AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages	
	1	1

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
A02	See 16 C below		Eligibility Evaluation and Assessment Services

6. Issued by: Code

Office of Contracting and Procurement
Health and Human Services Commodity Group
64 New York Ave., NE 6th Floor
Washington, DC 20001

7. Administered by (If other than line 6)
Office of State Superintendent of Education
Infants and Toddlers with Disabilities Division
717 14th St., NW, suite 1200
Washington, D.C. 20005

8. Name and Address of Contractor (No. street, city, county, state and zip code)

Code Facility

X	9A. Amendment of Solicitation No. DCDG-2009-H-0001
	9B. Dated (See Item 11)
	10A. Modification of Contract/Order No.
	10B. Dated (See Item 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☒ 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 ACKNOWLEDGMENT 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 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 3601.2 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 data 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) 27DCMR 2008 Exercise of Options

E. IMPORTANT: Contractor ☐ is not ☒ 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.)

Solicitation DCGD-2009-H-0001, is hereby amended to incorporate the following questions and answers for potential providers. See Attachment A for questions and answers.

All other terms and conditions remained unchanged.

Except as provided herein, all terms and conditions of the document is 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	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed 4/21/09

ATTACHMENT A

Responses to Questions from Solicitation No. DCDG –2009-H-0001 Eligibility Evaluation and Assessments for Infants and Toddlers for the Office of Stated Superintendent of Education

1. Is there a willingness to host a pre-bid meeting with prospective vendors to review questions? We have an extensive list below and would be happy to meet to review these.

Response: There will not be any Pre-Bid Meeting for Solicitation DCGD 2009-H-0001 Evaluation Eligibility and Assessments for Infants and Toddlers

2. The Transdisciplinary model appears to be favored as the model for I&T services. Is the "assessment with an integrated report" developed by one assessor, the Service Coordinator and the Family or are two assessors required with input from the SC and family?

Response: **The report is developed by two related service professionals.**

3 Is only one provider required to determine eligibility?

Response: Two related service providers determine eligibility.

4, Is the evaluator responsible for the provision of services assuming eligibility and team agreement?

Response: The Office of State Superintendent of Education (OSSE), and Infants and Toddlers Disabilities Division (ITDD) will coordinate the provision of services

5. Is there a required evaluation tool?

Response: The evaluation tools are the Battelle Developmental Inventory and the Mullen Scales of Early Learning

6. What agency provides the translators for non-English speaking families? How will vendors access translators? Who will pay for these services?

Response: The District shall be responsible for obtaining translators and cover the cost of services

7. In C.4.6 – Physical therapists are included on the list of Qualified Personnel. Are they not included as evaluators or providers?

Response: A physical therapist can be used as an evaluator.

8. What agency supplies forms such as the IFSP document and COSF?

Response: ITDD will supply the IFSP and COSF forms.

9. How are evaluators/providers informed of who is the Dedicated Service Coordinator for each child/family?

Response: ITDD is responsible for assigning the dedicated service coordinator.

10. At the 6 month review, if services are revised, is a new IFSP document written or is there a process for modifying a particular service that the child/family receives?

Response: There is a process for modifying the IFSP document. The process will be initiated by ITDD.

11. Is the Consent to Provide Service obtained at the IFSP meeting or is that a separate step? Must a Consent be signed for each service provided or does one Consent cover all providers?

Response: The Dedicated service coordinator is responsible for coordinating services on the IFSP.

12. Please provide an example of "unless it is clearly not feasible to do so" as noted in item C.5.2.5 IFSP meetings must include: Item C.5.2.7 – an advocate .....

Response: It is not appropriate to provide an example.

13. Regarding services provided to children and their families: Is the natural environment the location of choice or is the place of service most likely to be center-based or at the provider's location? What percent in which locations?

Response: An evaluation can occur in the agreed upon location.

14. Will the evaluators be responsible for scheduling referred children and families for the eligibility? evaluation?

Response: Yes

15. If an IFSP meeting is warranted, who is responsible for sending out meeting invitations, tracking responses and scheduling meetings? Where are meetings held? The evaluator is responsible for all of the above.

Response: The evaluator is responsible for all the above, in an agreed upon location.

16. If families are unable to meet the 45-day timeline, what documentation must be filed regarding that? timeline violation?

Response: The provider shall submit a written notification detailing the steps and notifications that had been follow to provide services to referred child.

17. If families are "no shows" for evaluations, is there a limit to the number of times a child is scheduled?

Response: The provider shall attempt three times.

18. QA system: Is an annual performance review of staff acceptable as a QA technique or must there be a separate survey/questionnaire to families served, as well?

Response: A separate survey to families is mandatory.

