

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT				1. Solicitation Number DCRL-2016-R-0079		Page of Pages 1 16	
2. Amendment/Modification Number A005		3. Effective Date See Block 16C.		4. Requisition/Purchase Request No.		5. Solicitation Caption Youth After Care Services	
6. Issued by: Child and Family Services Agency Contracts and Procurement Administration 200 I Street, S.E., Suite 2030 Washington, DC 20003				Code RS		7. Administered by (If other than line 6)	
8. Name and Address of Contractor (No. street, city, county, state and zip code)				9A. Amendment of Solicitation No. X DCRL-2016-R-0079		9B. Dated (See Item 11) June 15, 2016	
				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 type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input 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; (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 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) 27 DCMR, Chapter 20, Section 2008 Exercise of Option							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return to the issuing office by email.							
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible). Pursuant to 27 DCMR Section 1623 the changes are as follows: 1. The closing date for the submission of proposals is being extended from July 29, 2016 @ 2:00 pm to August 5, 2016 @ 2:00 pm. 2. Portions of Section B , C, F,H and L of the solicitation are being amended as follows: (see the attached) 3. Provide responses to the pre-proposal questions held 7-7-2016. (see the attached)							
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 (Signature of person authorized to sign)		15C. Date Signed		16B. District of Columbia <i>Tara Sigamoni</i> (Signature of Contracting Officer)		16C. Date Signed 7/29/16	

Add section C.3.29 as follows:

C.3.29 Active youth after care case - These are cases where the youth is engaged and moving towards their selected benchmarks, goals and outcomes. "Active" youth completed an after care intake form during the time of referral; they have not affirmatively refused services; and they have made themselves available to after care providers during the course of reasonable contact attempts. In order for an after care provider to designate a youth as "inactive", the provider must document one of the following: (1) the date of the youth's express refusal to complete the intake process despite the provider's description of services; (2) the date of the youth's express refusal to continue receiving existing after care services; or (3) the date and method of the provider's reasonable, yet unsuccessful, attempts to contact the youth and provide services on five occasions over a sixty day period. In any of the above circumstances, cases will remain "inactive" only if the provider documents at least one reasonable contact attempt, every thirty days from the date of the initial "inactive" classification.

Delete section C.5.3 and replace with section C.5.3R

C.5.3R The contractor shall provide staff to be located in specified CFSA locations and be able to reach young adults where the young adults are. The Contractor's staff consisting of a supervisor and a SCMW shall be located at 200 I Street, S.E., Washington, D.C. and a program SCMW shall be located at the Office of Youth Empowerment, currently located at 3700 10th Street, N.W., Washington, D.C. A successful proposal shall successfully describe and demonstrate the contractor's ability to deliver a youth aftercare service model to the wards of the District of Columbia aging out of the foster care system.

Delete section C.5.13 in its entirety.

Delete section C.5.14 in its entirety and replace with the following:

C.5.14R The contractor shall provide youth aftercare services to a not to exceed 100 youth and should be prepared to provide service at various support levels. (For example, it might assumed that about 25% of young adults will require only modest levels of support; 50% will require active weekly support and capacity-building, and 25% will require intensive individual interventions in order to stay on track and meet goals). The Youth After care is not a traditional model.

Delete section C.7.2 in its entirety and replace with the following:

C.7.2R The Contractor shall complete an in-depth assessment within thirty (30) days of receiving a referral. The assessments shall be evidence-based and selected by the contractor and approved by CFSA. The assessment shall take into consideration the young adults' status with regard to their previously identified outcomes and benchmarks, as well as his or her additional goals and plans for the ensuing two years.

C.15.3 Delete this section and relocate its content to a new section C.5.15

L.2.1 Add new sentences at the end of section that reads as follows;
Business Plans (proposal) shall be limited to twenty (20) one-sided pages. The page limit does not include documentation requested which maybe provided as attachments.

C.3.8 Delete (?) and add "helping" before professionals.

C.10 Delete “hard copy” wherever it exist.

B. 3 Section B.3 is deleted in its entirety and replace with a revised Section B.3.

F. Delete Section F in its entirety and replace with a revised Section F. in its entirety and replace with revised schedule.

H.12.3.1 Delete “Staff Qualifications and Requirements” and replace with “Personnel Guidelines”

H.12.3.5 Delete “COTR” and replace with “Contract Administrator.”

SECTION B: SUPPLIES OR SERVICES AND PRICE

B.1 The Office of Contracting and Procurement, on behalf of Child and Family Services Agency seeks a contractor to provide community-based services for young adults who are emancipating from the foster care system; Youth After Care Services, to support them in transitioning to a successful, independent adult life.

B.2 The District contemplates the award of one contract with firm fixed unit prices specified in Section B – Pricing Schedule.

