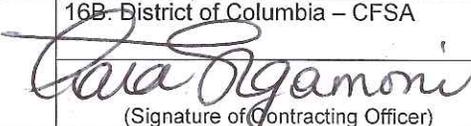


<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages	
				1	8
2. Amendment/Modification Number 3		3. Effective Date See 16C		4. Requisition/Purchase Request No.	
			5. Solicitation Caption <b>Evidence-Based Volunteer Mentoring Program</b>		
6. Issued By:			Code	7. Administered By (If other than line 6)	
<b>DISTRICT OF COLUMBIA CHILD AND FAMILY SERVICES AGENCY CONTRACTS AND PROCUREMENT ADMINISTRATION 200 I Street, S.E., Suite 2030 Washington, DC 20003</b>					
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)				9A. Amendment of Solicitation No. <b>DCRL-2013-R-0134</b>	
				9B. Dated (See Item 11)	
				10A. Modification of Contract/Order: <b>November 19, 2013</b>	
				10B. Dated (See Item 13)	
Code		Facility			
<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 _____ copies of the amendment; or (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. <b>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.</b>					
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					
B. 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, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2 ©.					
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.					
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 <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
CFSA hereby amends solicitation number: DCRL-2013-R-0134 to reflect the following:					
1. Delete pages 2, 3, 4, 5, 8, 9 and 52 and replace with pages 2R, 3R, 4R, 5R, 8R, 9R and 52R. 2. Page 10; Delete Section C.10 and C.10.1 - Status Reports in its entirety. 3. Page 11; Delete Section C.13 and C.13.1 – Monthly Activity Reports in its entirety. 4. Bid Opening date is hereby changed from Indefinite to February 13, 2014.					
<b>All other terms and conditions under this Contract shall remain unchanged.</b>					
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		
			<b>Tara Sigamoni</b>		
15B. Name of Contractor:		15C. Date Signed	16B. District of Columbia – CFSA		16C. Date Signed
(Signature of person authorized to sign)			 (Signature of Contracting Officer)		1/16/14

## BASE YEAR

Contract Line Item No. (CLIN)	Supply/Services	Price Per Hour	Minimum Quantity	Minimum Total Price	Maximum Quantity	Maximum Total Price
CLIN 0001A (See § C.)	Individual Mentoring Services	\$	100 clients	\$	350 clients	\$
CLIN 0002B (See § C.)	Pre-Service Training	\$	N/A	\$	8 hours	\$
CLIN 0002C	In-Service Training	\$	N/A	\$	4 hours	\$
<b>B.3.1 - Total Contract Amount</b>						\$

## OPTION YEAR ONE

Contract Line Item No. (CLIN)	Supply/Services	Price Per Hour	Minimum Quantity	Minimum Total Price	Maximum Quantity	Maximum Total Price
CLIN 0001A (See § C.)	Individual Mentoring Services	\$	100 clients	\$	350 clients	\$
CLIN 0002B (See § C.)	Pre-Service Training	\$	N/A	\$	8 hours	\$
CLIN 0002C	In-Service Training	\$	N/A	\$	4 hours	\$
<b>B.3.2 - Total Contract Amount</b>						\$

## OPTION YEAR TWO

Contract Line Item No. (CLIN)	Supply/Services	Price Per Hour	Minimum Quantity	Minimum Total Price	Maximum Quantity	Maximum Total Price
CLIN 0001A (See § C.)	Individual Mentoring Services	\$	100 clients	\$	350 clients	\$
CLIN 0002B (See § C.)	Pre-Service Training	\$	N/A	\$	8 hours	\$
CLIN 0002C	In-Service Training	\$	N/A	\$	4 hours	\$
<b>B.3.3 - Total Contract Amount</b>						\$

## OPTION YEAR THREE

Contract Line Item No. (CLIN)	Supply/Services	Price Per Hour	Minimum Quantity	Minimum Total Price	Maximum Quantity	Maximum Total Price
CLIN 0001A (See § C.)	Individual Mentoring Services	\$	100 clients	\$	350 clients	\$
CLIN 0002B (See § C.)	Pre-Service Training	\$	N/A	\$	8 hours	\$
CLIN 0002C	In-Service Training	\$	N/A	\$	4 hours	\$
<b>B.3.4 - Total Contract Amount</b>						\$

