



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department on Disability Services
Office of Contracts and Procurement

Questions & Answers

DCJM-2014-R-0011

Comprehensive Statewide Needs Assessment FY14

January 17, 2014

- 1. Although the RFP states that “Time is of the essence” with respect to all deadlines and deliverables (page 19), the RFP also notes that there is an option to extend the term of the contract up to one year (Section F.2, page 18). Would you please clarify the department’s thinking on the timing required to conduct this needs assessment?**

Answer: “We expect that the vendor selected will complete the Needs Assessment in 6-8 months, with work beginning in February/March and culminating with a live presentation of the vendor’s final report in mid-October.”
- 2. Please confirm the number of past performance references that are required. On page 46, the RFP states that there is no minimum number of contacts or past performances required. On page 55, the RFP states that the Past Performance standard is met when “the Offeror provides a curriculum vitae, along with three current professional references...”**

Answer: Three current professional references are required
- 3. The Technical approach factor on page 54 states: “This factor examines the Offeror’s unique qualifications and skills that make it qualified to provide the requirements of this contract as well as the Offeror’s technical plan, including the Offeror’s service description, service delivery, and knowledge of the population to be assessed in the required work;...” Does that mean Offerors are restricted to those organizations that provide service delivery to people with disabilities?**

Answer: No, it is not restricted to organizations providing service delivery to people with disabilities, however, the technical plan and service delivery must demonstrate an understanding and familiarity with serving people with disabilities and the competency to effectively identify their needs.
- 4. Would you please provide an estimate of the level of effort for this project?**

Answer: The vendor selected shall perform the following as indicated in the RFP: develop an implementation plan, administer and conduct focus groups, design and distribute written surveys, analyze the data, provide a written report and provide an onsite oral presentation to the agency.
- 5. When do you anticipate that the project will be awarded and begin?**

Answer: The project is anticipated to be awarded in mid-February.
- 6. Would you please confirm that one of the requirements for this needs assessment is a survey of a representative sample of people with disabilities residing in the District of Columbia. If so, would you also please tell us whether a sampling frame already exists for such a survey to be conducted.**

Answer: RSA can provide a list from its records to randomly select a number of potential survey respondents who are current or former clients or applicants for VR services. In addition, the SILC and the Center for Independent Living can assist in identifying additional survey respondents to ensure that the universe of respondents includes individuals who are not current or former recipients of VR services.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department on Disability Services
Office of Contracts and Procurement