




---

**DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH  
 CONTRACTS AND PROCUREMENT SERVICES  
 64 NEW YORK AVENUE, NE, 2<sup>ND</sup> FLOOR, WASHINGTON, DC 20002  
 PHONE: (202) 671-3171 ♦ FAX: (202) 671-3395**

---

July 3, 2014

**HUMAN CARE AGREEMENT (HCA) SOLICITATION  
for RECOVERY SUPPORT SERVICES (RSS)  
AMENDMENT NUMBER ONE (1)**

**RM-15-HCA-RSS-000-XXX-BY4-CPS**

TO ALL PROSPECTIVE PROVIDERS:

**QUESTIONS AND ANSWERS**

Question No.	HCA Section	Question
1		May DBH/Addiction Prevention and Recovery Administration (APRA) complete past performance evaluations for Offerors?
<p><b>DBH RESPONSE: Only Offerors who do not perform services for no other entity in the D.C. Metro Area and only perform services for DBH/APRA may obtain a Past Performance Evaluation completed by DBH/APRA staff. Prospective Providers upon receipt of the Past Performance Evaluation request shall be notified if they are eligible to receive one from a DBH/APRA staff person.</b></p>		
Question No.	HCA Section	Question
2		How current must the Recovery Support Certificate be?
<p><b>DBH RESPONSE: The Certification MUST NOT have exceeded the Expiration Date at the time of the submission to the HCA Solicitation.</b></p>		
Question No.	HCA Section	Question
3	H.13 M.5	What is a CBE? Explain in detail and where information can be obtained in locating CBE's?

**DBH RESPONSE: The Department of Small and Local Business Development's (DSLBD's) Certified Business Enterprise (CBE) Program provides contracting preference for local businesses applying for contract and procurement opportunities with DC Government. Please refer to Section H.13 and Section M.5 of the Solicitation.**

441 4th Street, NW, Suite 850 North, Washington, DC 20001 / Phone: (202) 727-3900  
 Website Information: <http://dslbd.dc.gov/service/find-certified-companies>

Question No.	HCA Section	Question
4		Is there a funding maximum?
<p><b>DBH RESPONSE: There is no funding maximum with the determination of how much shall be provided to an HCA Award recipient being made by the HCA Technical Evaluation Committee (TEC) and the Director of Contracts and Procurement/Agency Chief Contracting Officer (Director/ACCO).</b></p>		

Question No.	HCA Section	Question
5	L.2.3.1	Are there any page limits in submitting the Technical Proposal?
<p><b>DBH RESPONSE: Please refer to Section L.2.3.1 of the Solicitation. The Technical Proposal shall be No More Than 20 single-spaced pages, one side only. DBH shall not consider any pages in excess of 20 pages to be a part of the Technical Proposal, shall not review or evaluate such pages and could result in your submission being found to be Non – Responsive to the solicitation receiving no further consideration.</b></p> <p><b>The following Technical Proposal attachments or other Technical Proposal details are not included in the 20 page limit :</b></p> <ul style="list-style-type: none"> <li>• Attachments</li> <li>• Resumes</li> <li>• Compliance Documentation</li> <li>• Checklist Items (page 76 - Items marked with "X")</li> <li>• Proposal Tabs/Cover sheets</li> <li>• Accreditation and Certification certificate copies</li> </ul>		

Question No.	HCA Section	Question
6	H.13	Please advise as to how a request for a waiver to the H.13 Mandatory Subcontracting Requirements will be evaluated? Please provide specific guidance on how to submit a waiver request?
<p><b>DBH RESPONSE: Please refer to Section H.13 of this Solicitation. The granting of a Waiver is initiated by the Prospective Provider submitting a Request for Waiver to me as the Director, Contracts and Procurement/Agency Chief Contracting Officer, which I in turn make the request for a Waiver from the District's Small and Local Business Development's (DSLBD) mandatory requirement. It is imperative that within your submission that you not only state that you are</b></p>		

**requesting a Waiver, but you provide with your request for a Waiver evidence depicting the Due Diligence that you performed in making a Good Faith Effort to meet the Mandatory Subcontracting Requirements and the results of your Due Diligence, along with your Good Faith Effort.**

Question No.	HCA Section	Question
7	C.7 H.13 J.M.5	Please map and provide guidelines for Sub Contracting?

