

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
				1	1
2. Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption		
DCJA-2010-R-0005-A0002	See Block 16C		Operate Virginia Williams Family Resource Center and the DC General Family Shelter		
6. Issued by:		Code	7. Administered by (If other than line 6)		
Office of Contracting and Procurement 441 4 th Street, NW, Suite 700S Washington, DC 20001			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)		9A. Amendment of Solicitation No.		9B. Dated (See Item 11)	
PROSPECTIVE OFFERORS		DCJA-2010-R-0005		August 18, 2010	
		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 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 its entirety					
INSERT: H.9 – Reserved					
B. Insert: Section L.2.2 (c)					
Contractors must submit proposals to serve as the contractor for both the Center and DGFS. However, Contractors may propose to subcontract the services of one of the two programs but shall be the lead contractor and responsible for all services provided for both programs.					
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		15C. Date Signed	16B. District of Columbia		16C. Date Signed
(Signature of person authorized to sign)			Kenneth Hayslette (Signature of Contracting Officer)		07 Sept 2010

C: Responses to Questions from a potential offerors, See Attachment A

D: Sign-in sheet for pre-proposal conference on Solicitation Number: DCJA-2010-R-0005 – Virginia Williams Resource Center and the DC General Family Shelter, See Attachment B

ATTACHMENT A

RESPONSES TO QUESTIONS FROM POTENTIAL OFFERORS ON VIRGINIA
WILLIAMS FAMILY CENTER AND THE DC GENERAL FAMILY SHELTER

Under

SOLICITATION DCJA-2010-R-0005

Q 1: Are there security requirements or standards? Should security personnel be armed or unarmed?

A 1: The requirements are that there is security coverage 24-hours a day 7 days a week. There is no requirement for armed guards. The Protective Services Division (armed officers) from the Department of Real Estate Services is located on the campus of DC General and responds to situations where armed officers or arrests are necessary.

Q 2: Are capital expenditures allowed (i.e. vehicles)?

A 2: No capital expenditures are allowed

Q 3: What is the capacity of the shelter?

A 4: The Capacity of the shelter is 135 units of varying sizes

Q 5: What governmental diversion services are available for diverting shelter placement at the point of intake?

A 5: The Department of Human Services (DHS) an Emergency Rental Assistance Program (ERAP) that provides assistance with rent arrearages, first months rent and security deposits for those who qualify. There are also other non-DHS and non-government programs as well.

Q 6: What eviction prevention services are available? How will the successful bidder access these resources to divert shelter placement?

A 6: See Answer to Q 5. Successful bidder will have direct access to providers who operate the DHS ERAP Program

Q 7: Are there weekly/monthly provider meetings to review families with multiple shelter placements?

A 7: There are providers meeting to review coordination efforts between programs and to discuss issues and concerns.

Q 8: Please clarify the relationship between the management contractor and the successful bidder? Specify the roles and responsibilities? Who is the management contractor?

A 8: The management contractor has not been selected as there is also a solicitation currently released to select a management contractor. The management contractor shall be responsible for addressing higher-level maintenance issues (issues that rise above day-to-day janitorial issues) at the DC General shelter. The management contractor shall also manage the Homeless management Information System (HMIS) which the successful bidder will be required to input client data into HMIS. The management contractor shall also work with the successful bidder to coordinate with other programs within the continuum of care. The successful bidder will be responsible for all other services required to be performed as listed in the solicitation.

Q 9: What is the interface between the shelter provider and the providers of transitional and permanent supportive housing? Is there a means for referral, matching and placing?

A 9: Yes. There will be coordination with these other programs that will mainly be facilitated by the management contractor.

Q 10: Are there current protocols for issuing violations against families in shelter care and evicting them for shelter care? If so, what is the process?

A 10: This is listed in the broadly in the Homeless Services Reform Act of 2005, which can be accessed at www.ich.dc.gov The detailed process is outlined in the District of Columbia Municipal Regulations, 57 DCR 2704 which can be accessed at <http://www.dcregs.org/Gateway/NoticeHome.aspx?noticeid=213611>

Q 11: How will families access the medical clinic? What are the hours? Will bidder have to have medical professional staff 24/7? What is the level of follow-up with primary medical homes for families?

A 11: The clinic is located onsite on the 4th floor of Building 42, which is also one of the floors utilized for sheltering families. Potential offerors will not be required to have any medical staff. Potential offerors will only be required to connect families to the clinic and to other medical providers as needed and designated in their service plans.

