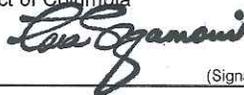


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT				1. Contract Number		Page of Pages	
						1 7	
2. Amendment/Modification Number		3. Effective Date		4. Requisition/Purchase Request No.		5. Solicitation Caption	
A0002		See Block 16C				Pre/Post Permanency Services	
6. Issued by:			Code	7. Administered by (If other than line 6)			
Child and Family Services Agency Contracts and Procurement Administration 200 I Street S.E. Suite 2031 Washington, DC 20003				Child and Family Services Agency Contracts and Procurement Administration 200 I Street S.E. Suite 2031 Washington, DC 20003			
8. Name and Address of Contractor (No. street, city, county, state and zip code)				9A. Amendment of Contract No. DCRL-2015-R-0078			
				9B. Dated (See Item 11) 05/11/15			
				10A. Modification of Contract/Order No.			
				10B. Dated (See Item 13)			
Code	DUNS:	TIN	FEIN:				
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/Bidder's/Provider's 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 ___N/A___ 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): 27 DCMR, Chapter 36, Section 3603 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) 27 DCMR 2008							
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return 2 copies to the issuing office.							
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible) The following changes are incorporated and made a part of the subject solicitation:							
<ol style="list-style-type: none"> The attached questions and answers are to be incorporated into applicable sections. Delete pages 1-7 and insert pages 1R – 7R Section C.5.8 - insert at the end of the sentence the following: "The Contractor shall ensure that all new hires receive a minimum of forty hours (which does not include 24 hours of Crisis Training) of initial training in areas related to their respective position". Section C.7.5 insert - "The Contractor shall develop a short term intervention plan that would include services needed to stabilize the family. These services include but are not limited to educational advocacy, legal advocacy, medical, social, educational training, and mental health services, etc." Add Section F.5 Provider Quarterly Expenditure Reporting (attached) Add Section G.11 Cost Reimbursement Ceiling (attached) Delete page 29 and insert page 29R Delete page 70 and insert page 70R Extend proposal submission deadline date to June 30, 2015 							
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	
(Signature of person authorized to sign)						6/19/15	
				(Signature of Contracting Officer)			

F.5 PROVIDER QUARTERLY EXPENDITURE REPORTING

F.5.1 Providers shall report all expenditures (accrued/cash) related to this contract on a quarterly basis. Expenditures shall be reported as they were itemized in the contract, "Budget Summary Form" via "Excel" worksheet(s). CFSA will provide the required format for this report. The Reports are due to CFSA's Business Services Administration within thirty days after the end of each quarter. The expenditures shall be reported by Federal Fiscal Year (FFY) quarters. The FFY quarters; and the expenditure reporting due dates are as follows:

October 1st – December 31st	Due on or before January 31st
January 1st – March 31st	Due on or before April 30th
April 1st – June 30th	Due on or before July 31st
September 30th	Due on or before October 31st

G.11 COST REIMBURSEMENT CEILING

G.11.1 Cost reimbursement ceiling for this contract is set forth in Section B.5.

G.11.2 The costs for performing the cost reimbursement elements of this contract shall not exceed the cost reimbursement ceiling specified in Section B.5.

G.11.3 The Contractor agrees to use its best efforts to perform the work specified in this contract and to meet all of the cost-reimbursable obligations under this contract within the cost reimbursement ceiling.

G.11.4 The Contractor must notify the CO, in writing, whenever it has reason to believe that the total cost for the performance of the cost-reimbursable elements of this contract will be either greater or substantially less than the cost reimbursement ceiling.

G.11.5 As part of the notification, the Contractor must provide the CO a revised estimate of the total cost of performing the cost-reimbursable elements of this contract.

G.11.6 The District is not obligated to reimburse the Contractor for costs incurred in excess of the cost reimbursement ceiling specified in Section B.5, and the Contractor is not obligated to continue performance under this contract (including actions under the Termination clauses of this contract), or otherwise incur costs in excess of the cost reimbursement ceiling specified in Section B.5, until the CO notifies the Contractor, in writing, that the estimated cost has been increased and provides revised cost reimbursement ceiling for performing this contract.

G.11.7 No notice, communication, or representation in any form from any person other than the CO shall change the cost reimbursement ceiling. In the absence of the specified notice, the District is not obligated to reimburse the Contractor for any costs in excess of the costs reimbursement ceiling, whether such costs were incurred during the course of contract performance or as a result of termination.

