiality Statement d) Panel Reviewer Individual Report	Notebook and a Soft copy CD or PDF File.	
7	Chain of Custody Report	DBH Template to Be Provided by COTR in Soft/Hard Copy to be included with the Final Report Notebook Submission	Within 5- 7 Business Days after Assigned RFA Review is Complete
8	Chairperson Report/Recommendation of Award Analysis	DBH Template to Be Provided by COTR in Soft/Hard Copy	Within 7- 10 Business Days after Each Assigned RFA
9	Panel Reviewer Resume`s	a) Soft Copy for DBH Approval of Reviewer  b) Hard Copy included with RFA Chairperson Report Summary Package included with each RFA final report	Within 7 Days of Contract Award

**C.4 DISTRICT RESPONSIBILITIES:**

C.4.1 The Department of Behavioral Health (DBH) shall:

- a) Supply the Contractor with a project schedule detailing the projects required and time tables for milestone dates.
- b) The schedule for providing services shall be established as part of an initial meeting for each project prior to commencement.
- c) Provide the Contractor with Agency and/or Client generated data, reports and Grant Program documentation which are not available as public records. DBH may also approve data sources which the Contractor shall gather information for the performance of services under the Contract resulting from this Solicitation.
- d) Provide the Contractor templates and Forms to be used during the performance of services

**C.5 CONTRACTOR’S RESPONSIBILITIES**

C.5.1 Contractor is responsible for having and demonstrating an understanding of the work to be performed along with proposed services including a work plan, methodology, experience, skills and qualified staff.

C.5.2 Contractor shall have the necessary financial, technical and technological resources to obtain Technical Panel Reviewers with skills applicable to review RFAs which fall under one or more Core

Disciplines. (Reference Exhibit A). DC Government Employees shall not be hired to perform services.

- C.5.3 Contractor shall maintain documents that each person deployed possesses the requisite training, qualifications and competence to perform the duties to which they are assigned.
- C.5.4 Contractor shall ensure deployed persons assigned to DBH RFAs shall abide by the rules and regulations governing the entry/exit to and from DBH facilities and assure security of all information within their control.
- C.5.5 **Smoke-Free Facilities** – DBH owned and operated facilities are Smoke-Free. It shall be the Contractor's responsibility to ensure that deployed persons comply with the DBH's smoke-free policy.

**C.6 GENERAL STANDARDS OF RESPONSIBILITY**

- C.6.1 The Contractor shall demonstrate to the satisfaction of the District the capability in all respects to perform fully the Contract requirements, therefore, the Contractor shall submit the documentation listed below, within Five (5) days of the request by the District.
- a) Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the Contract upon request by the Director of Contracts and Procurement/Agency Chief Contracting Officer (Director/ACCO).
  - b) Furnish 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
  - c) Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
  - d) Furnish evidence of compliance with the applicable District Licensing, Tax Laws and Regulations.
  - e) Furnish evidence of a satisfactory performance record, record of integrity and business ethics.
  - f) Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.

If the Contractor fails to supply the information requested to the Director, Contracts and Procurement/Agency Chief Contracting Officer (Director/ACCO), the Director/ACCO 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 Director/ACCO shall determine the prospective Contractor to be Non-Responsible.

**\*\*\* END OF SECTION C \*\*\***

**PART 1: THE SCHEDULE**

**SECTION D - PACKAGING AND MARKING**

- D.1** References Standard Contract Provisions (SCP) Clause 2/Shipping Instructions-Consignment/Page SCP1. <http://ocp.dc.gov/publication/standard-contract-provisions-march-2007>
- D.2** Includes any additional instructions that are specific to the requirement of the Solicitation/Contract.

**\*\*\* END OF SECTION D \*\*\***

**PART I: THE SCHEDULE**

**SECTION E: INSPECTION AND ACCEPTANCE & CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES**

**E.1 INSPECTION OF SUPPLIES AND SERVICES**

References SCP Clause 5/Inspection of Supplies and/or Clause 6/Inspection of Services/Pages 1-4.  
<http://ocp.dc.gov/publication/standard-contract-provisions-march-2007>

**E.2 CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES**

- E.2.1 The Contractor shall be held to the full performance of the Contract. The DBH shall deduct from the Contractor's invoice, or otherwise withhold payment for any non-conforming service as specified below.
- E.2.2 A service task may be composed of several sub-items. A service task may be determined to be partially complete if the Contractor satisfactorily completes some, but not all, of the sub items
- E.2.3 The DBH shall give the Contractor written notice of deductions by providing copies of reports which summarize the deficiencies for which the determination was made to assess the deduction in payment
- E.2.4 In case of non-performed work, DBH shall:
  - E.2.4.1 Deduct from the Contractor's invoice all amounts associated with such non-performed work at the rate set out in Section B, or provided by other provisions of the Contract.
  - E.2.4.2 DBH may, at its option, afford the Contractor an opportunity to perform the non-performed work with a reasonable period subject to the discretion of the Director/Agency Chief Contracting Officer (ACCO) and at no additional cost to the DBH.
  - E.2.4.3 DBH may, at its option, perform the contracted services by the DBH personnel or other means.
- E.2.5 In the case of unsatisfactory work, DBH:
  - E.2.5.1 Shall deduct from the Contractor's invoice all amounts associated with such unsatisfactory work at the rates set out in Section B, or provided by other provisions of the Contract, unless the Contractor is afforded an opportunity to re-perform and satisfactorily completes the work.
  - E.2.5.2 May, at its option, afford the Contractor an opportunity to re-perform the unsatisfactory work within a reasonable period, subject to the discretion of the Director/ACCO and at no additional cost to the DBH.

**E.3 TERMINATION FOR CONVENIENCE**

- E.3.1 The DBH may terminate performance of work under this Contract for the convenience of the Government, in a whole or, from time to time, in part, if the Director/ACCO determines that a termination is in the Government's best interest.