B.2 PRICE SCHEDULE

B.2.1 Base Year				
CLIN No.	Service	Quantity	Unit Price	Total Price
0001	Direct Services	12 months	\$ _____	\$ _____
0002	Administrative Cost (capped at 40%)	N/A	N/A	\$ _____
0003	Cost Reimbursement	N/A	N/A	\$ _____
	TOTAL			\$ _____

B.2.2 Option Year 1				
CLIN No.	Service	Quantity	Unit Price	Total Price
1001	Direct Services	12 months	\$ _____	\$ _____
1002	Administrative Cost (capped at 40%)	N/A	N/A	\$ _____
1003	Cost Reimbursement	N/A	N/A	\$ _____
	TOTAL			\$ _____

B.2.3 Option Year 2				
CLIN No.	Service	Quantity	Unit Price	Total Price
2001	Direct Services	12 months	\$ _____	\$ _____
2002	Administrative Cost (capped at 40%)	N/A	N/A	\$ _____
2003	Cost Reimbursement	N/A	N/A	\$ _____
	TOTAL			\$ _____

B.2.4 Option Year 3				
CLIN No.	Service	Quantity	Unit Price	Total Price
3001	Direct Services	12 months	\$ _____	\$ _____
3002	Administrative Cost (capped at 40%)	N/A	N/A	\$ _____
3003	Cost Reimbursement	N/A	N/A	\$ _____
	TOTAL			\$ _____

B.2.5 Option Year 4				
CLIN No.	Service	Quantity	Unit Price	Total Price
4001	Direct Services	12 months	\$ _____	\$ _____
4002	Administrative Cost (capped at 40%)	N/A	N/A	\$ _____
4003	Cost Reimbursement	N/A	N/A	\$ _____
	TOTAL			\$ _____

B.3 PAYMENT/REIMBURSEMENT METHODS

There are three (3) payment/reimbursement components associated with this solicitation or resultant contract. Providers will be paid separately for the *negotiated* Youth After Care Services Costs via :

Direct Services, Administrative Cost (capped at 40%) and Cost Reimbursement.

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

B.3.1 Direct Services

B.3.1.1 The Provider will be paid one-twelfth of the annual budgeted total for direct services to cover the salaries of the three program specialist.

B.3.2 Administrative Cost

B.3.2.1 The District shall pay the Provider a monthly administrative rate as defined in the "Attachment A; Budget Package" instructions. This administrative cost will be paid monthly without regard to number of children/youth placed during the month.

B.2.5 Option Year 4				
CLIN No.	Service	Quantity	Unit Price	Total Price
4001	Direct Services	12 months	\$ _____	\$ _____
4002	Administrative Cost (capped at 40%)	N/A	N/A	\$ _____
4003	Cost Reimbursement	N/A	N/A	\$ _____
	TOTAL			\$ _____

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B.3.3 Cost Reimbursement

B.3.3.1 The provider will be paid on a cost reimbursable basis for the cost of negotiated budgeted item and/or services such as food, shelter, clothing, personal incidentals, school supplies, personal allowance, and travel for the children/youth in care and other charges as identified in the approved budget.

SECTION F – SERVICE DELIVERY AND PERFORMANCE

F.1 Term of Agreement

F.1.1 The term of this Contract shall be for a base period of one (1) year with four (4) additional one year option periods, from the date award subject to the continuing availability of funds for any period beyond the end of the fiscal year in which this Agreement is awarded.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract for a period of four (4) one year option periods or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The price for the option period shall be as specified in the Section B of the contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years from the date of award.

F.3 DELIVERABLES

CLIN	Deliverable	Frequency	Format/Method of Delivery	Due Date
C.5.15.1	Documented proof of staff attendance to CFSA mandated trainings	Quarterly	PDF via email	15 th Day after the end of each Quarter.
C.5.15.2	Guide of public, private and community-based services and programs utilized for Aftercare Youth	Quarterly	PDF via email	15 th Day after the end of each Quarter.

C.5.15.3	Documented contact hours and engagement activities with the aftercare young adults and/or the family	Monthly	PDF via email	15 th Day after the end of each Quarter.
C.5.15.4	Record for each young adult's completion of the battery of required assessments	Quarterly	PDF via email	15 th Day after the end of each Quarter.
C.5.15.5	Status update of active and inactive young adults	Monthly	PDF via email	15 th of subsequent month
C.5.15.6	Updated Case/Service plans for each young adult	Quarterly	PDF via email	15 th Day after the end of each Quarter.
C.5.15.7	Documented Communication strategy utilizing various media such as website, Facebook, Twitter, Instagram, Snapchat, newsletter, announcements, brochures, flyers, etc	Quarterly	PDF via email	15 th Day after the end of each Quarter.
C.5.15.8	Documentation of the achievement of benchmarks and outcomes for each young adult	Monthly	PDF via email	15 th of subsequent month
C.5.15.9	Summary of the achievements of benchmarks and outcomes for the total Aftercare population	Quarterly	PDF via email	15 th Day after the end of each Quarter.
C.5.15.10	Documented pre-emancipation timeline for young adults engagement to include transition-planning activities	Quarterly	PDF via email	15 th Day after the end of each Quarter.
C.5.15.11	Documented post-emancipation timeline for maintaining young adults contact with the young adults	Quarterly	PDF via email	15 th Day after the end of each Quarter.

