

AMENDMENT OF SOLICITATION . . . MODIFICATION OF CONTRACT				Contract Number		Page of Pages	
						1	2
2. Number DCJA-2010-R-0004-A0002		3. Effective Date See Block 16C		4. Requisition/Purchase Request No.		5. Solicitation Caption Operate an Individual Assessment Center	
6. Issued by: Office of Contracting and Procurement 441 4 th Street, NW, Suite 700S Washington, DC 20001				7. Administered by (If other than line 6) Office of Contracting and Procurement 441 4 th Street, NW, Suite 700S Washington, DC 20001			
8. Name and Address of Contractor (No. street, city, county, state and zip code) PROSPECTIVE OFFERORS Code _____ Facility _____				9A. Amendment of Solicitation No. DCJA-2010-R-0004			
				X 9B. Dated (See Item 11) August 18, 2010			
				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 checked="" type="checkbox"/> is extended. <input 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 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 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 CONTRACT/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
A. This change order is issued pursuant to (Specify Authority): 27 DCMR, Chapter 36, Contract Modifications 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)							
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.) The above solicitation is hereby amended as follows: A. Delete Section H.9 Subcontracting Requirement in their entirety Insert Section H.9 - Reserved							
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 Kenneth Hayslette			
15B. Name of Contractor (Signature of person authorized to sign)		15C. Date Signed		16B. District of Columbia <i>Kenneth A. Hayslette</i> (Signature of Contracting Officer)		16C. Date Signed 16 Sept 2010	

Operate an Individual Assessment Center

- B. Remove reference to revitalization strategy in Section L.2.1.3
- C. Response to questions from Potential Offerors, see Attachment A
- D. Sign-In Sheet from Pre-Proposal Conference on Solicitation Number: DCJA-2010-R-0004 – Operate an Individual Assessment Center, See Attachment B

ATTACHMENT A

Questions from a potential offeror on Solicitation DCJA-2010-R-0004
(Operate an Individual Assessment Center)

- Q 1. Considering the Individual Assessment Center (IAC) will not be the mandatory triage location / exclusive point of intake of singles entering shelter, what is the expectation of the IAC to monitor low barrier shelter vacancy slots?
- A 1. There is no expectation to monitor vacancies for low-barrier shelters as they are filled on a first come first serve basis and most do not begin their intake until 6pm.
- Q 2. How many people does Department of Human Services (DHS) anticipate the IAC will serve per day? If the number will change in option years, please provide estimates for each option year as client become familiar with it.
- A 2. As this is a new program/service we do not know how many individuals will utilize the center. The number will increase each year as clients become more familiar with the program/service. Offerors should estimate a minimum of approximately 20 individuals visiting per day for the base year and an increase of approximately 10% each option year.
- Q 3. C.5.1.5 states the Contractor shall create and maintain a mobile outreach team that shall go to shelters throughout the Continuum of Care to engage homeless single adults that have been identified as having been in shelter for at least 14 days or more and in need of assistance to exit shelter. Does this refer to 14 consecutive days?
- A 3. No. It refers to 14 days of stay (consecutive or not) within a 45 day period or less. Shelter staff will be responsible for making referrals to the center.
- Q 4. In determining levels of service compliance and performance measurement, given the voluntary nature of services, will DHS penalize Contractor for failure to establish or maintain engagement with individuals, i.e., for what portion of individuals identified as eligible will DHS measure service compliance or performance? All individuals who complete intake? All individuals who complete assessment? Other standard?
- A 4. Service requirements are to be complied with for all services delivered to all clients regardless of the number. The Contractor will not be responsible for serving any specified number of clients, rather the number of clients that come to the center and those that are referred by shelter staff. This number cannot be predicted. In terms of the additional performance goals, the Contractor's performance shall be measured based on the number of clients served (i.e., the number that they conduct intakes on and provide services to).

Q 5 Beyond direct assurance of compliance with the Americans with Disabilities Act, relevant District regulations, and the Settlement Agreement with the Department of Justice, what other roles does DHS foresee for the ADA Coordinator?

A 5. Within these laws/regulations/agreements there are a number of requirements that the ADA Coordinator will be responsible for. Examples include: receiving and processing reasonable accommodation requests; working with shelter/program staff to identify accessible beds/units as needed for clients; tracking the number and location of accessible beds/units throughout the continuum of care; working with the DHS ADA Coordinator to address ADA needs/issues that cannot be addressed internally; and, addressing any/all ADA complaints filed by clients that are directly related to the center.