E.3.2 After receipt of a Notice of Termination and, except as directed by the Director/ACCO, the Contractor shall immediately proceed with the following obligations:

E.3.2.1 Stop work as specified in the notice

E.3.2.2 Place no further subcontracts or orders except as necessary to complete the continued portion of the Contract.

E.3.2.3 Terminate all applicable subcontracts and cancel or divert applicable commitments covering personal services that extend beyond the effective date of termination.

E.3.2.4 Assign to DBH, as directed by the Director/ACCO, all rights, titles and interests of the Contractor under the subcontracts terminated; in which case DBH shall have the right to settle or pay any termination settlement proposal arising out of those terminations.

E.3.2.5 With approval or ratification to the extent required by the Director/ACCO settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts; approval or ratification shall be final for purposes of this clause.

E.3.2.6 Transfer title, if not already transferred and , as directed by the Director/ACCO, deliver to DBH any information and items that, if the Contract had been completed, would have been required to be furnished, including (i) materials or equipment produced, in process, or acquired for the work terminated (ii) completed or partially completed plans, drawings and information.

E.3.2.7 Complete performance of the work not terminated

E.3.2.8 Take any action that may be necessary for the protection and preservation of property related to this Contract.

#### **E.4 TERMINATION FOR DEFAULT**

E.4.1 DBH may, subject to the conditions listed below, by written notice of default to the Contractor, terminate the Contract in whole or in part if the Contractor fails to:

E.4.1.1 Perform the services within the time specified in the Contract or any extension; or

E.4.1.2 Make progress as to endanger performance of the Contract; or

E.4.1.3 Perform any of the other material provisions of the Contract.

E.4.2 The DBH's right to terminate the Contract may be exercised if the Contractor does not cure such failure within ten (10) days, or such longer period as authorized in writing by the Director/ACCO after receipt of the notice to cure from the CO, specifying the failure.

E.4.3 If DBH terminates the Contract in whole or in part, it may acquire, under the terms and in the manner Director/ACCO considers appropriate, supplies and services similar to those terminated and the Contractor shall be liable to DBH for any excess costs for those supplies and services. However, the Contractor shall continue the work not terminated.

E.4.4 Except for default by subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises from causes beyond the control and without the

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fault or negligence of the Contractor. Examples of such issues include (i) acts of God, (ii) fires or floods, (iii) strikes and (iv) unusually severe weather. In each instance, the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

- E.4.5 If the failure to perform is caused by the fault of a subcontractor at any tier and, if the cause of the default is beyond the control of both the Contractor and the subcontractor and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required schedule.
- E.4.6 If the Contract is terminated for default, DBH may require the Contractor to transfer title and deliver to DBH as directed by the Director/ACCO, any completed and partially completed supplies and materials that the Contractor has specifically produced or acquired for the terminated portion of the Contract. Upon direction of the Director/ACCO, the Contractor shall also protect and preserve property in its possession in which DBH has an interest.
- E.4.7 DBH shall pay the Contract price or a portion thereof, for fully or partially completed or delivered supplies and services that are accepted by DBH.
- E.4.8 If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for convenience of DBH.
- E.4.9 The rights and remedies of DBH in this clause are in addition to any other rights and remedies provided by law or under the Contract.

**\*\*\*END OF SECTION E\*\*\***

**PART I - THE SCHEDULE**

**SECTION F: DELIVERY AND PERFORMANCE**

**F.1 PERIOD OF PERFORMANCE (POP)**

The District contemplates awarding a Fixed Unit Price Contract. Performance under this Contract shall be in accordance with the terms and conditions set forth herein and by any modification made thereto the Contract. The Period of Performance under this Contract shall be as indicated on the Pricing Schedule which is a Base Year from Date of Award with Four (4) One Year Options as specified in Section B.

**F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT**

**F.2.1** The District may extend the term of this contract by written notice to the Contractors before the expiration of the contract; provided that the District shall give the Contractors' preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The Exercise of any Option Period is at the sole and absolute discretion of DBH based upon providing satisfactory performance of required services within the Terms and Conditions of the Contract, along with being subjected to the availability of funds at the time of exercising of any Option Period. The Contractor(s) may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Director, Contracts and procurement /Agency Chief Contracting Officer (Director/ACCO) prior to expiration of the contract. If the District exercises this option, the extended Contract shall be considered to include this option provision.

**F.3 DELIVERABLES**

**F.3.1** The Contractors shall perform the activities required to successfully complete the District's requirements as specified in Section C of this Solicitation and submit each deliverable to the **Contracting Officer's Technical Representative (COTR)** identified in section G. in accordance with the requirements described in Section C.

**F.3.2** The Contractors shall submit to the District, as a deliverable, the report described in section H.6 that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement (if applicable). If the Contractor(s) do not submit the report as part of the deliverables, final payment to the Contractors shall not be paid pursuant to section G.7.

**F.4 CONTRACTOR NOTICE REGARDING LATE PERFORMANCE**

**F.4.1** In the event the Contractor anticipates or encounters difficulty in complying with the terms and conditions as stated in this Contract, or in meeting any other requirements set forth in this Contract, the Contractor shall immediately notify the Director/ACCO in writing giving full detail as to the rationale for the late delivery and why the Contractor should be granted an extension of time, if any. Receipt of the Contractor's notification shall in no way be construed as an acceptance or waiver by the DBH.

