AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. Contract Number	Page of Pages 1 of 4

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
A0002	See 16C		CFSA-11-R-0001

6. Issued By:	Code KTO	7. Administered By (If other than line 6)
Child and Family Services Agency (CFSA) Contracts and Procurement Administration 955 L'Enfant Plaza, SW, Suite 5200 Washington, DC 20024		

8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)	(X)	9A. Amendment of Solicitation No. CFSA-11-R-0001
		9B. Dated (See Item 11) 3/10/2011
		10A. Modification of Contract/Order No.
Code Facility		10B. Dated (See Item 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended. [X] is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

[ ]	A. This change order is issued pursuant to: (Specify Authority) 27 DCMR Section 3601, Par. 19, Changes, Standard Contract Provisions The changes set forth in Item 14 are made in the contract/order no. in item 10A.
[ ]	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.
[ ]	C. This supplemental agreement is entered into pursuant to authority of:
[ ]	D. Other (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [X] is required to sign this document and return 1 copies to the issuing office.

14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

1. **The new revised proposal submission date is May 20, 2011 @ 2:00 p.m. (local time)**
2. Delete Section B, Page 2 and 3 in its entirety and insert Section B, Pages 2R, 3R and 3R-1 (attached)
3. Complete the Cost/Price Disclosure Certification (attached)
4 Complete the Subcontracting Plan (attached)
5. Delete section C.6 in its entirety and replace with section C.6R as follows:

C.6R: Performance Measures

C.6R.1 90% of youth will have contact within five (5) business days of receipt of referral.

C.6R.2 100% of youth will have a completed life skills development and/or career plan within 30 days of referral.

C.6R.3 50% of youth will have employment experience upon completion of the service.
To be counted towards this performance measure, the youth shall be employed for a minimum of 90 days.

C.6R.4 50% of youth will have secured employment upon completion of the service. Secured employment is defined as receiving payment for services rendered for a minimum of 90 days.

C.6R.5 75% of youth will have sucessfully completed the service. Successful completion will depend on the youth's individual needs identified in the learning plan and corresponding outcomes in the service plan.

CONTINUED ON PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect

15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer Tara Sigamoni	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia Tara Sigamoni (Signature of Contracting Officer)	16C. Date Signed 4/26/11

Delete section C.5.3.1 in its entirety and replace with section C.5.3.1R as follows:

C.5.3.1R Youth between the ages of 15-21 with a status of commitment or former youth who had a status of commitment at the age of 15, but are not yet 21 and who meet the federal guidelines outlined in Chafee Program. All eligible youth must have been a ward at age 15.

In Section C – delete all references to calendar days and replace with business days.

In Section C – delete all references to IL Coordinator and replace with IL Specialist.

Delete Section C.5.4.1.3 in its entirety and replace with section C.5.4.1.3R as follows:

C.5.4.1.3R The contractor shall initiate contact with the referred client within five (5) business days of receiving the written referral to:.

Delete Section C.5.4.1.4 in its entirety and replace with section C.5.4.1.4R as follows:

C.5.4.1.4R The contractor shall provide weekly face to face in alignment with the service plan. The duration of the face to face contact will be in accordance with the time required to accomplish the training or service.

Delete Section C.5.4.1.14 in its entirety and replace with section C.5.4.1.14R as follows:

C.4.1.14R If the Contractor is unable to engage the referred youth within 90 days of the initial referral, the contractor can terminate upon approval by the referring IL specialist. The contractor shall submit a written termination summary report to the referring IL specialist, explaining the reason for termination and the efforts made to engage the youth.

In Section C.5.4.2.1 delete: The Contractor in partnership with the OYE shall conduct activities that include instruction and information in a form suitable for the education and abilities of the youth.

In Section C.5.4.2.1R insert: The Contractor shall conduct activities that include instruction and information in a form suitable for the education and abilities of the youth. Said services may involve modeling, demonstrations, and supervision in the areas identified in the service plan. The Contractor may have youth participate in activities sponsored by OYE. Activities shall include but are not limited to:

In Section C.5.4.3.1 delete: The Contractor in partnership with the OYE shall help youth obtain satisfying careers in today's workforce by:

In Section C.5.4.3.1R insert: The Contractor shall help youth obtain satisfying careers in today's workforce by:

Delete the following Sections in its entirety: Section C.5.4.1.3 (ii)
Section C.5.4.1.17
Section C.5.4.3.3
Section C.5.4.3.3 (i)
Section C.5.4.4 (viii)

Section C.5.4.3.3 (ii) will become C.5.4.3.3R (i)

Delete Section C.5.4.1.17 in its entirety and replace with section C.5.4.1.17R as follows:

C.4.1.17R : The service plan for life skills development plan and/or career plan shall include at a minimum:

(a) A narrative that includes the youth's life skills development and/or career plan that support the youth's transition plan goals and short and long term objectives.
(b) Assessment of the youth strengths and areas of focus related to educations, career exploration and development, job readiness, and job placement, housing, health needs, household management skills, child development and parenting as appropriate.
(c)A listing of activities to be performed by the Contractor, Youth and other relevant adult resources.
(d)Any other information deemed by the Contractor or referring social worker as related to the successful transition of the youth.

Add Section C.7 Referral Process/Service Plan

Section C.7 Referral Process/Service Plan

C.7.1 The OYE shall administer the Ansel Casey Life Skills Assessment to each youth participating in this program. Based on this assessment, CFSA shall develop a

Learning Plan. In addition, each youth aged 18 and above shall have a transition plan. OYE will provide all of this information to the contractor at time of referral.

C.7.1 The contractor shall develop a service plan based on the information provided, meeting with the youth, referring worker, and biological and/or foster family members and mentors as appropriate.

