AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. Contract Number	Page of Pages 1 | 3

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
DCHC-2009-R-1559 002	28-May-09		CHA Needs Assessment

6. Issued By: Code	7. Administered By (If other than line 6)
Office of Conracting and Procurement Legal financial Consulting Group 441-4th Street, Suite 700 South (Mailing) Washington, DC 20001	Department of Health 825 North Capitol Street, N.E. Washington, D.C. 20002

8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)	(X)	9A. Amendment of Solicitation No.
		DCHC-2009-R-1559
All Potential Offerors		9B. Dated (See Item 11) 13-Apr-09
		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 [X] 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 2 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

(X)	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 [ ] is not, [X] is required to sign this document and return 2 copies to the issuing office.

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

This amendment to the solicitation identified in Block 9A above, is hereby amended as described on pages 2-3 and Attachment A, Responses to Questions.

Attachment A- Responses to Questions

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 James H. Marshall	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed 5-27-09

1. Page 1: Block 9

   Delete: May 29, 2009

   Insert : June 5, 2009

2. C.1.1 Applicable Documents

   Insert # 3 2005 Needs Assessment
   Insert # 4 HRSA Needs Assessment Guidance

Item No.	Document Type	Title	Date
3	DOH	**2005 Needs Assessment** available at: http://www.doh.dc.gov/doh/cwp/view,a,1374,q,604103.asp	2005
4	Public	**HRSA Needs Assessment Guidance** available at: :ftp:ftp.hrsa.gov/mch/blockgrant/bgguideforms.pdf	Most Recent

3. C.1.2 Definitions and Acronyms

   Insert: C.1.2.8 Performance Measures- indicators or metrics that are used to gauge program performance. Performance measures indicate what a program is accomplishing and whether results are being achieved.

4. C.2 Background

   Insert: C.2.7 the 2005 Needs Assessment has been provided as Applicable Document # 3 for Informational purposes only.

5. Section C.3.1.1, item c

   Delete: and
   Insert : / focus groups/personal interviews

6. Section C.3.3.4, last sentence
   Delete: in consultation with CHA

7. Section C.3.5 MCH Stakeholders Forum, item a

   Insert: after level; attendance at stakeholder forums is expected to be approximately 50

8. J.12 Cost/Price Certification

   Insert: J.12.1 Cost/Price Data Certification (rich text)
   Insert: J.12.2 Cost/Price Data Certification (Word)
   Insert: J.14 Title V Indicators (www.hrsa.gov)

9. Section H

   Insert H.9 District Responsibilities
   H.9.1 The District, thru the COTR will:

   a. Facilitate establishing required meetings with CHA Bureaus;
   b. Ensure the Contractor is provided or provide access to required data;
   c. Manage the planning and coordination of the needs assessment process working with the contractor, internal staff, community groups, other stakeholders, and other agencies, such as Medicaid, SCHIP, and the Public School System;
   d. Monitor the Contractor's performance; and
   e. Review deliverables and provide comments within 5 days.

Question:

1. I believe this to be a fully open contract, with no set aside for D.C.-based businesses, but I would appreciate your confirming this. (My business is located in Baltimore.)

Response:

See solicitation DCHC-2009-R-1559 page 1, block 6.

Question:

2. We assume there to have been at least one previous CHA needs assessment of the sort currently being solicited. Is that available on line or in hard copy, please? If so, where?

Response:

See Amendment 002, Item 2

Question:

3. Was the vendor of the last needs assessment satisfactory and is that vendor bidding on DCHC-2009-R-1559, to your knowledge?

Response:

The last needs assessment was conducted in-house by the Department of Health.

Question:

4. We find no mention of a bidder's conference in the RFP. There isn't one, is there?

Response:

The solicitation does not provide for a Pre-Proposal Conference.

Question:

5. The RFP mentions both focus groups and key-informant interviews. The focus groups are specified as numbering 10. No number is given for the quantity of key-informant interviews. What is the number anticipated, please? Relatedly, please confirm that the "personal interviews" mentioned on p. 6 (sec. C.3.1.1(c)) are the same as the key-informant interviews, not some additional task.

Response:

See Amendment 002, Item 5

Question:

6. Can you provide more information about task C.3.2.1.2, the analysis of each of CHA's bureaus? To what extent will the bureaus cooperate in this? Will they have staff dedicated to assisting in this effort? Will their records be made available? Are previous examples of this sort of program audit available for review at present (before bid submission)?

Response:

See Amendment 002, Item 9

Question:

7. The revision of the existing set of priority indicators presupposes the examination of whether or not they are still pertinent and, if not, their abandonment and the adoption of others. The latter will require some trial and error. For example, if (hypothetically) statistical analysis reveals that 4 items on the current attachment 11 are no longer problematic, the tenor of the RFP implies that it would be necessary to find 4 issues areas that are now problematic as "replacements." From a bidder's perspective, it is important that the list of potential issues for testing be finite and determined in advance. Without such limitation, a large proportion of the budget might be expended looking for new issue areas "problematic enough" to replace the four deemed non-problematic any longer. Is there a cap on the number of indicates the vendor will be required to test?

Response:

There is no cap on the number of indicators the contractor will be required to test.

Question:

8. What is the role of the "state performance measures" listed at attachment 10? Other than as background information, are they pertinent to the proposal? Is one supposed to address them in some manner, please?

Response:

The "State Performance Measures" are for informational purposes only.