- G.118 If any cost reimbursement ceiling specified in Section B.5 is increased, any costs the Contractor incurs before the increase that are in excess of the previous cost reimbursement ceiling shall be allowable to the same extent as if incurred afterward, unless the CO issues a termination or other notice directing that the increase is solely to cover termination or other specified expenses.
- G.11.9 A change order shall not be considered an authorization to exceed the applicable cost reimbursement ceiling specified in Section B.5, unless the change order specifically increases the cost reimbursement ceiling.
- G.11.10 Only costs determined in writing to be reimbursable in accordance with the cost principles set forth in rules issued pursuant to Title VI of the D.C. Procurement Practices Act of 1985 shall be reimbursable.

Page #	Sec. #	Question
2	B.1	Is this contract reaching all clients “children and youth who are committed to CFSA”? Does this go beyond pre and post adopt services? This solicitation is only for those clients listed in Section B.1
3, 4, 5, 6, 7	B.5.1 B.5.2 B.5.3 B.5.4 B.5.5	Does the minimum number “10” and the maximum number “60” referenced in CLIN 0006 refer to number of hours a support group might meet, the number of sessions that a support group might have, or the number of support group series? (See revised price schedule per diem for minimums and maximums)
3, 4, 5, 6, 7	B.5.1 B.5.2 B.5.3 B.5.4 B.5.5	Does the minimum number “8” and the maximum number “200” referenced in CLIN 0007 refer to number of hours of training to be provided or the number of trainings to be completed? (See revised price schedule per diem for minimums and maximums)
8	C.1	Will therapy services provided to adults who exited foster care commitments to CFSA be compensable under this contract? No. Services are only for those children, youth and families who have achieved permanency through the District of Columbia (See C.1).
8	C.1.1	Will services provided to individuals listed in sections 3, 4 and 5 of the targeted populations listed in this section be compensable under this contract regardless of whether the child was committed to CFSA? No. Services are only for those children and youth that are committed to the District of Columbia (see C.1).
8	C.1.2	Are crisis intervention services compensable under CLIN 0004, case management services? No
9	C.1.2	Are Advocacy services compensable under CLIN 0004, case management services? No
9	C.1.2	Are Respite Services required to be provided by the provider or is the provider only intended to make referrals for respite services? Are respite services (or referral for respite services) compensable under CLIN 0004, case management services? No, please submit a respite model you intend to use.
10	C.1.2	Under which CLIN are Intake and Assessment Services to be

		billed? See budget package J-9 and price schedule.B.5)
10	C.1.2	Under which CLIN are RED Team consultations to be billed? See budget package J-9 and price schedule.B.5)
10	C.1.2	Under which CLIN are Family Team Meetings to be billed? See budget package J-9 and price schedule.B.5)
10	C.1.2	Under which CLIN are Adoption Search and Reunion services to be billed? See budget package J-9 and price schedule.B.5)
11	C.1.2	May Flex Funds be used to cover interpretive services? No. Flex Funds will not be advanced.
11	C.2.1	How does the Referral and Intake Process described in this section work in conjunction with the Task Order process described in Section G.7 through G.10 (pages 30 through 31)? Are the only clients to be served those who are referred to the contractor by way of a task order issued by the CO? If so, how does the contractor obtain a task order for crisis intervention? One Task Orders will be issued at contract commencement for all work under the contract.
11	C.2.1	What is the process by which the CA will review the tracking system for referrals and what criteria will be used for approval? Once the Contractor has developed the Tracking System, they will send it to CFSA for review, discussion with the Contractor and approval (see C.1-bullet 2).
15	C.2.7	Will the Contractor be compensated for individuals and families who schedule face-to-face counseling and do not show up for scheduled services (cancellations or no shows)? No, please see the revised schedule for compensation and billing purposes.
15	C.2.7.4	How are the adoption/guardianship Disruption Conferences, Family Team Meetings and Red Teams described in this section work in conjunction with the Task Order process described in Section G.7 through G.10 (pages 30 through 31)? Are task orders required for facilitation of these meetings and if so, how does the contractor obtain a task order for crisis intervention? One Task Orders will be issued at contract commencement for all work under the contract. (See Section G.7-G.10)
15	C.2.7.5	Please clarify this section. Under what circumstances is the contractor required to refer a client elsewhere for services if the contractor is able to provide the services needed by the client? See Section C.2.7.5
15	C.2.7.6	Will the Flex Funds be advanced to contractor so that payment