C.7.2 The service plan shall include but not be limited to the following:

(i) A listing of activities to be performed by the contractor, youth and other relevant adult resources.
(ii) A schedule of training
(iii) A timeframe for completion of the training.

C.7.3 The service plan shall address each of the respective service areas identified in the youth's assessment. The contractor shall provide the service plan to the IL Specialist within five (5) business days of referral and obtain the written approval of the service plan within ten (10) business days of initial contact with the youth from the referring worker.

Add the following to Section C.3 Definitions:

C.3.24 Employment: Shall be defined as receiving payment for services rendered on a full-time (40 hours a week) or part-time (20-32 hours a week) basis.

C.3.25 Successful Completion: Shall be individually defined based on the elements and the needs of the youth identified in the service plan. The timeframe for completion should be specified in the service plan.

C.3.26 Case Manager: Case manager is defined as being the primary person responsible for all entities of a youth or family until the youth achieves case closure.

In Section F.1 add: Startup would be expected within four (4) weeks after the contract is awarded.

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

B.1 The District of Columbia Child and Family Services Agency (the "District") is seeking a contractor to provide **Youth Transitional Living Support Services.**

B.2 The District contemplates award of one or more Indefinite Delivery Indefinite Quantity (IDIQ) contracts with payments based on fixed unit rates and effective for the period stated.

B.2.1 Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering Clause, G.7. The Contractor shall furnish to the District, when and if ordered, the supplies or services specified in the Schedule up to and including the maximum quantity of four hundred (400) units. The District will order at least the minimum quantity of one (1) unit.

B.2.2 There is no limit on the number of orders that may be issued. The District may issue orders requiring delivery to multiple destinations or performance at multiple locations.

B.2.3 Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and District's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period.

B.3 PRICE SCHEDULE – IDIQ

B.3.1 BASE YEAR

Contract Line Item No. (CLIN)	Item Description	Price Per Unit *Unit – per youth*	Quantity Minimum	Minimum Total Price (Unit price x minimum quantity)	Quantity Maximum	Maximum Total Price (Unit price x Maximum quantity)
CLIN 0001	Life Skills	$_____	50	$_____	125	$_____
CLIN 0002	Education	$_____	25	$_____	75	$_____
CLIN 0003	Vocational	$_____	25	$_____	75	$_____
CLIN 0004	Career Exploration	$_____	50	$_____	125	$_____
CLIN 0005	Post Secondary Education	$_____	25	$_____	75	$_____

B.3.2 OPTION YEAR ONE

Contract Line Item No. (CLIN)	Item Description	Price Per Unit *Unit – per youth*	Quantity Minimum	Minimum Total Price (Unit price x minimum quantity)	Quantity Maximum	Maximum Total Price (Unit price x Maximum quantity)
CLIN 0001	Life Skills	$_____	50	$_____	125	$_____
CLIN 0002	Education	$_____	25	$_____	75	$_____
CLIN 0003	Vocational	$_____	25	$_____	75	$_____
CLIN 0004	Career Exploration	$_____	50	$_____	125	$_____
CLIN 0005	Post Secondary Education	$_____	25	$_____	75	$_____

B.3.3 OPTION YEAR TWO

Contract Line Item No. (CLIN)	Item Description	Price Per Unit *Unit – per youth*	Quantity Minimum	Minimum Total Price (Unit price x minimum quantity)	Quantity Maximum	Maximum Total Price (Unit price x Maximum quantity)
CLIN 0001	Life Skills	$_____	50	$_____	125	$_____
CLIN 0002	Education	$_____	25	$_____	75	$_____
CLIN 0003	Vocational	$_____	25	$_____	75	$_____
CLIN 0004	Career Exploration	$_____	50	$_____	125	$_____
CLIN 0005	Post Secondary Education	$_____	25	$_____	75	$_____

B.3.4 OPTION YEAR THREE

Contract Line Item No. (CLIN)	Item Description	Price Per Unit *Unit – per youth*	Quantity Minimum	Minimum Total Price (Unit price x minimum quantity)	Quantity Maximum	Maximum Total Price (Unit price x Maximum quantity)
CLIN 0001	Life Skills	$_____	50	$_____	125	$_____
CLIN 0002	Education	$_____	25	$_____	75	$_____
CLIN 0003	Vocational	$_____	25	$_____	75	$_____
CLIN 0004	Career Exploration	$_____	50	$_____	125	$_____
CLIN 0005	Post Secondary Education	$_____	25	$_____	75	$_____

B.3.5 OPTION YEAR FOUR

Contract Line Item No. (CLIN)	Item Description	Price Per Unit *Unit – per youth*	Quantity Minimum	Minimum Total Price (Unit price x minimum quantity)	Quantity Maximum	Maximum Total Price (Unit price x Maximum quantity)
CLIN 0001	Life Skills	$_____	50	$_____	125	$_____
CLIN 0002	Education	$_____	25	$_____	75	$_____
CLIN 0003	Vocational	$_____	25	$_____	75	$_____
CLIN 0004	Career Exploration	$_____	50	$_____	125	$_____
CLIN 0005	Post Secondary Education	$_____	25	$_____	75	$_____

B.4 An offeror responding to this solicitation must submit with its proposal, a notarized statement detailing any subcontracting plan required by law. Proposals responding to this RFP shall be deemed nonresponsive and shall be rejected if the offeror 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.9.1.

1. C.5.1.2 The Contractor's facility(s) shall be accessible to youth via Public Transportation. If the Contractor's main facility is located in the District; the contractor shall be capable of traveling to youth's location, if needed.