19. Regarding work experience of staff: Is a resume sufficient written documentation of work experience? Are there minimum requirements and if so what are they?

Response: No resume is not sufficient if the position or services requires national certification or licenses.

20. If each provider is to submit their own plan about how tasks in Section C will be done, does that mean that there will not be one model sanctioned by the Superintendent's Office? Please submit the plan that shall resemble the services required by Part C of the Individuals with Disabilities Education Act of 2004.

Response: The plan must follow/ meet the Requirements of Part C of the Individuals with Disabilities Education Act of 2004.

21. Is there a person to whom the invoices should be specifically addressed?

Response: Please review Section E.4 Ordering and Payment of the solicitation. In addition, ITDD will inform providers once their agreement is executed of the billing process.

22. Is there MA billing information that must be submitted with the eligibility assessment? Does the integrated report suffice as documentation?

Response: **There is no MA billing involved**.

23. Are the services requested solely evaluations and IFSP meeting attendance versus direct intervention?

Response: This solicitation is for eligibility evaluations only.

24. How many providers by type do you expect to use?

Response: The District will like to qualify as many providers as possible.

25. What is the relationship between this program and the preschool intervention program implemented by DCPS?

Response: The Part C program feeds into Early Stages program.

26. Are there existing service providers in other agencies within the District that will interface with this initiative? How will that work?

Response: ITDD partners with various agencies in the District to benefit children and families.

27. Is there a written description of a model that the District will follow for this infant and toddler? Intervention program?

Response: This solicitation is for eligibity evaluations.

28. How will referrals be handled? Who will notify the vendors of the need for services and what are the timelines for responding particularly when a family is difficult to reach? How will the notification be provided? Email?

Response: Infants and Toddlers Disabilities Division will contact the selected provider; the provider shall complete evaluation within forty-five days of receiving notification from ITDD. Notification can be by phone, mail or email notification.

29. Where will assessments be sent and how? Email?

Response: Assessments shall be forward to Infants and Toddlers Disabilities Division by mail and/or electronic.

30. Who are current vendors, and how long have they served infants and toddlers under contract?

Response: Currently there are no human care agreements in place for the services requested under this solicitation.

31. The solicitation indicates that rates are fixed. Is this fixed per person on the evaluation team or the total amount for all work performed by all evaluators?

Response: This solicitation indicates evaluations to be rendered at fixed-unit rates.

32. Are there any other allowable costs such as travel?

Response: Travel will be the only allowable cost to this solicitation. Allowable cost shall be the current allowable rate for the District Government.

33. What is the total cost (dollar amount) of the contract? How many providers by type are need? DO you require OTs? Any additional staff needs expected? How many infants and toddlers are expected to need evaluations?

Response: This is not a contract; it is a human care agreement between the District and the provider. The District intends to award qualified providers with an agreement. Please review Section B "Human Care Services and Service Rates". As a provider you informed the District of your staff. There are over an estimated 700 children that are expected to need evaluations.

34. Where are the evaluation services to be rendered? Home? Care Center?

Response: Evaluations can take place in a natural setting or most convenient location for the principle parties involved with the referred child.

35. If the vendor is capable of providing additional services outside of the scope of this solicitation, should these be included?

Response: NO

36. Is there an electronic IFSP system in place? Will contracted staff be expected to create information in the data system? Are logins provided? Can the system be accessed remotely?

Response: To date there are no electronic IFSPs. Contracted staff will be required to use a data system. Logins will be provided and a contractor can access remotely.

37. Will computers and access be made available at sites where assessments are conducted?

    Response: NO

38. Is there a separate billing requirement and electronic system for Medicaid billing? What are the expectations of the contractors to report information for billing Medicaid?

    Response: NO

39. Are providers expected to attend IFSP meetings? Will any of these meeting be held in the evening or on weekends? Where will these meetings be held?

    Response: Yes providers are expected to attend IFSP meetings. No meetings are held during the day.

40. Are there special District requirements for licensure/ certification?

    Response: ITDD uses the same licensure/certification requirements as DC Public Schools.

41. Are contractors required to supply materials and testing equipment?

    Response: Yes providers are responsible to provide the require services which entails using materials and testing equipment to provide evaluations and assessments of children.

42. Do assignments change throughout the year or are they consistent? Are these positions filling vacancies or just sporadic short term absences/ maternity leaves etc.? Is there an average length of assignment?

    Response: The term of the agreement shall be for a period of one year and four additional option years, see Section D.1 Term of Agreement. Assignments are based on the referrals of children to the program from ITDD.

43. Do we receive payment when a child/parent does not keep an appointment for an evaluation?

    Response: No, as stated in the solicitation, see Section C.15 Compliance with Service Rates.