Q 12: Please clarify the difference between provisional and non-provisional shelter stay?

Provisional shelter stay is defined as a guaranteed stay for a specified period of time. At the end of that specified period of time a family is can either be given a placement that is non-provisional which means there is no time limit or they can be denied continued placement in shelter based on eligibility and placement priority factors. Please note that this process is not currently in place but is proposed under our system redesign.

Q 13: Can a provider apply for only one of the two sites?

A 13: No. All bidders must propose to be the contractor for both sites/programs. However, potential offerors may propose to subcontract the services for one site/program but will be responsible for services performed at both sites/programs.

Q 14: When will the contract be awarded? When would the provider be expected to start?

A 14: DHS anticipates the contract to be awarded in October, but this time frame is contingent on a number of processes so no definitive time frame can be given. The successful Offeror will be provided with a transition period (length to be determined) to transition with the existing contractors before it takes over direct service provision.

Q 15: Section I. 5 - RIGHT TO DATA - currently the HMIS is under the auspices of the Community Partnership for the Homeless. How will the provider be able to share data collected in the HMIS with the District?

A15: The Community Partnership will provide access to HMIS and the provider will be required to enter client data into this system

Q 16: Under Section H.10 - DISTRICT'S RESPONSIBILITIES - Is the District responsible for making sure D.C. General is ADA compliant?

A 16: Yes. The District is responsible for ensuring the DC General is compliant with ADA in terms of the facility (physical space). However, the selected contractor will be responsible for alerting DHS when there is an issue with physical compliance. Additionally, the selected contractor will be responsible for operating both programs in compliance with the ADA law and the ADA Settlement Agreement between DHS and the US Department of Justice.

Q 17: Please clarify what is expected in Section K.4 - BUY AMERICAN CERTIFICATION

A 17: The offeror must certify that each end product is a domestic end product, see clause 23 of the standard contract provisions and in K.4 list any end product that is not a domestic end product and country of origin.

Q 18: With respect to the On Call procedures after normal business offices and weekends, exactly what services do the District expect to be provided. Will the provider be expected to place families into shelter as a part of the On Call procedures? Also, how will the District be notified?

A 19: The selected contractor will be required to have a staff person available after hours and on weekends by phone only to assist with screening clients/families that present (primarily through the Hotline or at DC General) seeking shelter. The screening will be for the purposes making a reasonable determination of eligibility and priority for placement. If the decision is made to place a family (based on shelter availability, eligibility and placement priority) then the staff person will notify the hotline and DC General who will coordinate actual placement.

Q 20: What duties does the District expect the INVESTIGATOR position to perform at the Family Resource Center?

A 20: The Investigators shall be responsible for verifying client information related to their eligibility for homeless services and priority for placement in the event that intake staff do not obtain sufficient information through the intake process. Investigation activities shall include visits to the homes of family and friends of clients to verify if families are able to stay at these locations as well as visits to locations where families are claiming to stay (e.g., a street location).

Q 21: Where will the Assessment team be located. Are they expected to provide assessments to priority one category families, or all families pending shelter?

A 21: The assessment team shall be a part of the staffing at the Virginia Williams Resource Center but there is no requirement for where they are physically located. The requirement is to conduct assessments on all families placed in shelter and designated families on the pending lists (as determined by DHS). The assessments should take place at the center, at shelters where families are placed and at other locations dictated by families.

Q 22: Where will the families be assessed by the assessment team?

A 22: See the answer to question 21.

Q 23: Will Strong Families continue to be involved in the family assessment process? If yes, how would that work in conjunction with the FRC?

A 23: No. Once the new contract is in place and the assessment team and investigators are performing their duties Strong Families staff will no longer be providing the services they are currently engaged in.

Q 24: Will the Family Resource Center move to D.C. General? If yes, when and where? Will there be a site visit?

A 24: There are plans to move the center but a location and time frame has not been determined yet. DHS will ensure that once a definitive plan is in place it will inform and involve the selected contractor

Q 25: What is the current staffing pattern for D.C. General? Please provide position titles and the number of persons in each position.