**\*\*\* END OF SECTION F \*\*\***

**PART I: THE SCHEDULE**

**SECTION G: CONTRACT ADMINISTRATION**

**G.1 CONTRACT ADMINISTRATION**

Correspondence or inquiries related to this Contract or any modifications shall be addressed to:

**Samuel J. Feinberg, CPPO, CPPB**  
**Director, Contracts and Procurement**  
**Agency Chief Contracting Officer**  
**Department of Behavioral Health**  
**64 New York Avenue, NE, Second Floor**  
**Washington, DC 20002**  
**(202) 671-3188 – Office**  
**Email: [Samuel.feinberg@dc.gov](mailto:Samuel.feinberg@dc.gov)**

**G.2 TYPE OF CONTRACT**

This is a Grant Management Support Services Contract for the purpose of supplying Independent Technical Panel Members to perform Independent Technical Reviews of Applications in response to DBH issued Request for Applications (RFA). The Contractor shall be remunerated according to Schedule B Price Sheet. In the event of termination under this Contract, the DBH shall only be liable for the payment of all services accepted during the hours of work actually performed. Pursuant to the Terms and Conditions, of this Contract individuals working under this Contract for Department of Behavioral Health (DBH) are not eligible to be paid for holidays and sick leave. However, if you work on a Holiday, you shall be paid at your regular hourly rate.

This Contract is a “non-personal service Contract”. It is therefore, understood and agreed that the Contractor and/or the Contractor’s employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this Contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the Government’s right and obligation to inspect, accept or reject work, comply with such general direction of the Director, Contracts and Procurement Services/Agency Chief Contracting Officer (Director/ACCO), or the duly authorized representative as the Contracting Officer’s Technical Representative (COTR) as is necessary to ensure accomplishment of the Contract objectives.

By accepting this order or Contract the Contractor agrees, that the District, at its discretion, after completion of order or Contract Period, may hire an individual who is performing services as a result of this order or contract, with restriction, penalties or fees.

**G.3 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR**

Funds are not presently available for performance under this Contract beyond September 30, 2015. DBH's obligation for performance of this Contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No

legal liability on the part of the DBH for any payment may arise for performance under this Contract beyond September 30, 2015 until funds are made available to the Director/ACCO for performance and until the Contractor receives notice of availability of funds, to be confirmed in writing by the Agency's Chief Financial Officer.

**G.4 MODIFICATIONS**

G.4.1 Any changes, additions or deletions to this Contract shall be made in writing by a formal Modification to this Contract and shall be signed by the Director/ACCO only

**G.5 INVOICE PAYMENT**

G.5.1 Shall be based upon fixed unit price provided as specified in Section B (Price Schedules).

**G.6 SUBMISSION OF INVOICE**

G.6.1 The Contractor shall submit an original and three copies of each invoice to the following:

Accounts Payable Office  
Department of Behavioral Health  
64 New York Avenue Northeast– 4<sup>th</sup> Floor  
Washington, DC 20002  
By email: [dbh.ap@dc.gov](mailto:dbh.ap@dc.gov)

The invoices shall include Contractor's name and address, invoice date, Contract number, Contract line items numbers (CLINS), description of the services, quantity, unit price and extended prices, terms of any prompt payment discounts offered, name and address of the official to whom payment is to be sent and the name, title and phone number of the person to be notified in the event of a defective invoice. Payments shall be made within Thirty (30) days after the COTR receives a proper and certified invoice from DBH Accounts Payable of the Contractor's invoice, unless a discount for prompt payment is offered and payment is made within the discount periods. Please note that the invoice shall match the itemized lines (CLIN Lines) of the Purchase Order as written up to but not exceeding the maximum of each line. Any invoices deemed improper for payment shall be returned, **UNPAID** and be resubmitted as indicated in this clause.

G.6.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

- G.6.2.1 Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);
- G.6.2.2 Contract number and invoice number;
- G.6.2.3 Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
- G.6.2.4 Other supporting documentation or information, as required by the Director Contracts and Procurement Services/Agency Chief Contracting Officer (Director/ACCO);
- G.6.2.5 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- G.6.2.6 Name, title, phone number of person preparing the invoice;

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G.6.2.7 Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and

G.6.2.8 Authorized signature.

**G.6.3 Certification of Invoice**

Contracting Officer's Technical Representative shall perform certification of the Contractor's Invoice. The Invoices shall be certified for payment and forwarded to the Chief Financial Officer within five (5) working days after receipt of a satisfactory invoice.

**G.7 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT**

G.7.1 For Contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in Section H.

G.7.2 No final payment shall be made to the Contractor until the Agency has received the Director/ACCO's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

**G.8 PAYMENT**

G.8.1 DBH shall pay the Contractor monthly the amount due the Contractor as set forth in Section B.5 of the Contract in accordance with the Terms of the Contract and upon presentation of a properly executed invoice and authorized by the COTR.

G.8.2 DBH shall pay Interest Penalties on amounts due to the Contractor in accordance with the Quick Payment Act, D.C. Official Code § 2-221.02 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made to the Contractor.

**G.9 ASSIGNMENT OF CONTRACT PAYMENTS**

G.9.1 In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this Contract.

G.9.2 Any assignment shall cover all unpaid amounts payable under this Contract and shall not be made to more than one party.

G.9.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated \_\_\_\_\_, make payment of this invoice to:

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(Name and address of Assignee)

**G.10 QUICK PAYMENT CLAUSE**

**G.10.1 Interest Penalties to Contractors**

G.10.1.1 The District shall pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 *et seq.*, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item, of property or service is made on or before:

- a) the 3<sup>rd</sup> day after the required payment date for meat or a meat product;
- b) the 5<sup>th</sup> day after the required payment date for an agricultural commodity; or
- c) the 15<sup>th</sup> day after the required payment date for any other item.

G.10.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

**G.10.2 Payments to Subcontractors**

G.10.2.1 The Contractor must take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under this Contract.

- a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the Contract; or
- b) Notify the District and the subcontractor, in writing, of the Contractor’s intention to withhold all or part of the subcontractor’s payment and state the reason for the nonpayment.