**OPTION YEAR FOUR**

<b>Contract Line Item No. (CLIN)</b>	<b>Supply/Services</b>	<b>Price Per Hour</b>	<b>Minimum Quantity</b>	<b>Minimum Total Price</b>	<b>Maximum Quantity</b>	<b>Maximum Total Price</b>
CLIN 0001A (See § C.)	Individual Mentoring Services	\$	100 clients	\$	350 clients	\$
CLIN 0002B (See § C.)	Pre-Service Training	\$	N/A	\$	8 hours	\$
CLIN 0002C	In-Service Training	\$	N/A	\$	4 hours	\$
<b>B.3.5 - Total Contract Amount</b>						<b>\$</b>

**B.4 RESERVED**

**B.5 INDEFINITE DELIVERY- INDEFINITE QUANTITY (IDIQ) CONTRACT**

This is an IDIQ contract for the supplies or services specified, and effective for the period stated. Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering Clause, G.10. The Contractor shall furnish to the District, when and if ordered, the supplies or services specified in the Schedule up to and including the maximum quantity of **350 for CLINs 0001A through 4001A & 0001B through 4001B a maximum of 8 hours and 0001C through 4004C and a maximum of 4 hours .**

District will order at least the minimum quantity of one-hundred (100) and a maximum of three hundred fifty (350) for individual mentoring services. There are no minimum hours for pre-service training and a maximum of eight (8) hours. There are no minimum hours for In-Service Quarterly Training and a maximum of four (4) in-service training hours. There is no limit on the number of orders that may be issued. **The contractor shall not furnish any services that exceed the dollar amount specified in the order without receiving proof of additional funding availability.** The District may issue orders requiring delivery to multiple destinations or performance at multiple locations.

Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and District's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period.

- B.6 An offeror responding to this solicitation must submit with its proposal, a notarized statement detailing any subcontracting plan required by law. Proposals responding to this RFP shall be deemed nonresponsive and shall be rejected if the offeror fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.

## C.5 REQUIREMENTS

- C.5.1 The Contractor must have a primary office located within a 25-mile radius of CFSA headquarters. The Contractor shall provide documentation of all required clearances prior to a mentor beginning work with a mentee.
- C.5.2 CFSA shall refer clients to the Contractor who shall engage in a thorough matching process to assign CFSA clients to volunteer mentors. The Contractor shall assess clients to establish a baseline of performance and develop mentoring plans for mentees based on the assessment results identifying goals for mentoring services, as well as targeted strategies to engage the caretakers. The contractor shall ensure that the mentors commit to the mentor-mentee relationship for a minimum of one (1) year with a minimum of two (2) hours face-to-face contact weekly and at least one (1) monthly group activity. CFSA encourages the continued involvement of the mentee and mentor once the case is closed with CFSA.
- C.5.2.1 The Contractor shall ensure that all activities between the mentor and mentee occur on the mutually agreed upon schedule between the mentor and mentee's caretaker(s). Failure to comply will result in a new agency contracted to provide mentoring services for the youth.
- C.5.2.2 The Contractor shall provide all mentors with a total of eight (8) hours of pre-service training and four (4) hours of in-service training each quarter thereafter. All trainings shall focus on the unique needs of children and youth in foster care, and the following topics should be presented annually:
- Engagement,
  - Establishing and setting boundaries,
  - Anger Management,
  - Stress Management, and
  - Crisis Intervention
  - Understanding D.C. Child Welfare System
  - Mandated Reporter Training
  - Impact of Trauma on Development
- C.5.2.3 Contractor shall ensure that it appropriately matches a minimum of one (1) mentor (age 21 years and older) to one (1) mentee. The contractor shall complete the matching within ten (10) business days of the referral from CFSA with no referred child or youth being rejected or ejected from the program; and funds for this program are to be applied only to CFSA-involved clients placed in out-of-home care; any costs associated with services for children after they exit the care of CFSA are to be covered by the Contractor independent of CFSA.
- The Contractor shall engage in a thorough matching process to assign CFSA clients to volunteer mentors within ten (10) business days of the referral. This process will include contact with the client, social worker, resource parent, and birth parent to identify the overall goals of mentoring.
  - The Contractor shall conduct an initial assessment using the assessment tool(s) approved by the Office of Well Being within ten (10) business days of initial authorization to establish a baseline for performance.

