

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 8
2. Amendment/Modification Number 0001	3. Effective Date See Block 16C	4. Requisition/Purchase Request No. RQ369322	5. Solicitation Caption Case Management and Care Coordination Services	
6. Issued by: Office of Contracting and Procurement Group VI 441 4th Street, NW., Suite 700 South Washington, DC 20001		Code	7. Administered by (If other than line 6) Department of Health 1900 Mass Ave., SE Washington, DC 20019	
8. Name and Address of Contractor (No., street, city, county, state and zip code) Potential Bidders		9A. Amendment of Solicitation No. DCHC-2008-R-9322		
DUNS Code		9B. Dated (See Item 11) 3/11/08		
TIN		10A. Modification of Contract/Order No.		
		10B. Dated (See Item 13)		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> 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 <u>2</u> 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 fax 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): The Changes Clause and mutual agreement of the parties. 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: 27 DCMR, Section 3601.2.			
X	D. Other (Specify type of modification and authority) In Accordance with 27 DCMR Chapter 17, Section 1710.7.			
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return two copies to the issuing office.				
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) Solicitation No, DCHC-2008-R-9322 is hereby amended as described on pages 2 - 8:				
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 James H. Marshall		
15B. Name of Contractor (Signature)	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)		16C. Date Signed

Delete I.9.2 – In its entirety

I.10 ORDER OF PRECEDENCE

Any inconsistency in this solicitation shall be resolved by giving precedence in the following order: the Supplies or Services and Price/Cost Section (Section B), Specifications/Work Statement (Section C), the Special Contract Requirements (Section H), the Contract Clauses (Section I), and the SCP.

Attached:

J.8 Past Performance Form

Delete in its entirety:

L.2.2.1 Technical Approach

Insert:

L.2.2.1 Technical Approach

a. Narratives

1. The Offeror shall provide a narrative to describe its understanding of the District's requirements and the objective and purpose of the DC Healthy Start Program;
2. The Offeror shall provide a narrative to describe the overall approach for fulfilling the requirements and an understanding of the DC Healthy Start Case Management Protocols;
3. The Offeror shall discuss the approach and methodology to develop the individual tasks and project deliverables

b. Attachments

1. Conceptual Project Work Plan as described in C.3.2.1
2. Conceptual procedures to organize, direct, control and evaluate staff achievements as described in C.3.2.2

Delete in its entirety:

L.2.2.2 Past Performance

Insert:

L.2.2.2 Past Performance

a. Narratives

Case Management and Care Coordination Services

1. The offeror shall provide a description of its past performance providing services similar in size and scope as described in C.3. The description shall include independent objective performance data.
2. The offeror shall provide a narrative to specifically address its past performance in case management and care coordination services along with perinatal and infant health care.

b. Attachments

1. List all companies, states and federal agencies that your company has performed 5 years providing services of similar size and scope as described in C.3 .
2. Provide 3 completed Past Performance Evaluation Forms from the list above. (Attachment J.8)

Delete in its entirety:

L.2.2.3 Project Staff

Insert:

L.2.2.3 Project Staff

a. Narrative

1. The offer shall discuss its philosophy with recruitment, hiring and retention of required staff as described in C.3.

b. Attachments

1. Organizational Chart – The organizational chart shall include the staff member’s name and position. Staff shall have a knowledge of prenatal, perinatal, and postnatal at risk factors and infant health, along with experience in obtaining prenatal, perinatal, and postnatal at risk services/resources.
2. Resumes of the Offeror’s staff who will be providing the services described in C.3.

Insert:

L.2.2.4 Representations and Certifications

Offeror shall submit the following with its proposal:

- a. Tax Certification Affidavit (Attachment J.3)
- b. E.E.O. Information and Mayor’s Order 85-85 (Attachment J.4)
- c. First Source Employment Agreement (Attachment J.5)
- d. Authorized Negotiators (Section K.2)
- e. Type of Business Organization (Section K.3)
- f. Officers Not To Benefit Certification (Section K.6)
- g. Certification of Independent Price Determination (Section K.7)
- h. Certification Regarding a Drug-Free Workplace (Section K.8)

DCHC-2008-R-9322
Amendment 0001
Case Management and Care Coordination Services
Delete in its entirety:

L.2.2.4 Volume II Price Proposal Content Instructions

Insert:

L.2.3 Volume II Price Proposal Content Instructions

The Offeror's Price Proposal shall include the following:

Executive Summary - The Offeror shall provide an executive summary of the Offeror's Price Proposal; and

- a. Table of Contents

L.2.3.1 Contract Pricing

The Offeror shall include a completed Sections B.2.1 – B.2.5 of the Solicitation.

L.2.3.2 Cost/Price Data and Certification of Cost and Price Data

The Contractor shall complete and provide the Cost/Price Data Certification provided in Attachment J.6. In addition, the Offeror shall provide cost and price data to support the Offeror's total costs contained in the Offeror's budget. The Offeror's budget may provide their total budget worksheets in whatever formats they believe will convey the data clearly, so long as the specified minimum level of detail in the Cost/Price tables in Attachment J.6 is met. This pro-forma contract budget will show the "total costs" that the Offeror anticipates incurring in the performance of the contract requirements.

L.2.3.3 Price Proposal Narrative

The Offeror shall provide a narrative of the Price Proposal to include at a minimum the following cost and price justifications to support the Contract Pricing provided in L.2.3.1 and Cost/Price Data and contract budget information provided in L.2.3.2.

L.21 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at 11:30 a.m. on March 19, 2008 at 441 4th Street, NW, Suite 700S, Washington, DC 20001. Prospective offerors will be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from offerors on the solicitation document as well as to clarify the contents of the solicitation. Attending offerors must complete the pre-

Case Management and Care Coordination Services

proposal conference Attendance Roster at the conference so that their attendance can be properly recorded.

Impromptu questions will be permitted and spontaneous answers will be provided at the District’s discretion. Verbal answers given at the pre-proposal conference are only intended for general discussion and do not represent the Department’s final position. All oral questions must be submitted in writing following the close of the pre-proposal conference but no later than five working days after the pre-proposal conference in order to generate an official answer. Official answers will be provided in writing to all prospective offerors who are listed on the official offerors’ list as having received a copy of the solicitation. Answers will be posted on the OCP website at www.ocp.dcgov.org.

M.3 Insert the following:

Preference Points		
0 – 12 Points		
Small Business Enterprise (SBE)	3 Points	Preference Points as described in M.4.2
Resident Owned Business (ROB)	3 Points	
Longtime Resident Business (LRB)	10 Points	
Local Business Enterprise (LBE)	2 Points	
Disadvantaged Business Enterprise located in an Enterprise Zone	2 Points	
Disadvantaged Business Enterprise (DBE)	2 Points	

M.3.2

Delete: M.3.2 Price Proposal (L.2.2.4)

Insert: M.3.2 Price Proposal (L.2.3)

Insert the following:

M.3.3 Preference Points

Preference Points are discussed in M.4.2

Insert the following:

OPEN MARKET CLAUSES WITH NO SUBCONTRACTING SET-ASIDE (SUPPLIES AND SERVICES)

M.4 Preferences for Local Businesses, Disadvantaged Businesses, Resident-owned Businesses, Small Businesses, Longtime Resident Businesses, or Local Businesses with Principal Offices Located in an Enterprise Zone

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, D.C. Law 16-33, effective October 20, 2005, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

M.4.1 General Preferences

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

- M.4.1.1** Three percent reduction in the bid price or the addition of three points on a 100-point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;
- M.4.1.2** Three percent reduction in the bid price or the addition of three points on a 100-point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- M.4.1.3** Ten percent reduction in the bid price or the addition of ten points on a 100-point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- M.4.1.4** Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- M.4.1.5** Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and
- M.4.1.6** Two percent reduction in the bid price or the addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

M.4.2 Application of Preferences

The preferences shall be applicable to prime contractors as follows:

- M.4.2.1** Any prime contractor that is an SBE certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to an Invitation for Bids (IFB) or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to a Request for Proposals (RFP).
- M.4.2.2** Any prime contractor that is an ROB certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the ROB in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to an RFP.
- M.4.2.3** Any prime contractor that is an LRB certified by the SLBOC or the DSLBD, as applicable, will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to an IFB or the addition of ten points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to an RFP.
- M.4.2.4** Any prime contractor that is an LBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to an RFP.
- M.4.2.5** Any prime contractor that is a DZE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to an RFP.
- M.4.2.6** Any prime contractor that is a DBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to an RFP.

M.4.3 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals

submitted in response to an RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

M.4.4 Preferences for Certified Joint Ventures

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

M.4.5 Vendor Submission for Preferences

M.4.5.1 Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

M.4.5.1.1 Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

M.4.5.1.2 Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

M.4.5.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

M.4.5.3 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

M.5 EVALUATION OF OPTION YEARS

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate the District to exercise them. The total District's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

PAST PERFORMANCE EVALUATION FORM

(Check appropriate box)

Performance Elements	Excellent	Good	Acceptable	Poor	Unacceptable
Quality of Services/ Work					
Timeliness of Performance					
Cost Control					
Business Relations					
Customer Satisfaction					

1. Name & Title of Evaluator: _____
2. Signature of Evaluator: _____
3. Name of Organization: _____
4. Telephone Number of Evaluator: _____
5. State type of service received: _____
6. State Contract Number, Amount and period of Performance _____

7. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)
8. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions a guidance in making these evaluations.

	Quality Product/Service	Cost Control	Timeless of Performance	Business Relations
	<ul style="list-style-type: none"> -Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence 	<ul style="list-style-type: none"> -Within budget (over/ under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue 	<ul style="list-style-type: none"> -Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and -contract administration -No liquidated damages assessed 	<ul style="list-style-type: none"> -Effective management -Businesslike correspondence -Responsive to contract requirements -Prompt notification of contract problems -Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective snail/small disadvantaged business Subcontracting program
0. Zero	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
1, Unacceptable	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
2. Poor	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			