Question: Will we have to provide transportation and/or reimburse the youth for travel? Or will travel be the youth's responsibility. Will contractors be expected to provide transportation for anything? If so, what are the requirements for providing transportation? Does this transportation provision differ if youth live in DC versus Maryland? How does it differ?

Answer: **The contractor may choose to reimburse the youth for travel or provide advanced transportation funds to the youth or provide transportation. The contractor may build these costs into the budget.**

Question: On page 8, section C.5.1.2., the traveling requirement states that if our facility were located in the District that we should be capable of traveling to the youth's location. Are contractors, with facilities located in Maryland exempt or expected to travel to the youth's location? Under what conditions would the contractor need to travel to the youth's location? Is the word "location" synonymous with home or domicile?

Answer: **See below.**

Question: Is the provider expected to travel to the youth's resident?

Answer: **The contractor is required to provide services to youth located in the District, Maryland and Virginia. The contractor should take into consideration the varied needs of the youth to be served. Contractors should clearly describe in their proposal methods for the provision of services to youth in foster homes, group homes, independent living programs, or onsite program locations. Optimally, the providers should be able to establish programs and/or collaborations with other agencies that ensure that each youth is easily able to access the required services in their respective communities.**

Question: On page 14, section C.5.4.2.1 (iv), contractors will be expected to "[provide] support to youth away at college through e-mentoring". Please define e-mentoring? Does this mean that we should expect to serve youth who are away at college? Are there different requirements and guidelines for these youth? What are they? For example, will contractors be expected to still have a weekly face-to-face meeting?

How can a contractor provide life skills or other job readiness training if these youth are not physically accessible?

Answer: **The contractor may choose to provide E-Mentoring in a number of ways. Some examples are: E-mail, Skype, Facebook, etc. The contractor shall also identify individual mentors with similar/matching career fields and offer a multiple means for connecting the youth with the mentor based upon the needs of each youth. The contractor can provide life skills training through whatever platform is identified in the service plan. It is at the discretion of the contractor to propose how you choose to provide the e-mentoring services.**

Question: Is the program expected to last depending on the needs of the youth, or will the contractor be expected to assist the youth for the entirety of the base year (one year)? Is there a time minimum/maximum for spending with the youth to complete the program/domain? If so, what is the minimum/maximum amount of time contractors are expected to serve each youth per year (base and option years)?

Answer: **Services rendered depend on the needs of the youth and agreed upon service plan.**

Question: When the case is referred to the provider, will there be a timeframe for completion?

Answer: **Services rendered depend on the needs of the youth and agreed upon service plan. The contractor's life skills development and career plan should build upon the learning plan and speak to specific life skills, educational support, employment readiness, preparation and work experiences necessary to successfully transition the child to adulthood.**

Question: Will youth be referred to the contractor after they have already been given the Ansell Casey and the agency has developed a learning plan and/or transition plan and determined which domains the contractor should focus on?

Answer: **Yes, all youth will have an existing learning plan.**

Question: What will be the length of time the contractor has to provide the services in these plans?

Answer: **Services depend on the needs of the youth and agreed upon service plan.**

Question: Please describe the services that the contractor can expect to see in such a plan(s).

Answer: **The Ansell Casey learning plan will speak specifically to the area of need. The contractor shall develop a service plan based on these needs. The areas predominant of focus will be employment, education and life-skills.**

Question: Based on the discussion at the pre-proposal meeting will the performance measures be amended to account for those youth who successfully matriculate to a post secondary institution instead of securing employment?

Answer: **There will be no changes to the performance measures.**

Question: Are there any incentives for the youth? Will youth be given a stipend for attending meetings/trainings or completing the program by the agency? If not, could contractors offer an incentive to youth (to be included in the budget)? If so, would there be any limits?

Answer: **The contractor may offer incentives to the youth as it seems appropriate. If incentives are offered, these costs should be included in the budget.**

Question: Are contractors responsible for finding and securing youth housing, healthcare, etc. or just showing youth how to access these programs?

Answer: **Modeling and showing are a part of life skills training. Securing is not a requirement of the contractor.**

Question: Can you provide additional information regarding the 35% SBE subcontracting requirement. The majority of our budget is for staffing and the few line items that could qualify for contracting by an SBE such as office supplies and program supplies are less than 35 % of the budget. How is it possible to meet the 35% requirement based on dollar volume?

Answer: **The Office of Local, Small Business Development has stated that in the particular example above, the prime contractor would perform 65% of the work and subcontract out the remaining 35% of the work**

to a certified Small Business Enterprise (SBE), and if a qualified SBE cannot be located, the prime contractor shall sub-contract with any Certified Business Enterprise (CBE).

Question: Where will most of the youth referred to the program be living (foster care, group care, their own home, kinship care)?

Answer: All of the above.

Question: Will the young adults have any financial support for housing costs?

Answer: This is not applicable, the social worker and the team will lead placement and housing.

Question: Does CFSA have any resources for the young adults to attend college?

Answer: CFSA does have resources to assist youth in attending college.

Question: Are all youth aged 15 to 21 years served by CFSA expected to participate in the transitional services provided by the contractor?

Answer: Not all youth aged 15 to 21 are expected to participate.

Question: When would the youth be referred? Only on business days or weekends and holidays?

Answer; The youth will be referred during regular business hours.

Question: Page 8 C-5 Requirements. Is it anticipated that more than 1 location will be needed to accommodate youth in DC as well as MD?

Answer: The Contractor's design should be one that accommodates youth in DC and Maryland (with the exception of e-mentoring).

Question: What percentage of youth resides outside of DC? What percentage by County?