		can be made immediately upon approval for the use of such funds by CFSA? No, Flex Funds will not be advanced.
16	C.2.7.7	Under which CLIN are in-home services to be billed? Is there a separate rate for therapy provided in the contractor’s facility compared to therapy provided in the client’s home? No, there is no separate rate.
16	C.2.8.6	Please clarify this section. Does it refer to Adoption Search and Reunion services? Under which CLIN are these services to be billed? The Post Permanency Family Center shall provide therapeutic support services for adopted persons and birth parents that require therapeutic support through the Adoption Search process.
17	C.2.8.7	Please describe the type of “supportive services“ to be provided to adoptive parents under this section. Under which CLIN are these services to be billed? (Add the word “Therapeutic” to the beginning of C.2.8.7)
18	C.4.5	Please describe the extent to which the Contractor is required to provide training to CFSA staff and CFSA contract agency staff, including, but not limited to, the topics of such training, the number of training hours required, the number of staff to be trained and the number of trainings to be held. (Amend C.4.5) C.4.5 The Contractor shall make accommodations that would allow CFSA staff and their Contract Agencies staff to participate in the trainings developed for the pre and or post guardianship and adoptive families. When developing trainings for the pre and o post guardianship and or adoptive families the Contractor shall take into consideration those training provided by Training Coalition in order to prevent duplication of training. Under which CLIN are these services to be billed? Please see the revised schedule for compensation and billing purposes.
18	C.5.2	What is the process for submitting offers of employment to CFSA for review? Once the Contractor has identified an individual they are interested in hiring but prior to hiring that individual, the Contractor shall provide the CA with a copy of the potential employee’s, Resume, Proof of licensing and offer letter.
22	C.9.2	Please describe the “files and records” are covered under this section. This section refers to all client records and data files.
22	C.10.2	How are families, children and youth referred for Integrated Family Therapy? The decision of whether to participate in the initial assessment and therapeutic process is not within the

		<p>control of the Contractor. Referrals for Integrated Family Therapy are sent from the CA to the Post Permanency Family Center.</p> <p>Please specify the efforts required of the Contractor to obtain the participation of clients in this process and the consequences for the Contractor when the Contractor documents that these efforts have been made and the client refuses to participate. Will this be considered to be a breach of the contract? The Contactor needs to provide CFSA with strategies that they plan to use to meet the Performance Outcomes outlined in the contract.</p>
22	C.10.3, C.10.4	<p>What criteria will be used by CFSA to determine if the Contractor has “successfully prevent[ed] guardianship disruptions and adoption dissolutions” and “maintained stability in the home”? The Contactor needs to provide CFSA with strategies that they plan to use to meet the Performance Outcomes outlined in the contract.</p>
23	C.10.5	<p>Please describe how the Contractor is to “ensure that 100% of the children, youth and families... receive supportive crisis services through the Post Permanency Family Center? Supportive crisis services cannot be provided by the Contractor unless sought by the targeted population. (Amended C.10.5) Contractor shall ensure that 100% of the children, youth and families who have achieved permanency through the District of Columbia’s Foster Care System, and who are referred for Crisis Intervention, receive supportive crisis services through the Post Permanency Family Center.</p>
41	H.11.6.1	<p>Please describe the “CFSA training for new employees” noted in this section including the amount of time required for training, the place and dates of such training. Training would include Foundations of Child Welfare Practice (2 days) and Child Centered Practice (CTWA), (3 days). Training is provided by the Child Welfare Training Academy and all trainings are usually held at CFSA. CWTA provides an array of training days. The Contractor shall utilize the CA to assist in scheduling training for the new hires.</p> <p>Does this requirement apply if the Contractor intends to utilize existing staff for the services to be rendered under this Contract? No</p>

