

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>				1. HCA Solicitation Number	Page of Pages	
				DCRL-2013-H-0039	1	4
2. Amendment/Modification Number	3. Effective Date		4. Requisition/Purchase Request No.	5. Solicitation Caption		
DCRL-2013-H-0039-A005	See Block 16C			Case Management and Family Based Foster Care Services		
6. Issued by:		Code	7. Administered by (If other than line 6)			
Child and Family Services Agency Contracts and Procurement Administration 200 I Street, S.E., Suite 2030 Washington, DC 20003			Child and Family Services Agency Foster Care Resources Administration 200 I Street, S.E., Suite 3201 Washington, DC 20003			
8. Name and Address of Contractor (No. street, city, county, state and zip code)				9A. Amendment of HCA No.	DCRL-2013-H-0039	
				9B. Dated (See Item 11)	November 14, 2012	
				10A. Modification of Contract/Order No.		
Code	DUNS:	TIN	FEIN:	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. Offeror's/Providers 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>2</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 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) <i>To be cited on individual orders issued on behalf of participating agencies</i>						
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 data etc.) set forth in item 14, pursuant to the authority of						
C. This supplemental agreement is entered into pursuant to authority of:						
D. Other (Specify type of modification and authority)						
<b>E. IMPORTANT:</b> Contractor: <input type="checkbox"/> is not required to sign this document and return 2 copies at the time of proposal submission. <input checked="" type="checkbox"/> is required to sign this document and return 2 copies at the time of proposal submission.						
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible)						
Pursuant to Article 3, Changes Clause of the Standard Contract Provisions for the use with District of Columbia Government Supply and Services Contracts dated March 2007, the subject solicitation is hereby amended as follows: <ol style="list-style-type: none"> <li>The submission date of the Human Care Agreement along with the Human Care Agreement Contractor Qualification Records, Business Plan, Cost and Price has been extended to January 22, 2013 by 2:00 P.M. local time.</li> <li>Delete Sections B.10 page 11 and J.2.7 page 97, Subcontracting Plan in its entirety. The Agency waiver request of the 35% subcontracting requirement has been approved by the Director of the Department of Small and Local Business Development (DSLBD).</li> <li>Use the Human Care Agreement Contractor Qualifications Record (CQR) that was submitted with Amendment No. A004 dated 1/3/13 as Attachment.</li> </ol>						
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		
				Tara Sigamoni		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed	
			Tara Sigamoni		1-10-13	
(Signature of person authorized to sign)				(Signature of Contracting Officer)		

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

4. The terms Human Care Qualifications Record and Human Care Agreement Contractor's Qualification Records are used interchangeably in this solicitation.
5. Listed below are the responses to questions that were submitted to the Contracts and Procurement Administration in writing as Request for Information, RFI Q1 through Q9.

Q01

Question: Are we required to copy and sign Amendments 1-3 and include them in the CQR?

Response: Amendments received are to be acknowledged in accordance with Section 13.E of all amendments and be submitted with the Human Care Agreement Contractor Qualifications Record, Part I as Section IX, Amendments. See Section L.2.1.1 of the Human Care Agreement Solicitation.

Q02

Question: Are we allowed to package the CQR for traditional foster care and therapeutic foster care together? The business plans together? And the price proposals together?

Response: The CQR's business plans and price proposals for each service category should be packaged separately and organized as indicated in Sections L.2.1.1, L.2.1.2 and L.2.1.3.

Q03

Questions: For the submission of the CQR for traditional and therapeutic foster care, if it is allowed to be in the same package, if sections are exactly the same e.g. section viii - certifications and incorporations by reference, are we required to duplicate them in the same package?

Response: See response to Q02.

Q04

Question: For those kids who are chronic absconders will they fall into the CCM rate after the three days?

Response: Yes, the Case Management rate would automatically take effect for absconders after the three day bed hold, provided the contractor continues to make efforts to locate the youth and provide case management responsibilities.

Q05

Question: I was wondering if the list of attendees will be made available to everyone that attended the conference yesterday to facilitate a possible teaming effort for those that wish to do so. If so, when and how will this be made available?

Response: The attendance sheet is attached.

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

Q06

Question: In section B.5 Administrative Rate it is states that "the District will pay the Provider a monthly administrative rate as defined in the budget package. This pre-negotiated rate will be paid monthly without regard to the number of children placed during the month." Does this rate include the costs associated with hiring and training of essential staff needed to provide Specialized Family Based Foster Care (i.e., Program Director, Registered Nurse, Supervisory Social Worker, Home Health Care Aids, etc.) and other related fixed program costs i.e., Occupancy, utilities, etc .

Response: Attachment A-Contract Costing for Family Based Foster Care Providers of the Budget Instructions details the costs which may be included in the Administrative Rate. Accordingly, the costs associated with hiring and training essential personnel are allowable in "Schedule 10: Other Direct Costs of the Budget Template", and upon successful negotiation would be included in the Administrative Rate.

Q07

Question: Please provide specific examples of the project start-up and ongoing operating costs that are eligible to be covered by the Administrative Rate.

Response: Attachment A-Contract Costing for Family Based Foster Care Providers of the Budget Instructions details the costs which may be included in the Administrative Rate. Accordingly, the costs of administrative personnel/fringes, occupancy, applicable travel/transportation, office supplies/minor equipment, applicable capital equipment/outlays, other-direct, and indirect/overhead related to start-up and on-going operations are allowable, and upon successful negotiation would be included in the Administrative Rate.

Q08

Question: When and how will the answer to our question (and to the other questions you received) be made available?