Question:

9. Have you a sense of how many copies constitute "adequate copies" as mentioned on p.9 sec. C.3.5?

Response:

See Amendment 002, Item 7

Question:

10. When at sec. C.3.6.1.1 the RFP instructs that the report must be devised in accordance with Title V, what does this mean specifically? Does this mean that we have to provide, for example and in addition to the indicator data alluded to above, all the data listed at Sec. 506(a)(1) [42 U.S.C. 706] of Title V (the rate of maternal mortality, the rate of neonatal death, the rate of perinatal death, etc.)?

Response:

See Amendment 002, Item 2

Question:

11. Section G.2 of the RFP describes a comparatively elaborate detailing of hours and so forth on invoices. If the contracted sum, however, is to be paid out in fixed one-twelfth increments, why is such detailed billing necessary? Seeing as how there is no "budget," per se, with line items against which to offset expenditures, how can the "quantity and price of a supply" be tallied? For example, if there were no corresponding line item, how would one bill, say, one 80-mile round trip at 50.5¢ a mile?

Response:

Section G.2 of the solicitation does not contain the level of detail referenced in the question.

Question:

12. We confess to finding the cost/price disclosure slightly perplexing. Please confirm that all parties understand the completed form to be an estimate. For example, if the labor mix described in our proposal were to turn out to be non-suitable once the project were under way, we would be concerned about being wedded to a mix described previously in the cost/price disclosure. This is all the more the case if the contract is fixed-final, because in such a circumstance we are unclear why the mix matters, so long as comparably qualified people are assigned to comparable tasks. Any further explanation about the cost/price disclosure will be appreciated.

Response:

Not an estimate, Potential Offerors shall provide cost/price data in any format as long as the Offeror's format provides the level of detail contained in the attachment.

Question:

13. What is the expected budget for this project?

Response:

The Independent Government Estimate (IGE) can not disclosed.

Question:

14. To what extent do you see the 2010 Title V Needs and Capacity Assessment replicating the work done for the 2005 Assessment, as far as scope and methods?

Response:

The District's requirements to conduct the needs assessment are provided in section C.3. There is no relationship made between the two.

Question:

15. In considering the list of secondary data sources utilized in the 2005 report, do you think these sources are representative of the data sources you expect to be examined for the 2010 Assessment?

Response:

Secondary data sources is not referenced in the solicitation.

Question:

16. Are most of the data that will be analyzed and presented in Needs Assessment report available online?

Response:

No, HIPPA restricts the availability of data online.

Question:

17. To the extent that a source of data is not available online, how will the Community Health Administration (CHA) facilitate special data run requests within the Dept. of Health or another District agency?

Response:

See Amendment 002, Item 9.

Question:

18. Please provide more information on the role of the CHA in facilitating contact with individuals and groups, e.g., focus groups, that might participate in the 2010 assessment?

Response:

See Amendment 002, Item 9.

Question:

19. In the RFQ it mentions that 10 Stakeholder Focus Groups (Section C.3.3.4), "Title V Indicators" and "other quantitative data" (Section C.3.3.2) will be used in this project.

    a. What will be the sampling for the "stakeholders" (who are they?) and will the DOH and CHA assist with the recruiting (provide a list of people to contact and let them know that we will be contacting them)?

Response:

See Amendment 002, Item 9.

Question:

20. What are the "Title V Indicators" (are there any specific reports or any specific data which the DOH and CHA already has collected and will they provide access to us)?

Response:

See Amendment 002, Item 8.

Question:

21. What is the "other quantitative data", or is that up to us to decide/recommend (such as a survey for the MCH market)? If it is up to us to decide/recommend, what are the restrictions/parameters if any on the recommendations?

Response:

See C.3.3.2

Question:

22. Once completed, should the past performance references be submitted in our proposal or sent directly to someone at the D.C. Department of Health? If sent directly, please provide contact information for the person receiving the references at the Department of Health.

Response:

See L.2.1.3.2 c

Question:

23. What is the page limit for the proposal? Does this include tables, resumes, etc.?

Response:

The solicitation does not establish a page limit for the proposal; See Section L.10

Question:

24. J.4 asks for the contract number and amount. As these have yet to be determined, should we put the RFQ number and our proposed contract amount on the form?

Response:

The contract number and amount should be left blank; it will be completed by OCP before contract award.

Question:

25. Form J.4 also requests the social security numbers for all proposed staff. Will it be acceptable for us to provide these numbers if/when the contract is awarded?

Response:

Attachment J.4 should be completed and submitted with the social security numbers redacted.

Question:

26. Form J.7: Do we have to be registered to conduct business in D.C.? If we do, how do we register? Also, does registration have to be complete by the time the proposal is sent in? Finally, if we don't have to be registered to conduct business in D.C., do we have to submit J.7?

Response:

Yes, the contractor must be registered to conduct business with the District of Columbia Government. Please visit www.cfo.dc.gov to registered. Registration is required prior to contract award.

Question:

27. Re form L.13 (page 43), are we required to submit an electronic copy of our proposal for the Freedom of Information Act? We would prefer to do if/when we are awarded a contract.

Response:

See solicitation section L.13

Question:

28. Please elaborate on the respective roles of CHA epidemiology and the contractor in statistical data analysis; which party has primary responsibility for this task.

Response:

See Section C.3.2.1.1.

Question:

29. On page 7, C.3.3.1 of the RFP, we are referred to Attachment #11 for the Title V indicators, however, Attachment J.11 is the DC Title V Priorities 2005-2010 and not the indicators. Can you tell us where we might find the Title V indicators? They don't appear in any of the attachments and I also checked the 2 document links referenced on page 3 of the RFP and did not find them in either of those documents either.

Response:

See Amendment 002, Item 8.