G.10.2.2 The Contractor must pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be

paid on the following if payment for the completed delivery of the item, of property or service is made on or before:

- a) the 3<sup>rd</sup> day after the required payment date for meat or a meat product;
- b) the 5<sup>th</sup> day after the required payment date for an agricultural commodity; or
- c) the 15<sup>th</sup> day after the required payment date for any other item.

G.10.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.10.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

### G.10.3 Subcontractor Requirements

G.10.3.1 The Contractor shall include in each subcontract under this Contract a provision requiring the subcontractor to include in its Contract with any lower-tier sub-Contractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code §2-221.02(d).

### G.11 DIRECTOR, CONTRACTS AND PROCUREMENT/AGENCY CHIEF CONTRACTING OFFICER (DIRECTOR/ACCO)

Contracts shall be entered into and signed on behalf of the DBH only by the DBH Director/ACCO. The contact information for the DBH Director/ACCO is as follows:

**Samuel J. Feinberg, CPPO, CPPB**  
**Director, Contracts and Procurement**  
**Agency Chief Contracting Officer**  
**Department of Behavioral Health**  
**64 New York Avenue, NE, 2nd Floor**  
**Washington, DC 20002**  
**(202) 671-3188 – Office**  
**Email: [Samuel.feinberg@dc.gov](mailto:Samuel.feinberg@dc.gov)**

### G.12 AUTHORIZED CHANGES BY THE DIRECTOR/ACCO

G.12.1 The Director/ACCO is the only person authorized to approve changes in any of the requirements of this Contract.

G.12.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of the Contract, unless issued in writing and signed by the Director/ACCO.

G.12.3 In the event the Contractor effects any change at the instruction or request of any person other than the Director/ACCO, the change shall be considered to have been made without authority and no

adjustment shall be made in the Contract price to cover any cost increase incurred as a result thereof.

**G.13 THE CONTRACTING OFFICER’S TECHNICAL REPRESENTATIVE (COTR)**

The Director/ACCO shall designate a Contracting Officer’s Technical Representative (**COTR**)

G.13.1 The **COTR** has the responsibility of ensuring the work conforms to the requirements of the Contract and such other responsibilities and authorities as may be specified in the Contract. These include:

G.13.1.1 Keeping the Director/ACCO informed of any technical or contractual difficulties encountered during the performance period and advising the Director/ACCO of any potential problem areas under the Contract;

G.13.1.2 Coordinating site entry for Contractor personnel, if applicable;

G.13.1.3 Reviewing invoices for completed work and recommending approval by the Director/ACCO if the Contractor’s costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the Rate of Expenditure;

G.13.1.4 Reviewing and approving invoice submissions for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices in accordance with the District’s payment provisions; and

G.13.1.5 Maintaining a file that includes all Contract correspondence, modifications, records of inspections (site, data, equipment).

G.13.2 The address and telephone number of the **COTR** is:

**Lynne Saffell, Program Monitor**  
**DBH/Office of Fiscal Services (OFS)**  
**64 New York Avenue, NE**  
**Washington, DC 20002**  
**Office: (202) 727-8500 (office)**  
**Email: Lynne.saffell@dc.gov**

G.13.3 The **COTR** shall NOT have the authority to:

1. Award, agree to, or sign any Contract, delivery order or task order. Only the Director/ACCO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the Contract;
3. Increase the dollar limit of the Contractor or authorize work beyond the dollar limit of the Contract;
4. Authorize the expenditure of funds by the Contractor;
5. Change the Period of Performance; or
6. Authorize the use of District property, except as specified under the Contract.

G.13.4 The Contractor shall be fully responsible for any changes not authorized in advance, in writing, by the Director/ACCO, compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

**G.14 RESPONSIBILITY FOR AGENCY PROPERTY**

The Contractor shall assume full responsibility for and shall indemnify the DBH for any and all loss or damage of whatsoever kind and nature to any and all Agency property, including any equipment, supplies, accessories, or part furnished, while in Contractor's custody during the performance of services under this Contract, or while in the Contractor's custody for storage or repair, resulting from the negligent acts or omissions of the Contractor or any employee, agent, or representative of the Contractor or Subcontractors. The Contractor shall do nothing to prejudice the DBH's right to recover against third parties for any loss, destruction of, or damage to DBH property and upon the request of the Director/ACCO shall, at the DBH's expense, furnish to the DBH all reasonable assistance and cooperation, including assistance in the protection of suit and the execution of instruments of assignment in favor of the DBH recovery.

**\*\*\* END OF SECTION G \*\*\***

## PART I – THE SCHEDULE

### SECTION H: SPECIAL CONTRACT REQUIREMENTS

#### H.1 LIQUIDATED DAMAGES

- H.1.1 When the Contractor fails to perform the tasks required under this Contract, DBH shall notify the Contractor in writing of the specific task deficiencies with a Notice to Cure notification with a cure period of not to exceed Ten (10) Business Days. The assessment of Liquidated Damages as determined by the Director/ACCO shall be in an amount of **\$150.00 per day** where there has been a failure to provide required services as depicted in the Scope of Services. This assessment of Liquidated Damages against the Contractor shall be implemented after a scheduled meeting discussing the Contractor’s assessment of information contained in the Notice to Cure, along with the expiration of the cure period and until such time that the Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract for a maximum of Thirty (30) Business Days.
- H.1.2 When the Contractor is unable to cure its deficiencies in a timely manner and DBH requires a replacement Contractor to perform the required services, the Contractor shall be liable for liquidated damages accruing until the time DBH is able to award said Contract to a qualified responsive and responsible Contractor. Additionally, if the Contractor is found to be in default of said Contract under the Default Clause of the Standard Contract Provisions, the original Contractor is completely liable for any and all total cost differences between their Contract and the new Contract awarded by DBH to the replacement Contractor.

#### H.2 CONTRACTOR LICENSE/CLEARANCES

The Contractor shall maintain documentation that he/she possesses adequate training, qualifications and competence to perform the duties to which he/she is assigned and hold current licenses or certification as appropriate.