Answer: There are approximately 500 youth that participate in this program. There are approximately 257 youth that reside in the District of Columbia. There are approximately 273 youth that reside in Maryland. Of these, a majority are located in P.G. County followed by Howard County.

Question: Page 16. Are the performance measures linked to payment or incentives?

Answer: **There are no incentives.**

Question: Page 67. Is it acceptable to request that pricing be protected and not disclosed?

Answer: **Pricing can be protected only until an award is made.**

Question: Of the foster youth who are under age 18, are they typically attending high school, if so, what is the Contractor's responsibility relative to their education provider, if any?

Answer: **Responsibility of the Contractor would be defined in the service plan created for an individual youth including whether traditional educational resources are sufficient or if other methods are more appropriate for the youth. Youth under 18 are typically attending high school.**

Question: What is the typical ratio of youth to direct service provider/case manager?

Answer: **For case management services, the typical ratio is one social worker to 15 youth. Case manager is defined as being the primary person responsible for all entities of a youth or family until the youth achieves case closure. This contract is not soliciting case management services. Each youth is assigned a social worker and therefore the number of social workers is contingent upon the number of youth the contractor serves.**

Question: Is there a minimum number of youth that will be referred?

Answer: **See revised price schedule.**

Question: What is the timeframe for program startup? Is the program expected to be fully staffed for 100 youth at the start?

Answer: **Startup would be expected four (4) weeks after the contract is awarded.**

Question: If the youth refuses to participate in services can the provider close the case?

Answer: **The Contractor shall engage the youth for a 90 day period including engaging the primary social worker and team. After all these efforts have been exhausted, the case can be closed.**

Question: When the case is referred to the provider, will there be a timeframe for completion?

Answer: **Successful completion is individually defined based on the elements and the needs of the youth identified in the service plan. The timeframe for completion should be specified in the service plan.**

Question: During the pre-proposal meeting, it was stated that one contract would be awarded but there may also be additional awards. When and how would the agency make this decision? Would the offerors be notified?

Answer: **Yes, as stipulated in Section B.2 of the RFP. The number of multiple awards will depend on the contractors' capacity for meeting the minimum requirements of the RFP.**

Question: Are ALL of the specific requirements stipulated under section C.5.4. required for ALL youth in the program? For example on page 16, in section C.4.4 (xiii), "provide a minimum of 4 hours a week of classroom experience for a minimum of 6 weeks"-Does the requirement apply to ALL youth, or just the for certain youth? Please describe.

Answer: **Services will be rendered by the contractor based on their specific program design using evidence -based practices and on individual needs identified in the service plan for each youth. At a minimum the contractor shall provide 4 hours a week.**

Question: On page 8, section C.5.1.3, the RFP states that the contractor shall provide services by "modeling in the youth's living situation." Are contractors expected to teach life skills in youth's homes, or can contractors meet at their own facility or an outside facility (for example, if we are working on how to do laundry, could we meet at a Laundromat? In this example would we also be expected to provide the detergent and money for washing and drying?

Answer: **The location for modeling may be at the discretion of the contractor and based on the needs identified in the service plan and structure**

of the contractors proposed program and stipulated outcomes for the youth involved in the program. In order for successfully model how to do laundry in a Laundromat, the necessary items must be provided.

Question: On page 8, section C.5.3.1, the brief description of the youth's backgrounds says that they are currently/or have history of foster care, but in the pre-proposal meeting it was stated that none of the youth would have been emancipated. Could you please elaborate more on the youth's backgrounds? Are they all in foster care, currently in high school, out of school, etc.

Answer: IL services are offered to youth eligible under Chafee. Eligible youth are youth 15-21 with a status of commitment or former youth who had a status of commitment at the age of 15, but are not yet 21.

Question: For C.6.1: How is the '5 days' defined by CFSA. Is this 5 business days, or 5 days inclusive of weekends? What motivation will exist for the youth to follow through with the referral? Will CFSA provide any assistance in making initial contact with the youth, or will CFSA just provide a referral?

Answer: **Every youth has a team of supports (SW, GAL, ect.) that work with them on a daily basis. The SW is the lead in getting the youth to engage for the initial meeting. It is up to the contractor to create a program (build in incentives) that encourages the youth to participate. All referrals will be made by Office of Youth Development IL Specialist and they will participate in the planning meetings required to complete the life skills development or career plan during regular business hours. The participants can be placed with CFSA or a provider agency.**

Question: For C.6.2: A 100% completion rate for any activity is usually an unreasonable expectation. Why did CFSA set this percentage as 100% instead of something lower?

Answer: **Completion is measured on an individual basis based on contractors developed service plan. All youth are required to have a completed life skills development or career plan and therefore the 100% is required. The contractor has the support of the social worker to engage and monitor the youth involvement.**

Question: Will youth that have only one contact with the program/organization be counted in this performance measure?

Answer: **Yes, for those components of the services where the contractor has identified the service components as being completed in one session because it may be possible for an activity to be completed in one session.**

Question: Would CFSA be open to qualifiers on this performance measure? For example: 100% of youth that have received 10 hours of service (or at least 5 contacts with staff) will have a completed life skills development or career plan within 30 days of referral.

Answer: **The performance measure will remain at 100%. No Qualifiers.**

Question: For C.6.3: How is CFSA defining 'employment experience'? Does an internship count? Does it the employment experience require a paid position? Does it need to be full time?

Answer: **Our goal is to secure on-going gainful employment for our youth. That said, an internship can be an avenue to achieve the goal of gainful employment. Employment is the actual work experience on a part-time (20 hours-32 hours or full time (40 hours) or more per week. While internships are an excellent vehicle for exposing youth to career opportunities and work experience it is not employment.**

Question: How much 'employment experience' is needed to count? If a participant works a single day in a full time job, does that count for this performance measure?