Q 6 Upon placement in housing, what responsibility does the Contractor have to monitor or support individuals to achieve a six month or greater length of stay?

A 6. None. The Contractor would only be responsible for ensuring connection to needed services upon initial placement of client into housing.

Q 7. What role will the provider play in selecting an IAC location? Has DHS already identified a potential location?

A 7. DHS is currently considering locations and will engaged the provider in this process once a contract has been awarded. The awarded provider can offer its own facility for DHS consideration if it chooses.

Q 8. Given Contractor's responsibility "for general maintenance and upkeep of the Center facility" listed at C.5.1.14, please explain the District's responsibility for maintenance and upkeep of property owned by the District to be used for the Center.

A 8. The District will be responsible for any/all major repairs (e.g., major plumbing, electrical, heating, cooling, roofing and structural issues/repairs)

Q 9. Will the mandatory subcontracting requirements be waived?

A 9. Yes the mandatory subcontracting requirement has been waived. Reference to Subcontracting requirement in Section H.9 has been deleted under Amendment 1.

Q 10. What is the anticipated award date and start date? Please provide both, if different.

A 10. DHS anticipates making an award in November 2010. The anticipated start date for services in May 1, 2011. These dates are subject to change.

Q 11: How many physical assessment centers ?

A 11: One (1) Physical Assessment Center will be provided by DHS

Q 12: Is the ultimate goal permanent housing?

A 12: Yes the goal is permanent housing

Q 13: Will other services such as Job Training, Coaching and Placement parameters of the center?

A 13: It is expected that the center connect clients to these types of services that are provided by other providers/organization/District agencies. DHS will attempt to bring in providers and other District agencies to provide some of these services on site. Providers can also provide these services within their staffing structure (i.e., no staff dedicated solely for providing these services).

ATTACHMENT B

SIGN-IN SHEET
FOR
PRE-PROPOSAL CONFERENCE

SOLICITATION NO: DCJA-2010-R-0004

CAPTION: OPERATE AN INDIVIDUAL ASSESSMENT CENTER

DATE: SEPTEMBER 3, 2010
TIME: 11:00 A.M.

PLEASE PRINT

NO.	NAME/TITLE	AGENCY/ADDRESS	PHONE/E-MAIL
1.	<i>Stella</i> <i>Senior Proj Mgr</i>	Catholic Charities/Adoption Plus Skille 202114 Adams Place N.E. Washington, DC 20018	202-833-8317 stella.walker@catholiccharitiesdc.org
2.	<i>Patricia</i> <i>Project Management</i>	R Powell Management 8801 12th St #804 Silver Spring, MD	888.916.6705 - powell@rpowellgroup.com
3.	<i>Renette</i> <i>Hawkins</i>	CATHOLIC CHARITIES 1001 LAWRENCE ST. NW. CITY OF DC 20001	(202) 481-1435 (202) 481-1435
4.	<i>Mark</i> <i>LeVota</i>	Catholic Charities 924 G St. NW Washington, DC 20001	202-772-4340 Mark.Levota@catholiccharitiesdc.org
5.	<i>Rafayna</i> <i>Naquib</i>	CATHOLIC CHARITIES 924 G ST NW Washington, DC 20001	(202) 772-4370 rafayna.naquib@catholiccharitiesdc.org

NO.	NAME/TITLE	AGENCY/ADDRESS	PHONE/E-MAIL
6.	Robert W. Williams	Federal City Recovery Ser vcs 6101 Dix ST NE, WDC 20016	202 570-7063
7.	Petrina Williams	Federal City Recovery Services 425 2nd St NW WDC 20001	PWilliams@federalcityrecovery.org (202) 557-0069
8.	Rodney Savy	Catholic Charities 920 G Street, NW WDC 20001	202 904 1471 rodney.savy@catholiccharitiesdc.org
9.	Paul Amara	Catholic Charities 2900 Milt. Tr. Ave. SE WDC 20032	202-409-9329 Paul.amara@catholiccharitiesdc.org
10.	Fred Swan	DHS 645 H St. NE	202 698-4171 Fred.Swan@dhs.gov
11.	Jeanne Shepherd	OCP	202-727-2354 Jeanne.Sherpherd@dc.gov
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