**DBH RESPONSE: Please refer to Section C.7 in the Solicitation for Sub Provider Agreements which is separate from Sub Contracting Requirements; Section H.13 and Section M.5.**

**Please refer to Amendment Number One (1) Question 6, of this Amendment stating DBH's Response for the District Sub-Contracting requirements which is a District Law and a requirement for Providers/Contractors who wish to do business with the District with HCA equal to or potential greater than Awards greater than \$250,000.00.**

**All Potential Providers who wishes to receive consideration for a HCA Recovery Support Service award equal to or greater than \$250,000.00 must respond with the required Sub Contracting compliance documentation or a Waiver request. However, the obtaining the Waiver does not provide for additional funding.**

Question No.	HCA Section	Question
8		How will I know if my Award would be over \$250,000.00 for compliance with Sub Contracting Requirements?

**DBH RESPONSE: Prospective Providers may use historical data on expenditures with DBH/APRA for Certified RSS, review any 12 month expenditures for DBH/APRA Recovery Support Services, review historical data in providing services with other District/Federal Agencies, etc., along with their expertise in providing the services and monitoring the market place for Clients in need of services.**

Question No.	HCA Section	Question
9		How can I add my business associate to a distribution list for information regarding this HCA Solicitation?

**DBH RESPONSE: Prospective Providers shall visit the DBH website regularly [www.dbh.dc.gov](http://www.dbh.dc.gov) (click Opportunities, Contract Opportunities/ Procurement Listing Index) to stay current on any Solicitation formal updates. A Prospective Provider may submit a Capabilities Statement and their request to be placed on the DBH Bidders List for the area of Expertise to the Director of Contracts and Procurement/Agency Chief Contracting Officer (Section A, page 1) in writing No Later Than Seven (7) Days prior to the Deadline Date for Submissions to this Solicitation.**

Question No.	HCA Section	Question
10		What is the plan for Continuity Plan for existing Providers who Purchase Orders expire 9/29/14? Will there be an extension?

**DBH RESPONSE:** Current D.C. Department of Health/APRA issued Human Care Provider Agreements (HCPA) for Recovery Support Services are formally scheduled to expire on September 29, 2014. The current open DBH/HCA Solicitation for Recovery Support Services replaces the services being provided under HCPA as HCA Awards for Fiscal Year 2015 beginning on October 1, 2014. The HCA RSS Solicitation Closing Date/Time for the First Review shall dictate DBH’s approach to managing RSS services. This current solicitation is Open Continuously.

Question No.	HCA Section	Question
11		How to submit the RSS Office of Accountability issued certificate with the Response?

**DBH RESPONSE:** The Recover Support Service Certification copy shall be submitted with the Technical Proposal Response.

Question No.	HCA Section	Question
12	L.23	What items must be submitted with the HCA response pertaining to the check list? Clean Hands changed recently.

**DBH RESPONSE:** Please refer to Section L.23 of this solicitation on Page 76, where there is a Checklist with an a associated Legend for items marked with “X” that require submission with the Technical Proposal. The documentation Copies do not count towards the 20 page limit for Technical Proposals.

Question No.	HCA Section	Question
13		What will be the HCA award date and/or purchase order date?

**DBH RESPONSE:** DBH anticipates awarding Providers who have been successful in responding to this HCA Solicitation by July 11, 2014 (First Review Date) to be eligible for a DBH HCA Award effective October 1, 2014.

Question No.	HCA Section	Question
14	I.6	When does the First Source Agreement have to be completed online?

