

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance**



TO: ALL PROSPECTIVE OFFERORS

August 6, 2014

SUBJECT: Solicitation No. DHCF-2014-R0019
Comprehensive Organizational and Operational assessment of the DHCF,
Division of Program

AMENDMENT NO. 1

1. Add to Paragraph L.2.1.1 Technical and price proposals should be packaged separately with one original and four CD-ROM each.
2. Paragraph L.2.7.2.5.4- delete "L.2" and insert "L.5".
3. Paragraph L.5- delete "Kenneth.evans3@dc.gov" and insert "kenneth.evans2@dc.gov"

This Amendment is responding to questions received regarding the solicitation. Below are the questions received with their respective answers.

Question 1 What is the level of funding available for this contract?

Answer 1 budget is not available to the public

Question 2 We would like to clarify the requirements for the price proposal. Section B specifies that the contract type is firm fixed price, with a total price for each of the six required activities. Section L.2.7.6.0, Price Proposal, requires that the proposal include proposed fees, staffing categories, and hourly rates. Please clarify how the hourly rates will be evaluated, in light of the evaluation factors specified in Section M?

Answer 2 Hourly rates will be used as part of the price analyses, and used to determine how the contractor arrived at the fixed price. Price Proposal will be evaluated in its entirety.

Question 3 We have carefully reviewed the RFP and are considering submitting a response to this RFP. We would like to request an extension of 10 business days to permit us to submit a proposal (August 27, 2014).

Answer 3 All proposals are due on Aug 13, 2014 @ 2:00 P.M.

Question 4 Section C.5.1 specifies the areas of experience and knowledge required to successfully carry out the activities under the contract, as specified in Section C.5.2. Factor A in Section L.2.7.2 refers to Offeror's corporate qualifications. We would like to request that past performance qualifications be expanded to allow individual (rather than corporate) references for employees who previously performed similar work for state or federal clients.

Answer 4 The Offeror shall provide a comprehensive explanation of individual and corporate past performance and qualifications.

Question 5 Sections B.4 and H.9.1 specify the mandatory subcontracting requirements for contracts. Please clarify whether these requirements apply to this contract.

Answer 5 Contractors are to comply with paragraph B.4 and H.9.1 as stated.

Question 6 Section F indicates that the term of contract is 90 days, with a possible extension of up to 30 days. Will the District provide additional funding, if the option for the 30-day extension is exercised? And if so, how would the work during the extension period be funded?

Answer 6 An extension of current payments.

Question 7 What is the estimated start date of the contract?

Answer 7 October 1, 2014

Question 8 Please clarify the format/method of delivery in the deliverable schedule (Section F.3). Are hardcopies and CD-ROM required or may documents be delivered electronically? If hardcopies are required, how many are required for each deliverable?

Answer 8 Technical and price proposals should be packaged separately with one original and four CD-ROM each. No documents shall be delivered electronically.

Question 9 Please clarify the proposal requirements. May the two files (technical and price proposals) be submitted on the same CD ROM, or should separate CD ROMs be provided?

Answer 9 Technical and Pricing proposals should be on separate CD_Roms

Question 10 Section L.2.7.5.2.3.1 specifies that on-site meetings will be required. How many on-site meetings should be assumed for the 90-day contract period?

Answer 10 Initial weekly meetings during the first 30 - 45 days that will occur on-site at DHCF. As time progresses and productivity, meetings may divert to bi-weekly and if appropriate, teleconferences will occur when necessary.

Question 11 Please clarify the reporting requirements under Section L.2.7.5.2.3.3. Are the activities required in this section the same as the monthly status report and on-site meeting requirements in the two previous sections? Or are there differences among the tasks?

Answer 11 The activities are the same; the Contractor will provide monthly status reports to update the District on its actions, progress and communicate actions that the District must conduct to operate its Division of Program Integrity.

Question 12 In sections L.2.7.2.5.4 it states that the Past performance Evaluation Form shall be forwarded to the contact person in section L.2. Who is this person and what is their contact information?

Answer 12 Past performance Evaluation Form shall be forwarded to the contact person in section L.5. See corrections in item three (3) above.

Question 13 Are the attachments listed in J1-J8 the only attachments required for this solicitation?

Answer 13 yes

Question 14 Can you also confirm that the solicitation response will not have to be uploaded to the e-sourcing system?

Answer 14 no documents will be uploaded to the e-sourcing system

Sign and attach a copy of the amendment to each copy of your proposal submitted to the District, and return to the address listed below. In the event your proposal has been previously deposited, submit this amendment by sealed envelope, identified on the outside by solicitation number and proposal closing date.

This amendment, together with your proposal, must be received in this office prior to the time set for receipt of proposals.

FAILURE TO ACKNOWLEDGE RECEIPT OF THIS AMENDMENT MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.


Annie R. White
Contracting Officer

This amendment is acknowledged and is considered a part of the proposal response.

Signature of Authorized Representative

Title

Name of Firm