- No later than ten (10) business days after authorization, the Contractor shall submit the following information via e-mail to the assigned social worker and the Contract Administrator, or designee, via the [cfsa.mentoring@dc.gov](mailto:cfsa.mentoring@dc.gov) e-mail address:
  - Name of the assigned mentor,
  - Results of the initial assessment(s)
- The Contractor shall submit a Mentoring Plan (MP) for each mentee to improve client outcomes in the areas of cognitive functioning, emotional/behavioral functioning, social functioning, substance use, and delinquent behavior/court involvement via e-mail to the assigned social worker and [cfsa.mentoring@dc.gov](mailto:cfsa.mentoring@dc.gov) no later than 15 business days after initial authorization. The MP shall also include targeted strategies to engage the mentee's caretaker(s).
- The Contractor shall ensure each mentor assists each mentee with developing a written plan of his or her goals for the future. The contractor shall ensure that each mentee completes his or her goals for the future, and shall submit the mentee's written goals for the future via e-mail to the assigned social worker, the Contract Administrator and [cfsa.mentoring@dc.gov](mailto:cfsa.mentoring@dc.gov) no later than 30 calendar days of submitting the initial assessment results.
- The mentor shall make contact with the assigned social worker, either by phone, e-mail, or in person, at least once per month to provide an update on the mentee's progress.
- The Contractor shall conduct assessments to determine mentee's progress toward achieving the goals of the MP on a quarterly basis. Upon completion of each quarterly assessment, the Contractor shall submit the results to the Office of Well Being with the next monthly reporting submission.

C.5.2.4 The Contractor shall conduct an initial assessment to establish a baseline of performance and conduct assessments on a quarterly basis thereafter. The Contractor shall also develop a Mentoring Plan (MP) for each mentee based on the assessment results. The MP shall be updated at least quarterly to reflect any goal changes necessary based on the assessment results. The Contractor's response shall include the following:

- The proposed outcomes to be measured within each domain;
  - A detailed description of how client progress toward achieving the outcomes shall be measured;
  - The proposed initial and ongoing assessment tools to be used to measure client progress toward achieving the outcomes; and
- A detailed plan of the steps the Contractor will take to address when clients are not making satisfactory progress toward achieving the outcomes based on the assessments used.

**M.3.1 TECHNICAL CRITERIA ( \_\_\_ Points Maximum)**

**Description:** These factors consider the Offeror's past performance, experience and key personnel used in performing services similar to the required services as described in Section C. These factors include an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction with the Offeror's performance.

Technical Evaluation Factors	Points
Factor A – Technical Approach	20
Factor B – Past Performance	20
Factor C – Experience	20
Factor D – Quality Assurance	15
Factor E - Pricing	25
Total	100

**M.3.1.1.1 Factor A – Technical Approach (20 Points maximum)**

**M.3.1.1.1a Description:** These factors consider the Offeror's detailed, accurate description that assures all required services are met in an efficient and effective manner that meets all the elements as described in the Statement of work. These factors include an examination of the quality of services provided, timeliness in service delivery, business practices, and extent to which the proposal addressed the scope of work.

**M.3.1.1.1b** This evaluation factor considers the proposed methodology proposed for this project, including project management, design, deployment, training, documentation, and ongoing support.

**M.3.1.1.1c** This factor will be evaluated based the completeness of the proposed methodology and its match to the Requirements in Section C. The proposed methodology must demonstrate how the Offeror intends to complete the project and all deliverables successfully, within the desired timeframes.

**M.3.1.1.1d** This evaluation factor considers the proposed schedule to be implemented

**M.3.1.1.1e** This factor will be evaluated based on the completeness of the provided project plan, including all major tasks and subtasks, including dependencies and critical path items. This plan must demonstrate how the Offeror will meet the required schedule to complete the project successfully.

**M.3.1.1.2 Factor B – Past Performance (20 Points maximum)**

**M.3.1.1.2a Description:** The capacity to work with the identified population, and the contracting agency in an efficient, and effective manner to meet the overall goal of the Evidence-Based Volunteer Mentoring Program (EBVMP) and the academic needs as well as the contractual policies and regulations.