A 25: Current Staffing – 63 staff
Director – 1
Facility Management – 4
Case Management – 6
ADA Liaison – 1
Intake Specialists – 2
Program Assistants – 2
Residential Monitors – 35
Food Handlers – 4
Utility Workers – 8

Q 26: How many buildings are being used, and how are they configured? For example, how many floors

A 26: Two building are currently being utilized. Building 42 (the old hospital building) has 103 units spread over three floors. Building 12 (the old Detox building) has 32 units all on one floor (this buling is a one story building with several wings).

Q 27: Are all buildings ADA compliant? If not, when will they be fully compliant?

A 27: No. All building are not required to be compliant.

Q 28: 13. How many ADA compliant units are currently operational at the shelter?

A28: There are no fully compliant units at this time. There are a number of partially compliant units. ADA renovation work is scheduled to begin this winter at the shelter and there will be a number of fully compliant units after the work is completed. An exact number of fully compliant units that will result from this work cannot be given at this time.

Q 29: What is the designated year round shelter capacity? Currently, how many adults and children are at the shelter?

A 29: 135 units is the capacity. The number of adults and children changes frequently (on a daily basis for the most part) so it would not be beneficial to share that information

Q 30: Including the year round capacity, how many additional families will be served during hypothermia season?

A 30: There are no plans to exceed the current capacity.

Q 31: Please clarify the meaning of provisional shelter placement. Are the provisional shelter units included in the overall shelter capacity?

A 31: Provisional shelter stay is defined as a guaranteed stay for a specified period of time. At the end of that specified period of time a family is can either be given a placement that is non-provisional which means there is no time limit or they can be denied continued placement in shelter based on eligibility and placement priority factors. Provisional shelter is a designation and not specific shelter units. Please note that this process is not currently in place but is proposed under our system redesign.

Q 32: Is uniformed security provided? If yes, Who is the current security contractor?

A 32: Yes. Professional 50 States Protection is the current security vendor.

Q 33: Who is the food provider for the residents?

A 33: Nutrition, Inc. is the current food service vendor.

Q 34: Are there laundry facilities at the shelter for families? How do the residents wash their clothes?

A34: There is some laundry equipment located in Building 12, however it is not sufficient for use by all clients and is primarily reserved for clients with special needs and reasonable accommodation requests. Clients are responsible for laundering their own linen and clothes at nearby laundry facilities using their own resources. Contractor shall be responsible for providing new linens to clients upon initial arrival at the shelter.

Q 35: Does the staff launder the blankets, sheets, towels, wash cloths etc. used at the shelter? If not, how is this task done?

A 35: No. Clients are responsible for laundering their own linen and clothes at nearby laundry facilities using their own resources.

Q 36: Are day care facilities at the shelter?

A 36: No.

Q 37: Are recreational facilities available at the shelter? If yes, what type of facilities and activities are available for the youth?

A 37: There are no recreational equipment on site (e.g., playground, basketball courts or jungle gyms). However, there is a program on site and one off site programs that serves youth. Once a contract is awarded, the selected contractor will be connected to the program providers.

Q 38: Are medical facilities available at the shelter for the families?

A 38: There is a medical clinic on the 4th floor of Building 42 that specifically services families at the shelter.

Q 39: Who is responsible for repairs and maintenance of the facility?

A 39: The selected contractor is responsible for day-to-day maintenance (janitorial) of the facilities. The management contractor is responsible for resolving issues that rise above daily maintenance (i.e., minor plumbing, equipment, furniture cosmetic structural issues) and the Department of real Estate Services is responsible for major capital repair issues (i.e., major plumbing, heating, air conditioning and roofing issues).

Q 40: Please list any major outstanding facility repair issues and when will they be completed? For example, the roof, windows, HVAC, plumbing and electrical.

A 40: As the selected contractor shall not be responsible for any outstanding facility repair issues it is not necessary to share this information for the purposes of the solicitation. However, upon contract award, DHS will share all information about any outstanding issues at that time and the plan for resolving them.

Q 41: Have there been any reported problems with bed bugs? If yes, have they been resolved?

A 41: There are periodic reports of bed bugs. When this issue arises it is addressed as timely as possible. There are regular visits from an extermination company.

ATTACHMENT B

ATTACHMENT B

SIGN-IN SHEET
FOR
PRE-PROPOSAL CONFERENCE

SOLICITATION NO: DCJA-2010-R-0005

CAPTION: VIRGINIA WILLIAMS FAMILY RESOURCE CENTER AND THE DC GENERAL
FAMILY SHELTER

DATE: August 31, 2010
TIME: 11:00 A.M.

PLEASE PRINT

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