SOLICITATION, OFFER, AND AWARD			1. Caption Pre/Post Permanency Services			Page of Pages 1 84	
2. Contract Number		3. Solicitation Number DCRL-2015-R-0078		4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Emergency		5. Date Issued 05/11/15	6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open Market with Set-Aside CBE Designated Category
7. Issued By: Child and Family Services Agency Office of Contracts and Procurement Administration 200 I Street, S.E. Suite 203 I Washington, D.C. 20003				8. Address Offer to: Child and Family Services Agency Office of Contracts and Procurement Administration 200 I Street, S.E. Suite 203 I Washington, D.C. 20003			
NOTE: In sealed bid solicitations "offer" or "offeror" means "bid or "bidder"							
SOLICITATION							
9. Sealed offers in original and <u>4</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the Office of Contracts and Procurement Administration at 200 I Street, S.E, Suite 2031 at 2:00 p.m. local time on June 30, 2015 (Hour) (Date)							
CAUTION: Late submission, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in solicitation.							
10. For Information Contact	A. Name Cheryl Anderson		(Area Code) 202	B. Telephone (Number) 724-7419		(Ext) N/A	C. E-mail Address Cheryl.anderson@dc.gov
11. Table of Contents							
(X)	Section	Description	Page No.	(X)	Section	Description	Page No.
PART I – THE SCHEDULE				PART II – CONTRACT CLAUSES			
X	A	Solicitation/Contract Form	1	X	I	Contract Clauses	63
X	B	Supplies or Services and Price/Cost	2	PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	Specifications/Work Statement	8	X	J	List of Attachments	70
X	D	Packaging and Marking	23	PART IV – REPRESENTATIONS AND INSTRUCTIONS			
X	E	Inspection and Acceptance	24	X	K	Representations, certification and other statements of offerors	71
X	F	Period of Performance/Deliverables	25				
X	G	Contract Administration Data	26	X	L	Instructions, conditions & notices to offerors	72
X	H	Special Contract Requirements	31	X	M	Evaluation factors for award	80
OFFER							
12. In conjunction with the above, the undersigned agrees, if this offer is accepted within <u>120</u> calendar days from the receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.							
13. Discount for Prompt Payment		10 Calendar days %	20 Calendar days %	30 Calendar days %	___ Calendar days %		
14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):			Amendment Number	Date	Amendment Number	Date	
15A. Name and Address of Offeror		15B. Telephone (Area Code) (Number) (Ext)		<input type="checkbox"/> 15 C. Check if remittance address is different from above – Refer to section G		16. Name and Title of Person Authorized to Sign Offer/Contract	
				17. Signature		18. Award Date	
AWARD (TO BE COMPLETED BY GOVERNMENT)							
19. Accepted as to Items Numbered			20. Amount		21. Accounting and Appropriation		
22. Name of Contracting Officer (Type or Print) Tara Sigamoni			23. Signature of Contracting Officer (district of Columbia)			24. Award Date	

SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

B.1 The District of Columbia, Child and Family Services Agency (CFSA, the Agency or the District) is seeking the services of a contractor to provide Pre and Post Permanency Services to foster parents, pre adoptive parents, adoptive parents, and those children and youth who are committed to the District of Columbia Child and Family Services Agency, and those who have achieved guardianship or adoption through the District of Columbia foster care system specified in Section C in this solicitation.

B.2 The District contemplates award of an Indefinite Delivery Indefinite Quantity (IDIQ) contract with firm fixed unit prices specified in Section B – Pricing Schedule.

B.3 INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ) CONTRACT

This is an IDIQ contract for the supplies or services specified, and effective for the period stated.

- a) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering Clause, Section G.7. The Contractor shall furnish to the District, when and if ordered, the supplies or services specified in the Price Schedule up to and including the maximum quantity as specified in Contract Line Item Numbers (CLIN) 0001 through 4003.
- b) There is no limit on the number of orders that may be issued. The District may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- c) 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; provided that the contractor shall not be required to make any deliveries under this contract after the expiration date of the contract.
- d.) A task order will be issued at contract commencement for the full scope of services under the contract.

B.4 A contractor responding to this solicitation must submit with its bid, a notarized statement detailing any subcontracting plan required by law. Bids responding to this proposed contract shall be deemed nonresponsive and shall be rejected if the contractor 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.

A Subcontracting Plan form is available at <http://ocp.dc.gov>, click on “Required Solicitation Documents”.