Answer: **All employment 90+ days will be counted for performance measures.**

Question: Does CFSA have a definition for a "successful completion" or does the program get to define this concept?

Answer: **Successful completion is individually defined based on the needs identified in the service plan.**

Question: For C.6.4: How is CFSA defining 'secured employment'?

Answer: **Secured employment is defined as receiving payment for services rendered.**

Question: Can a participant already have a job when they have finished the program?

Answer **One of the goals of this solicitation is to ensure that the youth secures employment, services that support a youth securing employment that aligns with career choice or offers additional financial security will also be counted.**

Question Does a formal job offer count (even if the youth does not accept the job)?

Answer **A formal job offers counts if the youth accepts the position and is continually employed for 90 days.**

Question: For C.6.5: Does CFSA have a definition for a 'successful completion' or does the program get to define this concept?

Answer: **Successful completion is individually defined based on the needs identified in the service plan. Successful completion should be identified as the performance outcomes. The performance outcomes must be consistent with the CFSA RFP requirements and the federal use of Chafee funds.**

COST / PRICE DISCLOSURE CERTIFICATION

RFP Number: _____ Closing Date: _____

Caption: _____ Total Proposed Amount: _____

The undersigned _____
_____
(please print name and title of offeror's authorized signatory) hereby certifies that, to the best of my knowledge, the cost and pricing data (i.e. at the time of price agreement this certification represents all material facts which prudent buyers and sellers would reasonably expect to affect price negotiations in any significant manner) submitted is accurate, complete, and current as of _____ (date of RFP closing or conclusion of negotiations as appropriate) . The undersigned further agrees that it is under a continuing duty to update cost or pricing data through the date that negotiations, if any, with the District are completed. The undersigned further agrees that the price, including profit or fee, will be adjusted to exclude any significant price increases occurring because the cost or pricing data was inaccurate, incomplete or not current. (See D.C. Procurement Regulations, 27 DCMR, Chapter 16, §1624 and §1626, Chapter 24, §2405 and Chapter 33; and Section 31 of the Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, dated November, 2002, as amended).

Signed: _____ Date: _____

Title: _____

Company: _____

Address: _____

_____

DUNS #: _____

Phone: _____

Fax: _____

COST/PRICE DATA REQUIREMENTS

1. GENERAL INFORMATION:

1.1 Offerors submitting cost/price proposals, in response to a District Request For Proposal (RFP), sole source procurement, change order, or contract modification exceeding $500,000 in total value, must include a complete cost and pricing data breakdown (i.e., data that is verifiable and factual) for all costs identified in the proposal, and relevant to the performance of the contract. The requirement for submission of cost or pricing data is met when all accurate cost or pricing data reasonably available to the Offeror has been submitted, either actually, or by specific identification, to the District. If not available at the time of submission, as later information comes into the Offeror's possession, it should be promptly submitted to the District in a manner that clearly demonstrates its relationship to, and effect on, the Offeror's cost/price proposal. This requirement continues up to the date of final agreement on price and/or other issues, as agreed upon between the parties.

1.2 There is a clear distinction between submitting cost or pricing data and merely making available books, records and other documents without identification or context. By submitting a cost/price proposal, the Offeror, if selected for negotiation, grants the Contracting Officer, or an authorized representative, the right to examine, at any time before award, those books, records, documents, and other types of factual information, regardless of form or whether such supporting information is specifically referenced or included in the proposal as a basis for pricing, that will permit an adequate evaluation of the proposed cost/price.

1.3 The cost/price proposal will represent the offeror's understanding of the RFP's requirements and the offeror's ability to organize and perform those requirements effectively and efficiently. The evaluation of the Offeror's cost/price proposal will be based on an analysis of the realism and completeness of the cost data, the conformity of the cost to the offeror's technical data and the proposed allocation of labor-hours and skill sets. Pertinent cost information, including but not limited to Defense Contract Auditing Agency (DCAA) and/or the Department of Labor (DOL) recommended rates for direct labor, overhead, general and administrative expense (G&A), etc., as necessary and appropriate, must be used to arrive at the most probable cost to be incurred by the Offeror. If the District considers the proposed costs to be unrealistic, the Offeror should adjust its proposed costs accordingly. Any inconsistency, whether real or apparent, between promised performance and cost or price should be explained in the cost/price proposal. The burden of proof for cost credibility rests with the Offeror.

1.4 The Offeror must submit its cost/price proposal in hard copy as well as on a diskette, which is in a format (i.e. MS Office, Lotus 1-2-3, etc.) specified and/or provided by the Agency Contracting Officer in the solicitation package. All cost/price proposals should provide a cost summary by all cost elements, cross-referenced to supporting documentation. See Table No. (1.4).

1.5 The following information shall be included in this section, for the prime contractor and each proposed subcontractor:

(a) A properly completed "Cost/Price Disclosure Certification.'

(a) Identification of any estimates, along with the rationale and methodology used to develop them, including judgmental factors used in projecting future costs, based on known data, and the timing, nature and extent of any material contingencies.

(c) Disclosure of any other activities or likely events which could materially impact specific costs (i.e., existing large material and supply inventories, management/ownership changes, new technologies, collective bargaining agreements, etc.)

(d) Disclosure of any and all awarded and pending contracts with the District of Columbia, including contract number(s), amount, type (fixed price, cost reimbursement, etc.), agency, and a brief description of services.

(e) Source of approval and the latest date of approval of the offeror's Accounting system.

