



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

August 22, 2008

**BILLING SERVICES
REQUEST FOR PROPOSALS AMENDMENT NUMBER THREE (3)
RM-08-RFP-038-BY1-CPA**

TO ALL PROSPECTIVE OFFERORS:

THE CLOSING DATE AND TIME FOR THIS RFP HAS BEEN EXTENDED FROM MONDAY, AUGUST 25, 2008 TO MONDAY, SEPTEMBER 8, 2008 AT 2:00 PM.

1. **Section B.1.1 – The last sentence has been deleted in its entirety and replaced by the following:**

In order to be eligible for a Contract Award, the Offeror must meet the Minimum Requirements of this solicitation as outlined in Section C.4.

2. **Section C.4 – Item Number 1 has been deleted in its entirety.**

3. **Section H.2 – Please add the following:**

H.2.1 The Department of Employment Services may adjust the living wage annually and the District's Office of Contracting and Procurement (OCP) shall publish the current living wage rate on its website at www.ocp.dc.gov. If the living wage is adjusted during the term of the contract, the Contractor shall be bound by the applicable wage rate as of the effective date of the adjustment and the Contractor may be entitled to an equitable adjustment. **Offerors are encouraged to check the Living Wage Act link on OCP's website prior to submitting proposals.**

4. **Section L.2.3.1 – The Technical Proposal page limit has been changed from a Not to Exceed amount of 20 to a Not to Exceed Amount of 25.**

5. Section M – Please add the following:

M.6 PREFERENCES

M.6.1 PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES

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

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

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

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

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

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

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

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

M.6.3 MAXIMUM PREFERENCE AWARDED

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

M.6.4 PREFERENCES FOR CERTIFIED JOINT VENTURES

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

M.6.5 VENDOR SUBMISSION FOR PREFERENCES

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

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

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

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

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

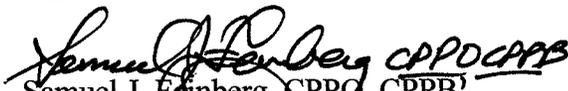
- M.7** An Offeror can receive a maximum of 112 points (100 maximum points for the Technical, Price and Past Performance Evaluations and up to 12 additional points for allowable preferences as outlined in Section M.6.)

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

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

Failure to acknowledge receipt of Amendment Three (3) for Solicitation Number **RM-08-RFP-038-BY1-CPA** may be cause for rejection of any proposal submitted in response to the subject RFP.

Signed:


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

Amendment Number Three (3) is hereby acknowledged and is considered a part of the proposal for Solicitation Number **RM-08-RFP-038-BY1-CPA**.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror