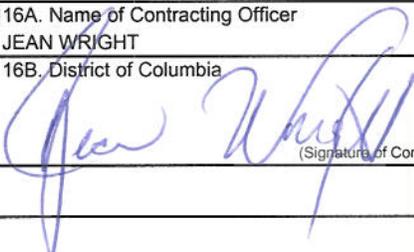


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 5
2. Amendment/Modification Number A0002	3. Effective Date 4-Sep-09	4. Requisition/Purchase Request No.	5. Solicitation Caption Staffing and Counseling Services	
6. Issued By: Office of Contracting and Procurement Professional Services/Public Safety Cluster 441 4th Street, N.W. Suite 700 South Washington, DC 20001		Code	7. Administered By (If other than line 6) Office of Property Management 441 4th Street, N.W. Washington, D.C. 2001	
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			(X) 9A. Amendment of Solicitation No. DCHC-2009-B-4451	
			X 9B. Dated (See Item 11) 8/14/2009	
			10A. Modification of Contract/Order No.	
			10B. Dated (See Item 13)	
Code	Facility			
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>One</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 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)				
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 <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.				
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) THIS SOLICITATION (SOLICITATION NUMBER DCHC-2009-B-4451) IS HEREBY AMENDED FOR THE PURPOSE OF PROVIDING OFFICIAL DISTRICT'S RESPONSE TO PROSPECTIVE BIDDER-SUBMITTED WRITTEN QUESTIONS.				
The Office of Contracting and Procurement (OCP) hereby provides the official District's response to the written questions submitted by prospective Bidders in response to the Invitation for Bids (IFB) DCHC-2009-B-4451 (See Attachment A).				
BID OPENING/SUBMISSION DATE AND TIME REMAIN UNCHANGED.				
ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.				
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remains in full force and effect.				
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer JEAN WRIGHT	
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia	16C. Date Signed
(Signature of person authorized to sign)			 (Signature of Contracting Officer)	9-4-09

ATTACHMENT A
Official District's Response to Prospective
Bidder-submitted written Questions

QUESTIONS SUBMITTED BY PROSPECTIVE BIDDERS IN RESPONSE TO INVITATION FOR BIDS (IFB #DCHC-2009-B-4451)

Reference For Q1 – Q4 below: Section H.14, Procedures for Ordering Staff.

Q. 1. Are the as-needed staff temporary or regular staff?

A. 1 Regular

Q2. If these employees are temporary staff, Schedule B does not allow for pricing for temporary staff. Please advise how to price these services in Schedule B.

A. 2 Not Applicable

Q3. Under normal circumstance, the hiring process can take up to 2-3 weeks for regular staff. If staff will be ordered on an as-need basis, is it reasonable to request that the Contractor provide staff within a 72-hour period?

A3. Yes

Q4. Once staff has been ordered, will the Contractor be required to submit resumes of prospective candidates to the government for approval? If so, who will be the approving entity, and what is the anticipated response time from the government?

A4. Resumes are required to be submitted with the bid. 2) APRA will be the approving entity. 3) APRA will respond with 48 hours.

Reference for Q5 – Q8 below: Section C.3.2, Location of Services.

Q5. The Detoxification Unit, Assessment and Referral Center, and D.C. Superior Court are currently being privatized via solicitation DCHC-2009-R-0002. Given the finalization of the pending contract to privatize the services at these sites, will the government still require staff at these locations under this Staffing and Counseling solicitation?

A5 If at all, on a limited basis.

Q6. Will staff be required after the privatization contract has been awarded for these locations?

A6 If at all, on a limited basis

Q7. If staff will **not** be required after the privatization contract has been awarded for these locations, please provide the expected length of time that staff will be required. If staff **will** be required after the contract has been awarded, please provide approximate number of staff required and length of time staff will be required.

A7 Length of time and number of staff are not currently available.

Q8. It appears that the only site not being privatized is the Office of the Deputy of Operations. Please provide the approximate number of staff that will be required at this site by labor category.

A8 The staff for this location is project driven.

Reference for Q9 – Q11 below: Section C.3.4, Specific Service Requirements and Section H.12, Contractor's Responsibilities.

Q9. When a Contractor's staff person fails to report for a shift, they shall immediately be replaced with another staff person to cover that shift. In order to provide immediate replacement coverage adequately, overtime may be required. Will overtime be authorized in the circumstances?

A9. No.

Q10. Also, will the Contractor be required to submit resumes and credentials of replacement staff for approval by the government prior to covering a shift?

A10. Yes.

Q11. Will the replacement (temporary) staff in general, clinical staffs in particular, receive training and/or orientation to services provided at the worksite from a government staff prior to the start of his/her shift?

A11. Yes.

Reference for Q12 below: Section C.3.6, Reports and Section C.3.8, Process for Reporting of Unusual Incidents.

Q12. Please clarify which procedure should be used.

A12. Both are required, C.3.6 is to the Contracting Officer Technical Representative, and C.3.8 is a formal report to the District Government.

Reference for Q13 below: Section H.12, Contractor's Responsibilities.

Q13. This section includes requirements for bilingual staff and sign language interpreter services of the hearing impaired (if needed). **Section B** does not allow for separate pricing for these staff. Please advise how to price the services in Schedule B.

A13. There is no additional pricing allowed.

Reference for Q14 below: Section L, Instructions, Section M.5, Evaluation Standards, and Section M.6.1, Technical Criteria.

Q14. Are we to include letters of reference AND a list of contracts with contact information included in the proposal, or ONLY the list of clients/contracts with contract descriptions and contact information?

A14. Only the list of clients/contracts with contract description and contact information is required.

Reference for Q15 below: Sections L, Instructions & M, Evaluation Criteria.

Q15. Please confirm that you are requesting ONLY information regarding the company's qualifications (including personnel), corporate past performance, and price.

A15. Only information regarding the Company's qualifications is needed; unless the bidder is considering a joint venture.

Q16. Will these positions be full or part time?

A16. Both

Q17 We understand the proposal is requesting an hourly rate, is there a forecasted number of professionals under each of the three categories listed (Treatment Counselors, Program Assistants, Admissions/Discharge Clerks)?

A17. No.

Reference for Q18 below: Section I.10

Q18. INSURANCE identified general and special insurance requirements for this solicitation. Is there existing TORT insurance program for the 5 facilities under consideration?

A18. No.