**DBH RESPONSE:** Please refer to Section I.6, along with Attachment J.4 – First Source Agreement compliance document. The Prospective Provider shall submit as a part of the compliance attachment documentation with the Technical Proposal Submission package. Once a DBH HCA Award is issued resulting from this Solicitation, the Provider is responsible for maintaining compliance per the First Source Agreement terms which includes submission of various data/reports via the DOES online system.

**In addition, please refer to the First Source Program Info.:** <http://does.dc.gov/page/first-source-employment-program->

Question No.	HCA Section	Question
15	C.3 through C.7	Please explain the Price Proposal and the details for services related to the pricing?

**DBH RESPONSE: Please reference Section C for the requirements of the HCA to meet DBH Performance standards and criteria. The limitations, exclusions and frequency information for Certified Providers to provider services under a HCA award are contained herein which is billable via Section C, along with Section G Terms and Conditions at the Rates established in Section B.**

**HCA Recovery Support Service Rates for services is a Fixed Established Rate for the Base Year, along with Four One Year Option Periods (Please Refer to Section B.5 Pages 4-23)**

Question No.	HCA Section	Question
16	A and L.22.2	Who should questions be submitted to?

**DBH RESPONSE: Please reference Section A (Item 10, page 1) and L.22.2, page, of the Human Care Agreement Recovery Support Service Solicitation for criteria for submitting Questions and to whom the Questions MUST BE submitted to in DBH.**

Question No.	HCA Section	Question
17	L.24 L.9	What is the Price proposal and how to submit with the Response?

**DBH RESPONSE: The Price Proposal shall include Pages 4-23, completed where indicated and submitted in a separate sealed envelope marked "Price Proposal" according submission instructions located in Section L and Section M.**

Question No.	HCA Section	Question
18	L.2.1	Revise L.2.1 (First Sentence)

**DBH RESPONSE: One Original and four (4) copies of the HCA Proposals shall be submitted in two parts, titled "Technical Proposal" AND "PRICE PROPOSAL"**

Question No.	HCA Section	Question
19	L.2 L.2.3.1 L.10 L.15	Are bound copies accepted for HCA Solicitation responses?

**DBH RESPONSE: The Prospective Provider shall reference Section L to review in its entirety submitted Proposals based upon their review and understanding as well as consider any information provided in the form of an Amendment to this HCA Solicitation for their utilization of materials and supplies for their submission. How a Prospective Providers determines to submit their HCA Proposal is a Business Decision that MUST BE in compliance with this solicitation.**

Question No.	HCA Section	Question
20	L.2.4 B.5	Does Section L.2.4 Price Proposal require any proposal response? Is pricing of any nature required in our response?
<b>DBH RESPONSE: There is No Requirement for Pricing associated with this Solicitation except for signing the Schedule B Pricing Sheets located in Section B.5 and submitting as instructed.</b>		
Question No.	HCA Section	Question
21		Is the Proposal Submission the same as last year?
<b>DBH RESPONSE: Prospective Providers who wish to be considered for a Recovery Support Service Human Care Agreement Award shall review this Solicitation in its entirety as well as any Amendments for preparation of your response to this HCA RSS by the depicted Closing Date/Time.</b>		

**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 HCA Solicitation. In the event your proposal has been previously deposited with the Department of Behavioral Health, Contracts and Procurement Services (DBH/CPS), submit this signed Amendment in a sealed envelope, identified on the outside by the HCA number and submission date. This signed Amendment must be received by the DBH/CPS no later than the date and time for closing. Failure to acknowledge receipt of Amendment One (1) for Solicitation Number **RM-15-HCA-RSS-000-XXX-BY4-CPS** may be cause for rejection of any proposal submitted in response to the subject HCA Solicitation.

Signed:

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

Amendment Number Two (2) is hereby acknowledged and is considered a part of the proposal for Solicitation Number **RM-15-HCA-RSS-000-XXX-BY4-CPS**.

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

\_\_\_\_\_  
 Date

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

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