



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH  
CONTRACTS AND PROCUREMENT ADMINISTRATION  
64 NEW YORK AVENUE, NE 4<sup>TH</sup> FLOOR, WASHINGTON, DC 20002  
PHONE: (202) 671-3174 \* FAX: (202) 671-3395**

**June 10, 2009**

**AMENDMENT NUMBER TWO (2) RM-09-RFQ-080-BY0-DJC for DOCUMENT  
MANAGEMENT SERVICES**

**TO ALL PROSPECTIVE BIDDERS:**

**AMENDMENT NUMBER TWO (2) CONTAINS QUESTIONS AND RESPONSES FOR  
SOLICITATION NUMBER RM-09-RFQ-080-DJC**

<b>Question Number</b>	<b>RFQ Section</b>	<b>Question</b>
<b>1.</b>	N/A	<b>Is the work to be performed on the client's site or at our facility?</b>
<b>DMH RESPONSE -</b> The work is to be performed on site at 64 New York Ave., 4 <sup>th</sup> Floor, Washington, D.C. 20002		
<b>Question Number</b>	<b>RFQ Section</b>	<b>Question</b>
<b>2.</b>	N/A	<b>How many index fields are required per document/file?</b>
<b>DMH RESPONSE -</b> There shall be Five Index Fields required per document/file.		
<b>Question Number</b>	<b>RFQ Section</b>	<b>Question</b>
<b>3.</b>	N/A	<b>What's the approximate amount of pages per box?</b>
<b>DMH RESPONSE -</b> There are approximately 5000 pages per box; however the invoice is the only document that needs to be scanned as identified in this solicitation.		
<b>Question Number</b>	<b>RFQ Section</b>	<b>Question</b>
<b>4.</b>	N/A	<b>Do the files contain double sided pages?</b>
<b>DMH RESPONSE -</b> The files do not contain double sided pages.		
<b>Question Number</b>	<b>RFQ Section</b>	<b>Question</b>
<b>5.</b>	C.2.5	<b>Clarify "Capture for loading into an electronic Content Management System (optional)?"</b>
<b>DMH RESPONSE -</b> The above referenced statement means that the documents are to be scanned and loaded into a File Management System which allows for easy access to the scanned documents. In addition, DMH must be able to archive documents on an on going basis.		

<b>Question Number</b>	<b>RFQ Section</b>	<b>Question</b>
6.	N/A	<b>Does the boxes have to be completely scanned by 9/30/09 or one year from the contract date.</b>
<b>DMH RESPONSE -</b> The boxes must be completely scanned by September 30, 2009.		
<b>Question Number</b>	<b>RFQ Section</b>	<b>Question</b>
7.	N/A	<b>The RFQ schedule price sheet does not allow me to include the charge for man hours at your site. Can I break down the cost on the pricing sheet?</b>
<b>DMH RESPONSE -</b> The Price for each box should include all costs associated with the completing the identified task in the Scope of Work (SOW) for this RFQ. There are no provisions to make any alterations, modifications or qualifying statements on the Schedule Price Sheet. Making any changes to the Schedule Price Sheet shall be grounds for being found Non-Responsive to this solicitation.		
<b>Question Number</b>	<b>RFQ Section</b>	<b>Question</b>
8.	N/A	<b>Should I state the cost per hour for the employee to work at your site, a separate charge per page and a separate charge for indexing then bill monthly based on hours worked, pages scanned and fields indexed.</b>
<b>DMH RESPONSE -</b> The Price for each box should include all costs associated with completing the identified task in the Scope of Work (SOW) for this RFQ. There are no provisions to make any alterations, modifications or qualifying statements on the Schedule Price Sheet. Making any changes to the Schedule Price Sheet shall be grounds for being found Non-Responsive to this solicitation		
<b>Question Number</b>	<b>RFQ Section</b>	<b>Question</b>
9.	N/A	<b>Can I inspect the documents prior to submitting the bid so that I won't over charge the government or under charge and financially harm my company?</b>
<b>DMH RESPONSE –</b> Due to time constraints and the need for these services to start immediately, there shall not be any site visit scheduled.		
<b>Question Number</b>	<b>RFQ Section</b>	<b>Question</b>
10.	N/A	<b>Are the documents bound (paper clip, staple or hole punch) if so, do the files need to be reassembled?</b>
<b>DMH RESPONSE –</b> The documents are indeed bound by paper clips, staples and/or hole punch. In addition, the files must be reassembled to complete this project as required by this RFQ.		

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR QUOTES 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 Bid to be submitted to the place specified for receipt of Bids. Bids shall be mailed or delivered in accordance with the instructions provided in the original RFQ. In the event your Bid 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 RFQ number and submission date. This signed Amendment must be received by the DMH/CPA no later than **Friday June 12, 2009** the new date and time for closing.

Failure to acknowledge receipt of Amendment Two (2) for Solicitation Number **RM-09-RFQ-BY0-080-DJC** may be cause for rejection of any Bid submitted in response to the subject RFQ.

Signed:

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

Amendment Number Two (2) is hereby acknowledged and is considered a part of the Bid for Solicitation Number **RM-09-RFQ-BY0-080-DJC**

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Signature of Authorized Representative

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Date

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Title of Authorized Representative

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Print or Type Name of Offeror