#### H.3 PRIVACY AND CONFIDENTIALITY COMPLIANCE HIPAA BUSINESS ASSOCIATE COMPLIANCE

For the purpose of this agreement the Department of Behavioral Health (DBH), a covered component within the District of Columbia’s Hybrid Entity shall be referred to as a “Covered Entity” as that term is defined by the Health Insurance Portability and Accountability Act of 1996, as amended (“HIPAA”) and associated regulations promulgated at 45 CFR Parts 160, 162 and 164 as amended (“HIPAA Regulations”) and [Contractor], as a recipient of Protected Health Information or electronic Protected Health Information from DBH, is a “Business Associate” as that term is defined by HIPAA. <http://dmh.dc.gov/node/816402>

#### H.4 COST OF OPERATION

All costs of operation under this Contract shall be borne by the Contractor. This includes but is not limited to taxes, surcharges, licenses, insurance, transportation, salaries and bonuses.

#### H.5 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

**H.5.1** During the performance of the Contract, this Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. SECTION 12101 et seq.

**H.6 SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED**

**H.6.1** During the performance of this Contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded program and activities. See 29 U.S.C. section 794 et seq.

**H.7 WAY TO WORK AMENDMENT ACT OF 2006**

**H.7.1** Except as described in H.8.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for Contracts for services in the amount of \$100,000 or more in a 12-month period.

**H.7.2** The Contractor shall pay its employees and subcontractors who perform services under the Contract no less than the current living wage published on the OCP website at [www.ocp.dc.gov](http://www.ocp.dc.gov).

**H.7.3** The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the Contract no less than the current living wage rate.

**H.7.4** The DOES may adjust the Living Wage annually and the OCP shall publish the current living wage rate on its website at [www.ocp.dc.gov](http://www.ocp.dc.gov).

**H.7.5** The Contractor shall provide a copy of the Fact Sheet attached as J.6 to each employee and subcontractor who performs services under the Contract. The Contractor shall also post the Notice attached as J.5 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

**H.7.6** The Contractor shall maintain its Payroll Records under the Contract in the regular course of business for a period of at least three (3) years from the payroll date and shall include this requirement in its subcontracts for \$15,000 or more under the Contract.

**H.7.7** The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*

**H.7.8** The requirements of the Living Wage Act of 2006 do not apply to:

- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
- (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
- (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;

- (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
- (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
- (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
- (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- (9) Medicaid Contractor agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

**H.7.9** The Mayor may exempt a Contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

**H.8 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT**

H.8.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 et seq. (“First Source Act”).

H.8.2 The Contractor shall enter into and maintain, during the term of the Contract, a First Source Employment Agreement, (Section J) in which the Contractor shall agree that:

- (1) The First Source for finding employees to fill all jobs created in order to perform this Contract shall be the DOES; and
- (2) The First Source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

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H.8.3 The Contractor shall submit to DOES, no later than the 10<sup>th</sup> of each month following execution of the Contract, a First Source Agreement Contract Compliance Report (“contract compliance report”) to verify its compliance with the First Source Agreement for the preceding month. The Contract compliance report for the Contract shall include the:

- (1) Number of employees needed;
- (2) Number of current employees transferred;
- (3) Number of new job openings created;
- (4) Number of job openings listed with DOES;
- (5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- (6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:
  - (a) Name;
  - (b) Social security number;
  - (c) Job title;
  - (d) Hire date;
  - (e) Residence; and
  - (f) Referral source for all new hires.

H.8.4 If the Contract amount is equal to or greater than \$300,000, the Contractor agrees that 51% of the new employees hired for the Contract shall be District residents.

H.8.5 The submission of the Contractor’s Final request for payment from the District shall contain the following:

- (1) Document in a report to the Director/ACCO its compliance with section H.8.4 of this clause; or
- (2) Submit a request to the Director/ACCO for a waiver of compliance with section H.8.4 and include the following documentation:
  - (a) Material supporting a good faith effort to comply;
  - (b) Referrals provided by DOES and other referral sources;
  - (c) Advertisement of job openings listed with DOES and other referral sources; and
  - (d) Any documentation supporting the waiver request pursuant to section H.8.6.

H.8.6 The Director/ACCO may waive the provisions of section H.8.4 if the Director/ACCO finds that:

- (1) A good faith effort to comply is demonstrated by the Contractor;
- (2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the Contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia

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Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick and Calvert; and the West Virginia Counties of Berkeley and Jefferson.

- (3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or
- (4) DOES certify that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the Contract.

H.8.7 Upon receipt of the Contractor’s final payment request and related documentation pursuant to sections H.8.5 and H.8.6, the Director/ACCO shall determine whether the Contractor is in compliance with section H.8.4 or whether a waiver of compliance pursuant to section H.8.6 is justified. If the Director/ACCO determines that the Contractor is in compliance, or that a waiver of compliance is justified, the Director/ACCO shall, within Two (2) business days of making the determination forward a copy of the determination to the agency Chief Financial Officer and the COTR.

H.8.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.8.5, or deliberate submission of falsified data, may be enforced by the Director/ACCO through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the Contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in this Contract any decision of the Director/ACCO pursuant to this section H.8.8.

H.8.9 The provisions of sections H.8.4 through H.8.8 do not apply to nonprofit organizations.

**H.9 PUBLICITY**

H.9.1 The Contractor shall at all times obtain the prior written approval from the Director/ACCO before it, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the Contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this Contract.

**H.10 FREEDOM OF INFORMATION ACT**

**H.10.1** The District of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a.3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District Contract with a private Contractor to perform a public function, to the same extent as if the record were maintained by the Agency on whose behalf the Contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR who shall provide the request to the FOIA Officer for DBH with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If DBH with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the Contract, the COTR shall forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe

designated by the COTR. The FOIA Officer for DBH with programmatic responsibility shall determine the release ability of the records. The District shall reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

## **H.11 SUBCONTRACTING REQUIREMENTS**

H.11.1 Mandatory Subcontracting Requirements - An Offeror/Bidder responding to this Proposal/Solicitation which is required to subcontract shall be required to submit with its bid, any subcontracting plan required by law. Bids responding to this RFQ/IFB shall be deemed nonresponsive and shall be rejected if the bidder fails to submit a subcontracting plan that is required by law. **For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.11.**

A Subcontracting Plan form is available at <http://ocp.dc.gov>, click on “Required Solicitation Documents”.

### **a) Mandatory Subcontracting Requirements**

- 1) Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- 2) If there are insufficient SBEs to completely fulfill the requirement of paragraph (a)(1), then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- 3) A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections (a)(1) and (a)(2) of this clause.
- 4) Except as provided in (a)(5) and (a)(7), a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- 5) A prime contractor that is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- 6) Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- 7) A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least

50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

**b) Subcontracting Plan**

If the prime contractor is required by law to subcontract under this contract, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section (a) of this clause. The plan shall be submitted as part of the bid and may only be amended with the prior written approval of the Director/ACCO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise;
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor shall pay each subcontractor.

**c) Copies of Subcontracts**

Within twenty-one (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the Director/ACCO, CA, District of Columbia Auditor and the Director of DSLBD.

**d) Subcontracting Plan Compliance Reporting.**

- (1) If the Contractor has a subcontracting plan required by law for this contract, the Contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:
  - (A) The price that the prime contractor shall pay each subcontractor under the subcontract;
  - (B) A description of the goods procured or the services subcontracted for;
  - (C) The amount paid by the prime contractor under the subcontract; and
  - (D) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.
- (2) If the fully executed subcontract is not provided with the quarterly report, the prime contractor shall not receive credit toward its subcontracting requirements for that subcontract.

**e) Annual Meetings** - Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the Director/ACCO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

**f) Notices -** The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

**g) Enforcement and Penalties for Breach of Subcontracting Plan**

(1) A Contractor shall be deemed to have breached a subcontracting plan required by law, if the contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.

(2) A contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.

If the Director/ACCO determines the Contractor's failure to be a material breach of the Contract, the Director/ACCO shall have cause to terminate the contract under the default provisions **in clause 8** of the Standard Contract Provisions (SCP), **Default**.

**\*\*\* END OF SECTION H \*\*\***

**PART II: CONTRACT CLAUSES**

**SECTION I: CONTRACT CLAUSES**

**I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS AND WAGE DETERMINATION**

I.1.1 The Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, dated March 2007 (Attachment J), are incorporated by reference into this Contract. The Standard Provisions are attached hereto and can also be retrieved at: <http://ocp.dc.gov/publication/standard-contract-provisions-march-2007>

I.1.2 **DEPARTMENT OF LABOR WAGE DETERMINATIONS** The Contractor shall be bound by the Wage Determination No. 2005-2103 dated December 22, 2014, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 *et seq.* and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the Contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the Director, Contracts and Procurement Services/Agency Chief Contracting Officer (Director/ACCO) obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

**I.2 CONTRACTS THAT CROSS FISCAL YEARS**

Continuation of this Contract beyond the fiscal year is contingent upon future fiscal appropriations.

**I.3 CONFIDENTIALITY OF INFORMATION**

All information obtained by the Contractor relating to any employee of the District or customer of the District shall be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

**I.4 TIME**

Time, if stated in a number of days, shall include Saturdays, Sundays and Holidays, unless otherwise stated herein.

**I.5 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Attachment J.10. An award cannot be made to any Prospective Offeror/Bidder who has not satisfied the equal employment requirements as set forth by the Department of Small and Local Business Development.

**I.6 DEPARTMENT OF BEHAVIORAL HEALTH POLICIES AND RULES**

Includes requirement to be in compliance with DBH Policies and Rules with References to DBH Web Site. <http://dbh.dc.gov/node/237952>

**I.7 OTHER CONTRACTORS**

The Contractor shall not commit or permit any act that shall interfere with the performance of work by another District Contractor or by any District employee.

**I.8 SUBCONTRACTORS**

**I.8.1 The Contractor hereunder shall not subcontract any of the Contractor’s work or services to any subcontractor without the prior, written consent of the Director/ACCO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District shall have the right to review and approve prior to its execution to the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this Contract. Notwithstanding any such subcontractor approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.**

**I.8.2 Contractor shall exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor Contractor.**

**I.9 SUSPENSION OF WORK**

**I.9.1 The Director/ACCO may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this Contract for the period of time that the Director/ACCO determines appropriate for the convenience of the District. If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed or interrupted by an act of the Director/ACCO in the administration of this Contract, or by the Director/ACCO 's failure to act within the time specified in this Contract (or within a reasonable time if not specified), an adjustment shall be made for any increase in the cost of performance of this Contract (excluding profit) necessarily caused by the unreasonable suspension, delay or interruption and the Contract modified in writing accordingly.**

**I.9.2 No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor, or for which an equitable adjustment is provided for or excluded under any other term or condition of this Contract.**

**I.9.3 A claim under this clause shall not be allowed for any costs incurred more than Twenty (20) days before the Contractor shall have notified the Director/ACCO in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the Contract.**

**I.10 STOP WORK ORDER**

**I.10.1 The Director/ACCO may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this Contract for a period of Ninety (90) days after the order is delivered to the Contractor and for any further period to which the parties may agree.**