Table (1.4)
Example Cost Summary Format

Cost Item	Task 1			Task 2			Task 3			Task 4, etc.			Base Year Total
Direct Labor Categories • Employee A • Employee B • Employee C Total Labor Hours	R	H	D	R	H	D	R	H	D	R	H	D	
Total Labor Dollars													
Fringe Benefit													
Labor Overhead *													
Total Direct Labor													
Other Direct Costs • Equip. & Supplies • Materials • Travel • Other													
Subcontractors • Sub A • Sub B													
ODC Overhead *													
Total ODC & Subcontractors													
G&A													
Fee/Profit													
Total Price													

H = Hours R = Rate D = Dollars (Rate X Hours = Dollars)

Note:Provide cost information similar to the above format for each option/out-year

* *Note: Small, field-based trade providers typically have a labor or combined overhead cost components. Larger, more diversified providers may have separate labor, and/or ODC or combined overhead component.*

2. SUPPORTING COST DATA:

2.1 The Offeror shall provide, for each cost element, a narrative description, in sufficient detail, to demonstrate price reasonableness, credibility and reliability. The Offeror shall provide its assumptions and methodologies used to estimate each cost element (significant item and quantity estimates, labor hour expenditure patterns and mix, etc.). The following information shall be included in this section:

2.1.1. The Offeror's total estimated costs plus its fee (if applicable) for providing all of the requirements of the RFP, as proposed in their technical proposal. Offerors should support their best estimates of all costs (direct, indirect, profit, etc.) to be incurred in the performance of the contract.

2.1.2. When proposing multiyear/option year pricing, the estimated proposed costs shall include a breakdown of all cost elements for the base year as well as each option/out-year. Labor, other direct costs, indirect costs and profit shall each be clearly identifiable. If different from the Defense Contract Auditing Agency (DCAA) or Department Of Labor (DOL) recommended rates, the Offeror shall provide a thorough explanation for the variation(s) of rates.

2.1.3. The Cost Summary Format (Table1.4) provides a format for the Offeror to submit to the District a pricing proposal of estimated cost by line item, along with supporting documentation that is adequately cross-referenced and suitable for cost realism analysis. A cost-element breakdown shall be attached for each proposed line item and must reflect any other specific requirements established by the Contracting Officer. When more than one contract line item is proposed, a summary of the total amount covering all line items must be furnished for each cost element.

2.1.4. If the Offeror has an agreement with a federal, state, or municipal government agency on the use of a Forward Pricing Rates Agreement (FPRA) or other rate agreement for labor, fringe benefits, overhead and/or general and administrative expense, the Offeror must identify the agreement, provide a copy and describe its nature, terms and duration.

3. SPECIFIC COST ELEMENTS:

A well-supported cost/price proposal reduces the effort needed for review and facilitates informed negotiations. The following are the minimum criteria that constitute an acceptable cost/price proposal:

3.1 **Direct labor:** A task-phased annual breakdown of labor rates and labor hours by category or skill level, including the basis for the rates and hours estimated (i.e., payroll registers, wage determinations, collective bargaining agreements, historical experience, engineering estimates, etc.).

3.1.1 The Offeror shall use the following Table No. (3.1.1) to exhibit its total labor hours by prime contractor and subcontractor(s). A separate table should be completed for each year (base and out-years).

Table (3.1.1)
Annual Labor Summary

Item	Task 1	Task 2	Task 3	Task 4	Base Year Total
Labor Category, Prime • Employee A • Employee B • Employee C Labor Category, Sub. • Employee D • Employee E • Employee F Labor Category, Consultant • Employee G • Employee H					
Total Labor Hours by Task					

Note: Do not include wage rates in this table

3.1.2 A standard of 40 hours/week, 1,920 hours/year is recommended. If another standard is used, it should be precisely defined. Any deviation from the above labor-hour projection without substantiation may form the basis to reject the response to the RFP. The proposed labor-hours shall include prime contractor, subcontractor and consultant hours.

3.1.3 The Offeror shall also submit Table No. (3.1.4.b), depicting the labor mix percentages as proposed for the base year as well as the out-years and should match the personnel experience requirements specified in the RFP, Section **(to be referenced by the Contract Specialist),** under Personnel Experience. All of the RFP Key positions must be included within the Senior Staff categories. To provide a better understanding of this format, Table No. (3.1.4.a) is provided as an example.

3.1.4 The Offeror shall describe how the hourly direct labor rate was derived and indicate whether these rates are subject to any collective bargaining agreement(s), the Service Contract Act (SCA), Davis-Bacon, or any other special agreement which controls the labor rate indicated. When proposing price escalation for option/out-years, the Offerors must follow instructions provided under Economic Price Adjustments, Section H, of this RFP.

Table (3.1.4.a)

Summary of Proposed Annual labor Mix Category (with examples)

NAME (Note1)	LABOR MIX (Note 2)	OFFEROR'S LABOR CATEGORY (Note 3)	PERCENT OF TIME ON CONTRACT (Note 4)	PLANNED SOW ASSIGNMENT (Note 5)	STATUS (Note 6)
Able, Jackson	Sr. Staff Level 1	Program Director	PT/10%	N/A	PCE/E
Black, William E.	Sr. Staff Level 1	Psychiatrist	PT/20%	C.3	PCE/E
White, Pamela A.	Sr. Staff Level 2	Clinic Manager	PT/50%	C.4.1	PCE/P
Green, Robert T	Sr. Staff Level 3	Counseling Supvs.	PT/50%	C.4.2	PCE/P
Ross, Allen	Jr. Staff Level 1	Counselor	FT/100%	C.4.3	PCE/E

Note 1: Last name, first name, middle initial, grouped by task as specified in SOW. Attach resume for each name on list. The names on this list and the resumes are to be in the same order.

