



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

JANUARY 23, 2014

REQUEST FOR PROPOSAL AMENDMENT NUMBER ONE (1) FOR:

**SOLICITATION NUMBER RM-14-RFP-159-BY4-SDS
WEB-BASED BEHAVIORAL HEALTH TRAINING PROGRAM**

TO ALL PROSPECTIVE OFFERORS:

Question No.	RFP Section	Question
1		Closing Date and time
DBH RESPONSE: <p>The Closing date is hereby extended from January 27, 2014 at 2:00 PM Local Time to January 30, 2014 at 2:00 PM Local Time.</p>		
2	Section B, CLIN 0002	What is the breakdown of the 10,000 users among Teachers, Principals and Child Service Providers?
DBH RESPONSE: <p>The Participants for the Web Based Training is comprised of users from the District’s Public School System (DCPS); Charter Schools; Child Development Facilities and Family Day Care Homes. The approximate number of Participants per the Institutional Program is detailed as follows:</p> <ul style="list-style-type: none"> • DCPS - Teachers (3,492); Principals (107); Assistant Principals (135) • Charter Schools – The Charter School Board does not collect data on the number of Teachers/Principals at any given time. There are 60 Charter Schools which operate from 109 locations. • Child Development Facilities (346) and Family Day Care Homes (145) active licenses 		
3	Section C	Section C states that the training shall be mandatory. Are trainees expected to go through the training once a year?
DBH RESPONSE: <p>The South Capitol Street Memorial Amendment Act (South Capitol Street Bill or “The Bill”) does not stipulate that Behavioral Health Training is required once every year. However, after the Training has been implemented, monitored and evaluated by the DC Government, there may be a decision for ongoing or scheduled Training.</p>		
4	Section C.4	What is the timeline for all required personnel to complete the training
DBH RESPONSE: <p>In accordance with the South Capitol Bill, completion of the program shall be made mandatory for all by October 1, 2014. The enforcement of this deadline shall be the responsibility of DBH and participating District Agencies.</p>		

5		Who is in the Child Development “basket”?
DBH RESPONSE: Child Development Facilities constitute those organizations which serve non-school age children during the day and school age children outside of normal school hours including Day Care Centers, Nurseries, After-School Programs, Montessori Schools and other Non-Traditional Learning Centers.		
6		Will the training be done as In Service Training from Home/mobile locations?
DBH RESPONSE: The Contractor is responsible for designing the Training in such a way that Users can access the Web Based Training from work and personal internet ready locations.		
7		Is there a District Evaluation Team, or would the Awardee provide the evaluation
DBH RESPONSE: The Contractor shall provide User Level Evaluations. Evaluation of Training Program impact at the System Level shall be performed by the District.		
8	Section C.3	There is language in the solicitation about Referral Resources for the District; Will the District provide those Resources to the Awardee?
DBH RESPONSE: The Contractor is not responsible for providing specific Referral Methods and Resources to the Training System Participants. The Contractor may provide general information on how an Educator/Training Participant might refer a youth within a school/educational setting as a part of the Training Content.		
9		Are the numbers available on the turn-over rates for Staff in the District
DBH RESPONSE: The Program Participants are comprised of various Educators who provide varying educational/learning curriculums. The turnover rate information is not available at this time.		
10		Can the training be made available to any other groups besides those required to take it?
DBH RESPONSE: The Web Based Training can be made available to other groups besides those required to Participate. Currently it has been expressed in the Community that there is additional interest in the market place among private/public institutions. The Bill allows DBH to make the program available to other interested individuals.		
11	Section C Section F	Identify Specifications needed to do the training.
DBH RESPONSE: Please see Section C- Description/Specifications/Work Statement and Section F - Deliverables. The Contractor’s response to the Solicitation shall include the Proposed Specifications for the Performance of the Contract which shall be a part of the Evaluation Criteria (See Section M)		

12		Does DBH currently have a learning management system vendor and if so, will you host the online training?
<p>DBH RESPONSE:</p> <p>DBH has a Contract in place for Learning Management System Services. DBH is seeking a Responsive and Responsible Contractor to provide the Platform, Services and Deliverables for the Performance of the Contract resulting from this Solicitation.</p>		
13	Section B	Can you explain what is meant by licensing?
<p>DBH RESPONSE:</p> <p>The word licensing appears in the Solicitation in three (3) different contexts. In Section B (B.1) (Purpose of Solicitation) the word ‘licensing’ references the Planned Participants who hold Professional licensure and are required to participate in Continuing Education in order to maintain good standing. In Section B (Pricing Schedule), ‘licensing’ refers to the cost a Contractor would charge the Department of Behavioral Health to use its training product for its own purposes described in this solicitation. Section L and the Section called ‘Notice to Final Rulemaking’, the word ‘licensing’ makes reference to a business license or other documentation which permits a Contractor to engage in business with the District of Columbia.</p>		
14		Do you want the training module to be hosted by an external website (if so is a platform based on cloud technology acceptable) or will it be hosted internally by the District of Columbia?
<p>DBH RESPONSE:</p> <p>The Contractor shall provide the platform whereby Training Participants can access the Product to complete an Online Training course. Cloud technology is acceptable provided adequate security measures are in place to protect Participant registration and user-activity information. The Contractor shall be responsible for all Cost related to the hosting and maintaining the external website and the related Technology.</p>		
15		Can you also tell me about what you define as technical assistance and what type of activities you envision would take place for the website for the web site?
<p>DBH RESPONSE:</p> <p>The term ‘Technical Assistance’ is made reference to twice in the Solicitation; once in Schedule B Pricing, which refers to the support the vendor should provide in ensuring the training course is accessible and deliverable to its intended participants. The second reference in Section C (Specific Requirements) refers to the provision by the vendor of a dedicated point of contact to answer questions and provide support for technical issues which cannot be resolved locally. The District envisions required participants to be able to access the online training course from a platform provided by the vendor and navigate the training course with reasonable effort. In the event, a participant is hindered from completing the course, the vendor should be available to assist with any technical issues. Descriptive information about existing technical assistance procedures should be submitted within the proposal response. Please refer to Section M. 3.1 Technical Evaluation Factors.</p>		
16		Do you expect the Offeror to be responsible for content management and/or course authoring?
<p>DBH RESPONSE:</p> <p>The Solicitation requirements include Section C and Section F the Offeror to provide a usable training product as a deliverable, DBH approved content management and course authoring becomes the responsibility of the Offeror. Please refer to Section F 3.1 Deliverables</p>		