B.5 PRICE SCHEDULE – REQUIREMENT

B.5.1 BASE YEAR

Contract Line Item No. (CLIN)	Item Description	Price Per Unit (hour) (A)	Minimum Number of Hours (B)	Total Estimated Price (A x B)	Maximum Number of Hours (C)	Total Estimated Price (A x C)
CLIN 0001	Per Diem	\$ _____	1	\$ _____	4,000	\$ _____
CLIN 0002	Administrative Rate	\$ _____		\$ _____		\$ _____
CLIN 0003	Cost Reimbursement for Client Specific Cost	\$ _____		\$ _____		\$ _____
Grand Total for B.5.1				\$ _____		\$ _____

B.5.2 OPTION YEAR 1

Contract Line Item No. (CLIN)	Item Description	Price Per Unit (hour) (A)	Minimum Number of Hours (B)	Total Estimated Price (A x B)	Maximum Number of Hours (C)	Total Estimated Price (A x C)
CLIN 1001	Per Diem	\$ _____	1	\$ _____	4,000	\$ _____
CLIN 1002	Administrative Rate	\$ _____		\$ _____		\$ _____
CLIN 1003	Cost Reimbursement for Client Specific Cost	\$ _____		\$ _____		\$ _____
Grand Total for B.5.2				\$ _____		\$ _____

B.5.3 OPTION YEAR 2

Contract Line Item No. (CLIN)	Item Description	Price Per Unit (hour) (A)	Minimum Number of Hours (B)	Total Estimated Price (A x B)	Maximum Number of Hours (C)	Total Estimated Price (A x C)
CLIN 2001	Per Diem	\$ _____	1	\$ _____	4,000	\$ _____
CLIN 2002	Administrative Rate	\$ _____		\$ _____		\$ _____
CLIN 2003	Cost Reimbursement for Client Specific Cost	\$ _____		\$ _____		\$ _____
Grand Total for B.5.3				\$ _____		\$ _____

B.5.4 OPTION YEAR 3

Contract Line Item No. (CLIN)	Item Description	Price Per Unit (hour) (A)	Minimum Number of Hours (B)	Total Estimated Price (A x B)	Maximum Number of Hours (C)	Total Estimated Price (A x C)
CLIN 3001	Per Diem	\$ _____	1	\$ _____	4,000	\$ _____
CLIN 3002	Administrative Rate	\$ _____		\$ _____		\$ _____
CLIN 3003	Cost Reimbursement for Client Specific Cost	\$ _____		\$ _____		\$ _____
Grand Total for B.5.4				\$ _____		\$ _____

B.5.5 OPTION YEAR 4

Contract Line Item No. (CLIN)	Item Description	Price Per Unit (hour) (A)	Minimum Number of Hours (B)	Total Estimated Price (A x B)	Maximum Number of Hours (C)	Total Estimated Price (A x C)
CLIN 4001	Per Diem	\$ _____	1	\$ _____	4,000	\$ _____
CLIN 4002	Administrative Rate	\$ _____		\$ _____		\$ _____
CLIN 4003	Cost Reimbursement for Client Specific Cost	\$ _____		\$ _____		\$ _____
Grand Total for B.5.5				\$ _____		\$ _____

B.6 COST REIMBURSEMENT CEILING

- B.6.1 CLINs 0003, 1003, 2003, 3003 and 4003 of the contract set forth the ceiling amount for the cost element of the contract (“ceiling”).
- B.6.2 The amount for performing this cost element of the contract shall not exceed the ceilings specified in CLINs 0003, 1003, 2003, 3003 and 4003.
- B.6.3 The Provider shall notify the contract administrator, in writing, whenever it has reason to believe that the total amount for the performance of this contract will be either greater or substantially less than the ceilings.
- B.6.4 As part of the notification, the Provider shall provide the contract administrator a revised estimate for the ceilings for performing the contract.
- B.6.5 The District is not obligated to pay the Provider for amounts incurred in excess of the ceilings specified in the contract and the contractor is not obligated to continue performance under this contract (including actions under the Termination clauses of this contract) or otherwise incur amounts in excess of the ceilings specified in the contract, until the contracting officer notifies the provider, in writing, that the ceilings have been increased and provides revised ceilings for performing this contract.

B.6.6 No notice, communication, or representation in any form from any person other than the contracting officer shall change the ceilings. In the absence of the specified notice, the District is not obligated to pay the contractor for any amounts in excess of the ceilings, whether such amounts were incurred during the course of the contract performance or as a result of termination.

If the contracting officer increases the ceilings, any amount the Provider incurs before the increase that is in excess of the previous ceilings shall be allowable to the same extent as if incurred afterward, unless the contracting officer issues a termination or other notice directing that the increase is solely to cover termination or other specified expenses.