Response: All questions are answered by this amendment and available on the [www.ocp.dc.gov](http://www.ocp.dc.gov) website.

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Q09

Question: On Page 51 under Deliverables, what are the progress notes?

Response: Sections F.4.2.1 through F.4.2.6 of the Human Care Agreement itemizes the data elements to constitute the progress notes.

Accordingly, the following data elements constitute the progress notes:

- Identify and document who is the service provider and who is the recipient of service;
- Identify and document the need for the provided service(s);
- Identify and document what type of service(s) were provided;
- Identify and document the manner (i.e. via face-to face, telephone, etc.) by which service(s) were provided;
- Identify and document where (the location) service(s) were provided; and
- Identify and document the date and time the service(s) were provided.

CASEMENT AND FAMILY BASE FOSTER CARE SERVICES  
DCRL-2013-H-0039

PRE-PROPOSAL CONFERENCE LISTING OF ATTENDEES

**CONTRACTS AND PROCUREMENT ADMINISTRATION (CFSA)  
PRE-PROPOSAL CONFERENCE FOR  
CASE MANAGEMENT AND FAMILY BASE FOSTER CARE SERVICES**

**DCRL-2013-H-0039**

**200 I Street, SE, Conference Room 1002A**

**Monday, December 3, 2012**

**10:00am - 12noon**

**List of Attendees**

Please Print Your Name & Title	Name of Organization	Telephone Number e-mail address
1. KATHRYN KING PROGRAM DIR	BOARD OF CHILD CARE	202 291-3330 e-mail address: KKing@boardofchildcare.org
2. Shelly Host, Lead-C Program Coordinator	Children's Choice	(201) 220-1503 e-mail address: shost@childrenschoice.org
3. Bert Otts Program Director	Community Solutions	(410) 833-7341 e-mail address: botts@csimail.org
4. Jody Morgan Director Quality Assurance	National Center for children and families (NCCF)	( ) 301-305-4480 ext 143 e-mail address: jmo@nccf.org
5. Sarah Maentz Program support specialist	BOYSTOWN	(203) 956-0198 e-mail address: Sarah.Maentz@boystown.org
6. Caren Chaffee Directing Unit Affairs	Kidspace	(714) 812-7139 e-mail address: caren.chaffee@kidspace.org
7. Shannon Catanzaro Division manager	NCCF	(202) 543-3217 ext 145 e-mail address: scatanzaro@nccf.org
8. Ivory M. McMillian Executive Director	Seraaj	(202) 832-2450 e-mail address: imcmillian@serajth.com
9. Annylo Boone ED CCA	CCA	(202) 577-1589 e-mail address: aboone@communityfamily.org
10. Jennifer Cloud QA specialist	NCCF	(202) 543-3217 x146 e-mail address: jcloud@nccf-care.org
11. Susan Pickett VP CSI	CSI	(800) 683-7123 e-mail address: Spickett@CSImail.org
12. Erika Richardson HCG Prog Dir	HCG	(202) 789-0079 e-mail address: ericharson-hcg@verizon.net
13. Manalima Banks Prog. Director	Boys Town	(301) 577-1148 e-mail address: manalima.banks@boystown.org
14. Ray C-IP Executive Director	KidsPeace	(800) 727-4482 e-mail address: RC-IP@kidspeace.org

Please Print Your Name & Title	Name of Organization	Telephone Number e-mail address
15. Lisa Eura Program Director	Family Matters of Greater Washington	(202) 289-1510 x1175 e-mail address: leura@familymattersdc.org
16. Erica Williams	Williams Life Center Inc	(740) 370 3226 e-mail address: ewilliams@wdcgroup.com
17. Cleveland Williams	Williams L.F.C. Center	(301) 545-0821 NLC e-mail address: CWilliams@wfc.org
18. Robyn Leuter	CSI	( ) 202-262-7387 e-mail address:
19. Shelda Parsh	PSI	(301) 951-0741 sheikpandit@psi-familyservices.com e-mail address:
20. Ralph D. Bell	NCCF	(301) 365-9480 x120 e-mail address: rbell@nccf-care.org
21. H. Sutton	CASS Corp.	( ) e-mail address: hsutton@cmfgroup.com
22. Angelica Baker	Foundations	(202) 654-0843 Angelica.Baker-Matthys@uhsfmc.com e-mail address:
23. Angelica Altom	Foundations	(202) 654-0909 e-mail address:
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26. Michelle Cole	LSSNCA	(202) 723-3000 x281 ColemanK@lssnca.org e-mail address:
27. Cislyn Brown	CSFTH	(202) 294-8221 CSFTH.ceo@gmail.com e-mail address:
28. Chris Nwosiri	MAGNIFICUS GRP	(202) 484-6202 nwosiri@magnificuscorp.com e-mail address:
29. Taye Shoefan	✓ ✓	(202) 484-6242 aki@taye@magnificuscorp.com e-mail address:
30. Lucile Brown	HCG, Inc.	(202) 789 0079 hcg-inc@verizon.net e-mail address:
31. Karen Solomon	" "	(202) 7890079 Ksolomon-hcg@verizon.net e-mail address:

Please Print Your Name & Title	Name of Organization	Telephone Number e-mail address
32. JAMES LINTSAY CONSULTANT	Care Rite	(202) 986-6590 LIND36371@AOL.COM e-mail address:
33. HENRI GARDNER	CAISS Group	(202) 390-2579 e-mail address: HGARDNER
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38. Gable Barner	Progressive Life	( ) 202/498-3537 e-mail address:
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40.		( ) e-mail address:
41.		( ) e-mail address:
42.		( ) e-mail address:
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