C.5.15.12	Assessment of total program participation data by young adults and staff team	Quarterly	PDF via email	15 th Day after the end of each Quarter.
C.5.15.13	Participation in the citywide young adult designed and young adult led events	Quarterly	PDF via email	15 th Day after the end of each Quarter.
C.5.15.14	Provide a program operation hours and a calendar of activities for the aftercare young adults	Monthly	PDF via email	15th of subsequent month
	provide individual reports on each young adult	Monthly		15th of subsequent month
	Provide individual case notes as needed to support the PCMW with maintaining a comprehensive and current young adults/family case file.	Monthly	PDF via email	15th of subsequent month

(All the required reports above shall be sent to the contract administrator).

DC Child and Family Services Agency
Contracts and Procurement Administration
Pre- Proposal Question for Youth Aftercare Services
Solicitation # DCRL-2016-R-0079

1 **Please provide a complete list of documents that are required to be submitted as part of this RFP and page limited for each document.**

- *Please refer to section J. of the RFP Solicitation.*

2. **Please provide a list of expectations that CFSA staff has for Aftercare staff person that will be located in CFSA office buildings and the specifics of the space and resources that the staff will have access to. For example, will there be access to conference rooms and training materials that will accommodate 40-50 youth for 4 hours a day as well as private meeting rooms and a phone line.**

- *It is the expectation of CFSA that the aftercare staff will strictly adhere to the scope of work. CFSA is intended to be the base for the Aftercare worker not the program operation. The contractor will have full access to conference rooms, equipment etc. in the same manner as CFSA staff. Collaborations and partnerships are to be utilized to locate facilities in the community for meetings, groups, activities, etc.*

3. **Will there be space and computers for the youth staff supervised by the CFSA located staff person to work in?**

The Aftercare staff worker will have a stable location with a computer and phone.

Given the level of security in the CFSA office, how will the youth be able to easily pass in and out of the building?

- *Young adults visiting the building will need to call their respective SCMW and schedule an appointment prior to their visit.*

4. **Will there also be youth hang out space with computers, snacks, and comfortable furniture?**

There are no plans for this activity at this time. CFSA shall only be the base for the SCMWs not the base for conducting operations. Collaborations and partnerships are to be utilized to locate facilities in the community for meetings, groups, activities, etc.

5. **Also, please explain what details that should be included in this application about this role.**

- *The contractor shall submit a proposal that addresses how it intends to deliver the services required in the solicitation. The proposals will be evaluated in accordance with Section M.*

6. **Please provide a summary of or links to the assessments that are being required as part of the RFA and any other tools that are required.**

- *This is not a RFA but a competitive request for proposals. The contractor shall use evidence based assessments of his or her choosing. See section C.7.2 Evidenced based assessments selected by the contractor and approved by CFSA prior to its use.*

- 7. **Please provide insights into the process of referring youth into the aftercare program.**
 - *See section C.5.6 of the RFP solicitation.*

- 8. **Please provide a list of responsibilities required for youth who are 18 and 20 and accommodations CFSA is willing to make. For example, can meetings be attended by phone. Also, please explain that details that should be included in this application about this role.**
 - *Please see section C.6 Pre-Emancipation Requirements.*

- 9. **What is the total number of youth who will be covered as part of the Aftercare Services?**
 - *It is estimated that approximately 100 youth will be served.*

- 10. **What documentation for subcontractors needs to be submitted. Do all decisions regarding subcontractors need to be submitted as part of the proposal submission?**
 - *Please refer to section H.9 of the solicitation. The documentation required is the Subcontracting Plan Form – DCOCP-1105. http://app.ocp.dc.gov/pdf/DCEB-2013-R-0010_AttJ9.pdf*

- 11. **Are there page limits for the proposal components listed on page 72.**
 - *The proposal shall not exceed 20 pages excluding attachments. See revised section L.2.1.*

- 12. **What are the required assessment tools? Please include.**
 - *C.7.2 Evidenced based assessments selected by the contractor and approved by CFSA.*

- 13. **What is the anticipated start date for work under this initiative?**
 - *October 1, 2016*

- 15. **B.1.2 (as amended) Will reimbursement be for all youth enrolled or only those in "active" status?**
 - *Cost Reimbursement is limited to Youth who are in an "active" status only.*

- 16. **The first sentence is incomplete ending in the word. "via."**

See revised Section B for corrected version.