- I.10.2 The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurring of costs allocable to the work covered by the order during the period of work stoppage. Within a period of Ninety (90) days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Director/ACCO shall either cancel the stop-work order; or terminate the work covered by the order as provided in the Default or Termination for Convenience clauses in the Standard Contract Provisions (Attachment J).
- I.10.3 If a stop-work order issued under this clause is canceled or the period of the extension thereof expires the Contractor shall resume work. The Director, Contracts and any extension thereof expires, the Contractor shall resume work. The Director/ACCO shall make an equitable adjustment in the delivery schedule or Contract price, or both and the Contract shall be modified, in writing, accordingly.
- I.10.4 If the stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this Contract; and the Contractor asserts its right to the adjustment within Thirty (30) days after the end of the period of work stoppage; provided, that, if the Director, Contracts and Procurement/ Agency Chief Contracting Officer decides the facts justify the action, the Director/ACCO may receive and act upon the claim submitted at any time before final payment under this Contract.
- I.10.5 If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the District, the Director/ACCO shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- I.10.6 If a stop-work order is not canceled and the work covered by the order is terminated for default, the Director/ACCO shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

**I.11 INSURANCE**

- I.11.1 The Contractor shall procure and maintain at its own cost and expense, during the entire period of performance under this Contract, the types of insurance specified below. The Contractor shall submit a Certificate of Insurance giving evidence of the required coverage prior to commencing work. All insurance shall be procured from insurers authorized to do business in Washington, DC. The Contractor shall require all subcontractors to carry the insurance required herein, or Contractor may, at his option, provide the coverage for any or all subcontractor and if so, the evidence of insurance submitted shall so stipulate. In no event shall work be performed until the required certificate of insurance has been furnished. The insurance shall provide for Thirty (30) days prior written notice to be given to the District in the event coverage is substantially changed, canceled or non-renewed. If the insurance provided is not in compliance with all the requirements herein, the District maintains the right to stop work until proper evidence is provided. Evidence of insurance shall be submitted to:

**Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer  
Department of Behavioral Health**

**I.12 COMMERCIAL GENERAL LIABILITY INSURANCE**

- A. GENERAL REQUIREMENTS. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its sub-contractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the Director/ACCO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the Director/ACCO with ten (10) days prior written notice in the event of non-payment of premium.
1. Commercial General Liability Insurance. The Contractors shall provide evidence satisfactory to the Director/ACCO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent Contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia and shall contain a waiver of subrogation. The Contractors shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this Contract.
  2. Automobile Liability Insurance. The Contractors shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this Contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
  3. Workers' Compensation Insurance. The Contractors shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the Contract is performed.  
  
Employer's Liability Insurance. The Contractors shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
- B. DURATION. The Contractors shall carry all required insurance until all Contract work is accepted by the District and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE SHALL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.
- D. CONTRACTOR'S PROPERTY. Contractor and sub-contractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and

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equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

E. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the Contract price.

F. NOTIFICATION. The Contractors shall immediately provide the Director/ACCO with written notice in the event that its insurance coverage has or shall be substantially changed, canceled or not renewed and provide an updated certificate of insurance to the Director/ACCO.

G. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this Contract.

**I.13 GOVERNING LAW**

This Contract is governed by the laws of the District of Columbia, the rules and regulations of the Department of Behavioral Health and other pertinent laws, rules and regulations relating to the award of public contracts in the District.

**I.14 FIRST SOURCE EMPLOYMENT AGREEMENT**

The Contractor shall maintain compliance with the terms and conditions of the First Source Employment Agreement executed between the District of Columbia and the Contractor throughout the entire duration of the Contract, including option periods if any.

**I.15 ANTI-KICKBACK PROCEDURES**

**I.15.1 Definitions:**

“Kickback,” as used in this clause, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, to any prime Contractor, prime Contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime Contractor in connection with a subcontract relating to a prime contract.

“Person,” as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.

“Prime contract,” as used in this clause, means a contract or contractual action entered into by the District for the purpose of obtaining supplies, materials, equipment, or services of any kind.

I.15.2 “Prime Contractor” as used in this clause, means a person who has entered into a prime contract with the District.

I.15.3 “Prime Contractor employee,” as used in this clause, means any officer, partner employee, or agent of a prime Contractor.

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- I.15.4 “Subcontract,” as used in this clause, means a contract or contractual action entered into by a Prime Contractor or subcontractor for the purpose of obtaining supplies, materials, equipment, or services of any kind under a prime contract.
- I.15.5 “Subcontractor,” as used in this clause, means any person, other than the prime Contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime Contractor a subcontract entered into in connection with such prime contract and includes any person who offers to furnish or furnishes general supplies to the prime Contractor or a higher tier subcontractor.
- I.15.6 “Subcontractor employee,” as used in this clause, means any officer, partner, employee, or agent of a subcontractor.
- I.15.7 The Anti-Kickback Act of 1986, 41 U.S.C. §§ 51-58 (the Act), prohibits any person from:
- I.15.7.1 Providing or attempting to provide or offering to provide any kickback;
  - I.15.7.2 Soliciting, accepting, or attempting to accept any kickback; or
  - I.15.7.3 Including, directly or indirectly, the amount of any kickback in the Contract price charged by a prime Contractor to the District or in the Contract price charged by a subcontractor to a prime Contractor or higher tier subcontractor.
- I.15.8 The Contractor shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in paragraph I.15.7 of this clause in its own operations and direct business relationships.
- I.15.9 When the Contractor has reasonable grounds to believe that a violation described in Paragraph I.15.7 of this clause may have occurred, the Contractor shall promptly report in writing the possible violation to the Director/ACCO.
- I.15.10 The Director/ACCO may offset the amount of the kickback against any monies owed by the District under the prime contract and/or direct that the Prime Contractor withhold from sums owed a subcontractor under the prime contract the amount of the kickback. The Director/ACCO may order that monies withheld under this clause be paid over to the District unless the District has already offset those monies under this clause. In either case, the Prime Contractor shall notify the Director/ACCO when the monies are withheld.