Note 2: Staff levels in each Labor Mix should be classified by the level of expertise and years of experience.

Note 3: Offerors internal labor category.

Note 4: State whether the individual is employed full time (FT) or part time (PT) and the planned percentage of the named person's production time that is to be applied as a direct charge to the contract.

Note 5: Identify by SOW paragraph(s) and task number, the major tasks to which the individual is expected to be assigned.

Note 6: Enter PCE if individual is to be a prime contractor employee; enter SCE if the individual is to be a subcontractor employee; enter CON if individual is to be a consultant. Enter E if employee as of the date of this proposal; enter P if the individual is a pending employee as of date of the proposal. Signed Commitment Agreements are required for all individuals with P status. A copy of each agreement is to be inserted behind the resume section in the technical proposal.

Table (3.1.4.b)

Summary of Proposed Annual labor Mix Category

NAME (Note1)	LABOR MIX (Note 2)	OFFEROR'S LABOR CATEGORY (Note 3)	PERCENT OF TIME ON CONTRACT (Note 4)	PLANNED SOW ASSIGNMENT (Note 5)	STATUS (Note 6)
Labor Category, Prime • Employee A • Employee B • Employee C • Employee D Labor Category, Sub. • Employee E • Employee F • Employee G Labor Category, Consultant • Employee H Employee I					

Last name, first name, middle initial, grouped by task as specified in SOW. Attach resume for each name on list. The names on this list and the resumes are to be in the same order.

Note 2: Staff levels in each Labor Mix should be classified by the level of expertise and years of experience.

Note 3: Offerors internal labor category.

Note 4: State whether the individual is employed full time (FT) or part time (PT) and the planned percentage of the named person's production time that is to be applied as a direct charge to the contract.

Note 5: Identify by SOW paragraph(s) and task number, the major tasks to which the individual is expected to be assigned.

Note 6: Enter PCE if individual is to be a prime contractor employee; enter SCE if the individual is to be a subcontractor employee; enter CON if individual is to be a consultant. Enter E if employee as of the date of this proposal; enter P if the individual is a pending employee as of date of the proposal. Signed Commitment Agreements are required for all individuals with P status. A copy of each agreement is to be inserted behind the resume section in the technical proposal.

3.2 **Indirect Costs:** The Offeror shall indicate it's proposed Fringe, Overhead and General & Administrative rates for each applicable fiscal or calendar year (as appropriate). The Offeror shall indicate if these rates are subject to a Forward Pricing Rate Agreement. If the proposed Indirect Rates differ from the Forward Pricing Rate Agreement, the Offeror shall provide an explanation. The Offeror shall provide its actual indirect rates for overhead, G&A and fringe benefits for at least the past three (3) years and shall explain the basis for any significant rate difference between the prior three year period and the rates proposed now.

3.3 **Other Direct Costs:** Other Direct Costs consists of materials, travel, reproduction, postage, telephone, supplies for the prime and all subcontracted effort. This includes all other direct costs associated with performance of the contract. Travel costs shall be in accordance with GSA Joint Travel Regulations for airfare, hotel, and per diem allowances. All other direct costs should be specifically identified and explained. If an allocated portion of a Direct cost is also included in an Offeror's indirect rate (such as General and Administrative), the Offeror should state so and list the types of expenses included in the indirect rate.

3.3.1 The Offeror should identify types, quantities, and costs of all materials and supplies proposed including a non-loaded priced listing of individual materials or supplies ordered, or a consolidated and priced bill of materials for the entire proposal. A thoroughly documented bill of materials includes part numbers, description, unit costs, quantity required, extended cost (including delivery charges) and basis for the proposed cost (price quotation, prior buy, signed purchase orders, etc.) plus any other non-recurring costs. Deliverable materials are items delivered as a part of the work product. Examples of this are copies and binders delivered to the Government as a report or software ordered for and installed on a computer in a District Government office.

3.3.2 The Offeror shall use the following Table (3.3.2) to exhibit its total other direct costs (ODC) by prime and subcontractor(s). A separate table should be completed for each year (base and out-years).

Table (3.3.2)

Other Direct Costs (ODC) Summary

Item	Task 1	Task 2	Task 3	Task 4	Base Year Total
Supplies and Materials Office Equipment Travel • Airfare • Hotel • Meals & Incidentals • Ground Transportation Telecommunications Occupancy • Rent • Utilities • Building Maintenance Transportation Client Care Cost • Food • Medical • Clothing • Personal Hygiene Other					
Total ODC by Task					

Note: *State each individual cost element being proposed. Describe in the narrative section of the cost proposal, how each cost element is derived and why it is being proposed. (Not all cost elements in the table above will apply to each solicitation. The above table should be tailored to the requirements of the RFP.)*

3.4 **Subcontracting Costs:** Each subcontract must be addressed separately. For any subcontract exceeding $25,000 the cost/price proposal must show the names, quantities, prices, deliverables, basis for selection, and degree of competition used in the selection process. The subcontractor's cost or pricing data should be included along with the prime Offeror's proposal. If available, the Offeror should also include the results of its review and evaluation of the subcontract proposals. The Offeror shall provide copies of any cost or price analyses of the subcontractor costs proposed.

3.5 **Start-up Costs:** As appropriate, the Offeror shall identify all start up costs associated with this effort.

3.6 **Other Historical Data:** All offerors with current or past experience (within three to five years) for similar requirements, as described herein, must submit, as a part of their cost data, the following:

(a) Contract Number.

(b) Government agency (federal, state, District, municipal) the contract was awarded by.

(c) Name and phone number of the Contracting Officer.

(d) Name and phone number of the Contract Administrator.