- 17. **B.3.3.1 states that expenditures may include "food, shelter, clothing...personal allowance." What**

are the expectations regarding the provisions of these support? Are there limits on the expenditures allowed for each client and will expenditures require prior CFSA authorization?

- \$500 per youth excluding the \$100.00 transportation stipend for achieving benchmarks per year for active and engaged youth who are working towards and achieving their benchmarks, goals and outcomes.

18. **C.3.7 requires "central locations..." Could this include sites in Wards 7 and 8?**

- *By this amendment, all reference to "central location" will be deleted.*

19. **C.3.8 references "by (?) professionals..." What is missing here?**

The missing word is "*Helping*".

20. **C.5.3 references, "program specialists " but the definition section does not reference these staff. Are they the same as the Secondary Case Management Worker or something different?**

- *Program specialists are the same as the Secondary Case management worker.*

21. **C.5.3 requires that two staff be located at CFSA'S central office and one staff member at OYE. What is the justification for this requirement?**

- *CFSA wanted YAC to be centralized and to belong to a team of individuals. Therefore, CFSA hired a Youth Aftercare Program Specialist who will work closely with the two SCMWs located at OYE and CFSA to ensure that there is a true integration of services for youth both in the community and at CFSA and private agencies.*

22. **C.5.6 states that "young adults at 19 years of age or two years before emancipation " will be referred. How many such referrals will be expected in the first contract year?**

- *We estimated approximately 73 referrals will be made in the first contract year. 73 @ age 19 years*

23. **C.5.6 indicates that many records for the 19-year-old youth referred will be provided to the contractor to be used as a starting point for future planning. While getting records early will be helpful to the provider these records and plans will need to be updated at the time of emancipation.**

- *Yes and built upon*

24. **C.6 relates to "Pre-Emancipation Requirements." If this title is accurate it would mean the following requirements would relate to youth ages 19 to 21 as it states that this is an official referral and the youth is to be assigned a PCMW. If all these supports are to be provided to youth ages 19 to 21, then what are the expectations under this section? Will costs incurred in serving this population be subject to reimbursement? Doesn't this expand the scope of the RFP which is targeted specifically for youth 21 to 23?**

- *This section requires the After Care Contractor's personnel located in CFSA to begin the process such as making introductions, explaining the process, begin building rapport and establish a link with the contractor and the youth. These responsibilities will be covered by the Contractor's SCMW located*

within CFSA. Therefore, there will be no additional reimbursement for the pre-emancipation requirements.

25. **Section C.15.3 should be under a new subtitle and not under Connections to City Resources.**

- *This section has now been moved. See section C.5.15*

26. **H.1.0 The District Responsibilities doesn't reference at timeline for providing all relevant case plans and assessments to the contractor. When will the contractor be able to expect receiving a complete referral package?**

- *Case plans and assessments will be transferred to the Contractor at the time the referral is accepted.*

27. **L.2.21 The business plan requires a description of services to be provide to, "eligible young adults" which in the definition section means young people 21 to 23. Should this plan also address all the mandated services to youth pre-emancipation?**

- *Yes, the proposal should address how the contractor will provide the required services.*

28. **L2.2.4 Does the applicant need to supply hard copies of all the CFSA mandated assessments that will be applied to the participating youth?**

- *No.*

29. **L.5 states that, "The District may not consider any questions received less than [inset number] days before the date set for submission of proposals." As this language is incomplete I assume this submission is timely.**

- *Yes.*

30. **L.17.1 refers to a wide range of responses in order for the prospective contractor is determined responsible. Many of the required assurances are included in the Bidder/Offer or Certification Form. Do those items need to also be addressed in the proposal narrative?**

- *No, they are not required to be addressed in the proposal. However, the District may request this information at a later date.*

31. **There are frequent references to the CAFAS, but this assessment is only to be used for youth up to the age of 21.**

- *Yes, it is a part of the youth referral package*

- 32. **Where do we find Appendix A, B and Attachment C ? See amendment number 3 dated July 27, 2016.**

33. **Is the 35% subcontractor that is required a CBE or not ?**

- *Yes, the 35% should be made with CBE's. Please refer to section H.9 of the RFP solicitation.*

34. **What is the Program Specialist role? How is it different than the Secondary Case Managing Worker (SCMW)?**

- *Program specialists are the same as the Secondary Case management worker. The Program specialists are the persons who are doing the coordination and the direct services.*