**I.16 ORDER OF PRECEDENCE**

- I.16.1 A conflict in language or any inconsistencies in this Contract shall be resolved by giving precedence to the document in the highest order of priority which contains language addressing the issue in question. The following sets forth in descending order of precedence documents that are hereby incorporated into this Solicitation by reference and made a part of the Contract:
- I.16.2 Wage Determination issued by the U.S Department of Labor, Dated December 22, 2014 (J.6)
- I.16.3 Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts dated March 2007. (Attachment J.1)
- I.16.4 Sections A through J of this Contract Number **RM-15-RFQ-161-BY4-MTD**, Signed Amendments by Bidder/Offeror and Waiver of Subcontracting Requirement
- I.16.5 Request for Quotation (RFQ) Submission dated \_\_\_\_\_
- I.16.6 Released Request for Quotation (RFQ) Solicitation dated August 18, 2015
- I.16.7 DBH Policies and Rules (J.4, J.5)

**\*\*\* END OF SECTION I \*\*\***

**PART IV: LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**SECTION J - LIST OF ATTACHMENTS**

**WEB ADDRESSES FOR COMPLIANCE DOCUMENTS**

Attachment No.	Document
<b>REFERENCE</b>	
J.1	Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts dated March 2007 (SCP) <a href="http://ocp.dc.gov/publication/standard-contract-provisions-march-2007">http://ocp.dc.gov/publication/standard-contract-provisions-march-2007</a>
J.2	DC Department of Consumer and Regulatory Affairs Business Registration and Licensing <a href="http://dcra.dc.gov/service/corporate-registration">http://dcra.dc.gov/service/corporate-registration</a> <a href="http://dcra.dc.gov/node/545242">http://dcra.dc.gov/node/545242</a>
J.3	2015 Living Wage Act Fact Sheet (The Living Wage Act of 2006) <a href="http://ocp.dc.gov/publication/2015-living-wage-fact-sheet-and-living-wage-notice">http://ocp.dc.gov/publication/2015-living-wage-fact-sheet-and-living-wage-notice</a>
J.4	Department of Behavioral Health Policies and Rules <a href="http://dbh.dc.gov/page/policies-rules">http://dbh.dc.gov/page/policies-rules</a>
J.5	Reporting Major Unusual Incidents (MUIs) and Unusual Incident (UIs) <a href="http://dbh.dc.gov/node/243632">http://dbh.dc.gov/node/243632</a>
J.6	Wage Determination No. 2005-2103 (Revision 15) December 22, 2014 <a href="http://www.wdol.gov/wdol/scafiles/std/05-2103.txt">http://www.wdol.gov/wdol/scafiles/std/05-2103.txt</a>
J.7	First Source Agreement – <b>Applicable for the Base Year Period of Performance and Any Exercised Option Year equal to or in excess of \$300,000.00</b> – <a href="http://ocp.dc.gov/publication/first-source-employment-agreement-rev-2013">http://ocp.dc.gov/publication/first-source-employment-agreement-rev-2013</a>
J.8	Mandatory Subcontracting Requirements – <b>Applicable for the Base Year Period of Performance and Any Exercised Option Year equal to or in excess of \$ 250,000.00</b> <a href="http://dbh.dc.gov/node/816392">http://dbh.dc.gov/node/816392</a>
<b>REQUIRE COMPLETION AND SUBMISSION WITH BID/OFFER</b>	
J.9	Tax Certification Affidavit <a href="http://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/tax_certification_afidavit.pdf">http://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/tax_certification_afidavit.pdf</a>
J.10	Equal Employment Opportunity (EEO) Policy Statement <a href="http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/EEO%20Compliance%20Documents%200307.pdf">http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/EEO%20Compliance%20Documents%200307.pdf</a>
J.11	Bidder/Offeror Certification Form <a href="http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/Bidder-Offeror%20Certification%20Form%20062413.xlsx">http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/Bidder-Offeror%20Certification%20Form%20062413.xlsx</a>

The Contractor shall perform all services in accordance with the Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts, dated March 2007 and incorporated herein by reference.

**EXHIBIT A**

**Core Disciplines for RFA Technical Reviews:**

Contractor shall provide Technical Panel Reviewers for the RFA Application Review Process that shall possess expertise in the Core Disciplines listed below. Technical Panel Reviewers shall possess advance level degree with additional work experience, licensures and certifications

**Core Disciplines**

- a) State Systems for Mental Health, Substance Abuse Prevention, Substance Abuse Treatment Services.
- b) Evaluation methodologies.
- c) Program development, planning and management at the local, state and federal level as relates to Mental Health, Substance Abuse Prevention and Substance Abuse Treatment.
- d) HIV/AIDS as relates to Mental Health, Substance Abuse Prevention and Substance Abuse Treatment.
- e) Adolescent behavior and issues as relates to Mental Health, Substance Abuse Prevention and Substance Abuse Treatment.
- f) Illicit drug use/abuse; marijuana, crack, cocaine, heroine, ecstasy, methamphetamine, etc.
- g) Co-occurring substance abuse and mental health issues.
- h) Children's and Adult mental health and illness
- i) Substance Abuse Program Communications and media.
- j) Substance Abuse Treatment and/or Prevention Programs and Outreach specifically for Children, Youth, Women, GLBT populations
- k) Substance Abuse Recovery Support Programs and Training
- l) Data collection
- m) Data collection confidentiality and security
- n) Coaching and Training development
- o) Interventions as relates to Mental Health, Substance Abuse Prevention and Substance Abuse Treatment.
- p) Language translation services.
- q) Cultural issues relating to Mental Health, Substance Abuse Prevention and Substance Abuse Treatment services.
- r) Gay, lesbian and transgender issues as relates to Mental Health, Substance Abuse Prevention and Substance Abuse Treatment services.
- s) Patient confidentiality as relates to Federal and State laws and regulations and DHHS regulations.