B.6.7 A change order shall not be considered an authorization to exceed the applicable ceilings, unless the change order specifically increases the ceilings.

B.4.2 At any time or times before final payment and three (3) years thereafter, the contracting officer may have the Provider's invoices or vouchers and statements audited. Any payment may be reduced by amounts found by the contracting officer (1) not to constitute allowable payment as adjusted for prior overpayments or underpayments, or (2) not to constitute allowable, allocable, or reasonable costs. This section is subject to the Disputes provision of the contract.

B.5 PAYMENT/REIMBURSEMENT METHODS

There are three (3) payment/reimbursement components associated with this contract. Providers will be paid separately for the *negotiated* Case Management Rate via a daily per-diem based on the number children/youth service units and the associated costs, a pre-set foster care room and board payment based on the number of children/youth, a *negotiated* monthly administrative rate (unrelated to children/youth service units). All remaining costs will be reimbursed after they have been expended and reported via Cost Reimbursement.

Individual items of costs may not be paid/reimbursed from more than one payment/reimbursement component.

B.5.1 Per-Diem

B.5.1.1 The Provider will be paid monthly for the negotiated case management daily per-diem, which includes the costs of wages/salaries and fringe benefit of staff. The per diem will be paid per hour, and invoiced to the District on a monthly basis, per the instructions outlined in Section G and the "Budget

Package” instructions. The per diem is a pre-negotiated rate between the Provider and the District government.

B.5.2 Administrative Rate

B.5.2.1 The District shall pay the Provider a monthly administrative rate as identified in Attachment J.9. This pre-negotiated rate will be divided into 12 equal amounts with 1/12 to be paid monthly. The administrative rate includes the following; portions of the administrative personnel salaries and the associated fringe benefits, other direct cost and the indirect cost/overhead cost, to be paid monthly without regard to number of children/youth placed during the month. This Administrative Allowance is subject to quarterly reconciliation and will be adjusted, if required.

B.5.3 Cost Reimbursement

B.5.3.1 The Provider will be paid monthly on a cost reimbursable basis for the cost of negotiated budgeted line items and/or services.

B.5.3.2 The Provider will be reimbursed for costs that are supported and substantiated after they have been expended and reported by the Provider within the amounts set forth in

**** END OF SECTION B ****

- G.7.1 Any supplies and services to be furnished under this contract must be ordered by issuance of delivery orders or task orders by the CO. Such orders may be issued during the term of this contract.
- G.7.2 All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of a conflict between a delivery order or task order and this contract, the contract shall control.
- G.7.3 If mailed, a delivery order or task order is considered "issued" when the District deposits the order in the mail. Orders may be issued by facsimile or by electronic commerce methods.
- G.7.4 A task order will be issued at contract commencement for the full scope of services under the contract.

G.8 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

Tara Sigamoni
Agency Chief Contracting Officer
Child and Family Services Agency
200 I Street, S.E. Suite 2031
Washington, D.C. 20003
(202) 724-5300

G.9 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G.9.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.
- G.9.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- G.9.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.10 CONTRACT ADMINISTRATOR (CA)

- G.10.1 The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the

SECTION J: ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference.

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (March 2007) available at www.ocp.dc.gov click on "Required Solicitation Documents"
J.2	U.S. Department of Labor Wage Determination Wage Determination No. 2005-2103 Rev 15 Dated December 22, 2014
J.3	Office of Local Business Development Equal Employment Opportunity Information Report and Mayor's Order 85-85 available at www.ocp.dc.gov click on "Required Solicitation Documents"
J.4	Department of Employment Services First Source Employment Agreement available at www.ocp.dc.gov click on "Required Solicitation Documents"
J.5	Way to Work Amendment Act of 2006 – Living Wage Notice available at www.ocp.dc.gov click on "Required Solicitation Documents"
J.6	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet available at www.ocp.dc.gov click on "Required Solicitation Documents"
J.7	Tax Certification Affidavit available at www.ocp.dc.gov click on "Required Solicitation Documents"
J.8	Bidder/Offeror Certifications available at www.ocp.dc.gov click on "Solicitation Attachments"
J.9	Budget Template and Schedules 1-11 Attachment A – Contract Costing for Professional Services Providers
J.10	Mandatory PASS Buyer and ASN Vendor Registration Directive

*****END OF SECTION J*****