(e) Name and phone number of the Contracting Officer's Representative (if applicable) and the Contract Administrator.

(f) Period of Performance of the Contract.

(g) Total amount of contract(s)

In addition to the above data, the following table (No. 3.6) will be completed and submitted with the cost data:

Table (3.6)

Format for Historical Data

	Proposed Contract			**Delivered Contract ***		
	Number Of Hours**	Contract Value	Average Hr Rate	Number Of Hours**	Contract Value	Average Hr Rate
Direct Labor						
Loaded Labor***						

* Should include any increased scope officially added to contract.
** If provided different number of hours, the difference should be explained.
*** Loaded labor should include all loading and profit. If significant material (i.e., greater than 5%) is included in the contract, data shall be presented both with and without material cost.

In addition, any other data the offeror believes is necessary should be provided in this section.

Note: For data submitted in the above table for "delivered Contract", the Offeror shall indicate the date as of which, the submitted data is current.

SUBCONTRACTING PLAN

PRIME CONTRACTOR INFORMATION:

Company: _____

Street Address: _____

City & Zip Code: : _____

Phone Number: _____ Fax: _____

Email Address: _____

Solicitation Number: _____

Contractor's Tax ID Number: _____

Caption of Plan: _____

Project Name: _____

Address: _____

Project Descriptions: _____

Duration of the Plan: From _____ to _____

Total Prime Contract Value: $_____.____

Amount of Contract (excluding the cost of materials, goods, supplies and equipment) $_____.____

Amount of all Subcontracts:$_____

LSDBE Total:$_____.____ equals _____%

LSDBE **Subcontract Value** **Percentage Set Aside**

(List each subcontractor at any tier that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work

Total Amount Set Aside: $_____

Percentage of Total Set Aside Amount :_____% Tier: :_____ (1st, 2nd, 3rd)

LSDBE Certification Number: _____

Certification Status: (check all that apply)

SBE:	LBE:	DBE:	DZE:	ROB:	LRB:

Point of Contact: _____ Name (Print)

Contact Telephone Number: _____

Fax Number: _____

Email Address: _____

CERTIFICATIONS

The prime contractor shall attach a **notarized** statement including the following:

a. A **description of the efforts** the prime contractor will make to ensure that LBEs, DBEs, ROBs, SBEs, LRBs, or DZEs will have an equitable opportunity to compete for subcontracts;

b. In all subcontracts that offer **further subcontracting opportunities**, assurances that the prime contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;

c. **Assurances** that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer, and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent **of compliance** by the prime contractor with the subcontracting plan;

d. Listing of the type of **records** the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and include assurances that the prime contractor will make such records available for review upon the District's request; and

e. A description of the prime contractor's recent **efforts to locate LBEs, DBEs, SBEs, DZEs, LRBs, and ROBs, and to award subcontracts to them.**

PERSON PREPARING THE SUBCONTRACTING PLAN:

Name: _____ (Print)

Telephone Number: ( ) _____ - _____

Fax Number: ( ) _____ - _____

Email Address: _____

Signature: _____

Title: _____

Date: _____

FOR CONTRACTING OFFICER USE ONLY

Date Plan Received by Contracting Officer: _____

Report: ☐ Acceptable ☐ Not Acceptable Contract Number: _____

Name & Title of Contracting Officer | Signature | Date

(SUBCONTRACTORS LIST CONTINUED)

(List each subcontractor that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work

Total Amount Set Aside: $_____

Percentage of Total Set Aside Amount :_____% Tier: :_____ (1st, 2nd, 3rd)

LSDBE Certification Number:_____

Certification Status: (check all that apply)

SBE:	LBE:	DBE:	DZE:	ROB:	LRB:

Point of Contact:_____ Name (Print)

Contact Telephone Number:_____

Fax Number:_____

Email Address:_____

SUBCONTRACTOR INFORMATION:

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work

Total Amount Set Aside: $_____

Percentage of Total Set Aside Amount :_____% Tier: :_____ (1st, 2nd, 3rd)

LSDBE Certification Number:_____

Certification Status: (check all that apply)

SBE:	LBE:	DBE:	DZE:	ROB:	LRB:

Point of Contact:_____ Name (Print)

Contact Telephone Number:_____

Fax Number:_____

Email Address:_____

SUBCONTRACTOR INFORMATION:

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work

Total Amount Set Aside: $_____

Percentage of Total Set Aside Amount :_____% Tier: :_____ (1st, 2nd, 3rd)

LSDBE Certification Number:_____

Certification Status: (check all that apply)

SBE:	LBE:	DBE:	DZE:	ROB:	LRB:

Point of Contact:_____ Name (Print)

Contact Telephone Number:_____

Fax Number:_____

Email Address:_____

SUBCONTRACTOR INFORMATION:

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work

Total Amount Set Aside: $_____

Percentage of Total Set Aside Amount :_____% Tier: :_____ (1st, 2nd, 3rd)

LSDBE Certification Number:_____

Certification Status: (check all that apply)

SBE:	LBE:	DBE:	DZE:	ROB:	LRB:

Point of Contact:_____ Name (Print)

Contact Telephone Number:_____

Fax Number:_____

Email Address:_____

SUBCONTRACTOR INFORMATION:

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work

Total Amount Set Aside: $_____

Percentage of Total Set Aside Amount :_____% Tier: :_____ (1st, 2nd, 3rd)

LSDBE Certification Number:_____

Certification Status: (check all that apply)

SBE:	LBE:	DBE:	DZE:	ROB:	LRB:

Point of Contact:_____ Name (Print)

Contact Telephone Number:_____

Fax Number:_____

Email Address:_____