17		Does the contract amount in excess of \$250,000 referenced in section H.10 of this RFP pertain to Year one of the contract or Year 1 and subsequent 4 option years?
DBH RESPONSE: The Subcontracting Requirement (Section H) is applicable to the Base Year from Date of Award (365 Days) and, subsequently, to any DBH Exercised Option Periods, or successive fractions thereof that exceed \$250,000..		
18		Should the Subcontracting Plan be included as an attachment or in the body of the proposal?
DBH RESPONSE: The Subcontracting Plan should be included as an attachment in the same way as the Tax Certification Affidavit and first Source documentation.		
19		Attachment J.10 Cost/Price Disclosure. Clicking the link provided results in a “page not found” error:
DBH RESPONSE: Attachment J.10 can be found along with other referenced Attachments at www.ocp.dc.gov, Opportunities and Support Tab, “OCP Solicitations” link followed by the “Required Solicitation Documents”		
20	Section K1	Tax Certification is mentioned as Attachment J10. In our version of the RFP it is Attachment J9. Please confirm which is correct?
DBH RESPONSE: The Tax Certification Affidavit is Attachment J.9 of the Solicitation and it was not just referenced in Section J, but is attached to the Solicitation.		
21	Sections K2 – K10	Please clarify if this information should be included in as part of the proposal or provided in the contract award process.
DBH RESPONSE: The Contractor shall complete Sections K-2 through K-10 as part of the proposal.		
22	Section K	Please clarify if this information should be included in as part of the proposal or provided in the contract award process. If provided as part of the proposal should they be in the body of the proposal or as an attachment?
DBH RESPONSE: The Contractor shall complete Sections K-2 through K-10 as part of the proposal. Section K shall be submitted as an Attachment.		
23	Sections K8	Officers not to Benefit Certification refers to clause 17 of the standard contract provisions, but a review of clause 17 of the standard contract provisions does not appear to be relevant to the language of that clause:
DBH RESPONSE: In Section K.8 “Clause 17 of the Standard Contract Provisions” is hereby amended to read “Clause 13 of the Standard Contract Provisions”		
24	Section H	Section H.10.1.3 indicates that if the prime Contractor is certified as a small, local or disadvantaged business enterprise it isn't required to comply with the provisions of Sections H.9.1 and H.9.2. a) Is a small business that is incorporated outside of the

		District exempt from the requirement to submit a sub-contractor plan? b) If a small business incorporated out of the District is not exempt from the sub-contracting plan, can it submit a notarized letter of explanation in lieu of a sub-contracting plan as to why the services that it is providing cannot be subcontracted?
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DBH RESPONSE:

- a) In order to be exempt from the subcontracting Requirements a Prime Contractor must be Certified in the district of Columbia by the Department of Small, Local Business Development (DSLBD).
- b) There is a process in place by which a Contractor who cannot meet the Subcontracting Requirement can request a Waiver from the Requirement by providing detailed documentation substantiating their request to DBH Contracts and Procurement for processing through DSLBD.

25		Are there any caps in effect on covering the indirect costs for consultants affiliated with institutions of higher education?
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DBH RESPONSE:

This Solicitation does not provide coverage for Indirect Costs.

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL 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 quote 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 quote has been previously deposited with the Department of Behavioral Health, Contracts and Procurement Services (DBH/CPS), submit this signed Amendment in a sealed envelope, identified on the outside by the RFP number and submission date. This signed Amendment must be included with your submission in response to this RFP.

Failure to acknowledge receipt of Amendment One (1) for Solicitation Number **RM-14-RFP-159-BY4-SDS** may be cause for rejection of any quote submitted in response to the subject RFP.

Signed:


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

Amendment Number One (1) is hereby acknowledged and is considered a part of the proposal for Solicitation Number **RM-14-RFP-159-BY4-SDS**.

 Signature of Authorized Representative

 Date

 Title of Authorized Representative

 Print or Type Name of Offeror