

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING AND PROCUREMENT

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT SET ASIDE FOR LSDBE FIRMS ONLY,		Page of Pages 1 10	
1. REQUEST NO. RM-17-RFQ-021-BY4-DJW	2. DATE ISSUED October 13, 2016	3. REQUISITION/PURCH. REQUEST NO.	4. COMMODITY GROUP AND CLASS→		
5A. ISSUED BY: Office of Contracts and Procurement Department of Behavioral Health (DBH) 64 New York Ave, NE, Washington, DC 20002 (202) 671-3171			6. DELIVER BY (Date) September 30, 2017		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Denise Wells, Contract Specialist (202) 671-3174 Denisej.wells@dc.gov			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO: NAME AND ADDRESS OF OFFEROR, INCLUDING ZIP CODE			9. DESTINATION (Consignee and address, including ZIP code) Department of Behavioral Health Mental Health Services Division Attn: Dr. Nicole Johnson 35 K Street NE Washington, DC 20002		
10. PLEASE FURNISH TO ISSUING OFFICE TUESDAY OCTOBER 18, 2016 @ 2:00 PM		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> RESIDENT-OWNED <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> LONG-TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE			
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by Quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the Quoter.					
12. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)				
	The Government of the District of Columbia Office of Contracting and Procurement on behalf of the Department on Behavioral Health (DBH) is seeking an experienced Contractor to provide Forensic Psychology Assessment Services. Contractor(s) shall complete, sign and email Page 1 (Cover Page); Section B (Price Schedule); Evidence of DC Professional License, Curriculum Vitae (CV) along with the required compliance documents by 2:00pm on Tuesday, October 18, 2016. <u>Questions due No later Than October 15, 2016 to Denisej.Wells@dc.gov.</u> One award shall be made based on the Responsive and Responsible Lowest Bidder.	The RFQ is not a commitment to purchase without the issuance of a task order or delivery order. See SOW in Section C			See Price Schedule Section B
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
		%	%	%	%
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)

SECTION B

B.1 PURPOSE OF CONTRACT

The Government of the District of Columbia, Department of Behavioral Health (DBH) is seeking an experienced and qualified Licensed Psychologist to provide Forensic Mental Health Professional Services at the DBH/Mental Health Services Division (MHSD) to support the agency to meet legal and custodial obligations for eligible Consumers.

B.2 INSTRUCTIONS FOR RESPONDING TO THIS PROCUREMENT

Response to this Request for Quotations (RFQ) requires completion of the Section A (page 1); the Schedule B Pricing Schedule (page 3); Copy of District of Columbia Professional License, Copy of the Curriculum Vitae (CV) along with the completion of all required Compliance Documents (Bidder/Offeror Certification/ Equal Employment Opportunity Package). Compliance forms located at the Office of Contracting and Procurement website www.ocp.dc.gov - visit OCP Solicitations followed by “Required Solicitation Documents” web links. Please return all completed documents and attachments to the following Contract Specialist **electronically or hand delivery** to:

Denise Wells, CPPB
Office of Contracting and Procurement
Field Location: Department of Behavioral Health
64 New York Ave NE, 2nd Floor (West)
Washington, DC 20002
Denisej.Wells@dc.gov

B.3 The District contemplates a single award for a Firm Fixed Price Contract in accordance with 27 DCMR.

B.3.1 The Contractor warrants and agrees that the prices charged to the District government shall be as low, or lower than the prices charged to the their most favored customer for comparable goods and services under similar terms and conditions, in addition to any discounts for prompt payment. The District shall pay the Contractor at an amount not to exceed the Contractor’s price quoted in Contractor’s Price Schedule.

B.4 ORDERING PROCEDURES

The services ordered under this Contract resulting from this Solicitation are covered under the Schedule B list of items in this Section. All orders against this Contract are subject to the Terms and Conditions specified and for the period stated.

B.4.1 The District may issue orders requiring delivery to multiple destinations or performance at multiple locations. If the District urgently requires delivery before the earliest date that delivery may be specified under this contract and if the Contractor shall not accept an order providing for the accelerated delivery, the District may acquire the urgently required goods or services from another source.

B.4.2 The Contractor shall not deliver any goods or services under this Contract resulting from this Solicitation until a Purchase order with sufficient funding to cover the cost of the requested goods or services has been issued

B.5 Schedule B – PRICING SHEET. The Price Sheet must be priced at unit level provided and must include cost per unit and extended cost. There shall be no alterations to the Schedule B Price Sheet.

B.5.1 PRICING SCHEDULE

Contract Line Item No. (CLIN)	ITEM DESCRIPTION OF GOODS/SERVICES	Est. Quantity	UNIT	UNIT PRICE	EXTENDED PRICE
1000	Base Year - Forensic Psychologist Professional Services as described in Section C	250	HOURS	\$ _____	\$ _____
1001	Option Year One (OY1) - Forensic Psychologist Professional Services as described in Section C	250	HOURS	\$ _____	\$ _____
2001	Option Year Two (OY2) - Forensic Psychologist Professional Services as described in Section C	250	HOURS	\$ _____	\$ _____
3001	Option Year Three (OY3) - Forensic Psychologist Professional Services as described in Section C	250	HOURS	\$ _____	\$ _____
4001	Option Year Four (OY4) - Forensic Psychologist Professional Services as described in Section C	250	HOURS	\$ _____	\$ _____
	TOTAL CONTRACT AMOUNT				\$ _____

Signature of Authorized Personnel

Print Name of Business/Organization

Date

Print Name of Authorized Personnel

Title

B.6 LAWS AND REGULATIONS INCORPORATED BY REFERENCE

By signing this Agreement, the Provider certifies, attests, agrees, and acknowledges to be bound by the following stipulations, representations and requirements of the provisions of the following laws, acts and orders, together with the provisions of the applicable regulations made pursuant to the laws, and they are incorporated by reference into this Agreement: Standard Contract Provisions for use with District of Columbia Supplies and Services Contracts;
<http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/Standard%20Contract%20Provisions%20-%20July%202010.pdf>

SECTION C – SCOPE OF WORK/SPECIFICATIONS

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 INTRODUCTION

The Department of Behavioral Health provides prevention, intervention and treatment services and supports for children, youth and adults with mental and/or substance use disorders including emergency psychiatric care and community-based outpatient and residential services. DBH serves more than 22,000 adults, children and youth and their families each year through a network of community based providers and unique government delivered services.

DBH/Mental Health Services Division seeks a Contractor to provide Forensic Psychology Consultation Services to support MHSD Forensic Outpatient Department (FOPD). Services to be rendered under this Contract shall be performed at MHSD: 35 K Street, NE, Washington, DC 20002 site or a District/Federal Court location.

C.2 SCOPE OF SERVICES

The Contractor shall provide a Licensed, Competent and Qualified Mental Health Professional who shall have experience with treating Forensic Mental Health Consumers. Services shall include all labor, materials, equipment, transportation, commuting expenses, etc. required for the delivery of services. Contractor shall possess Mental Health assessment expertise with the ability to meet report delivery timelines as outlined herein and can be deemed an expert in court and testify at trial applying professional knowledge of the Practice of Forensic Psychology.

C.3 SPECIFIC REQUIREMENTS:

C.3.1 The Contractor shall provide a Licensed, Competent and Qualified Mental Health Professional who shall have experience with treating Forensic Mental Health Consumers. Contractor must have verifiable experience with performing forensic risk assessments and be able to perform the following Forensic Psychology Services:

- a. Provide expert service in reviewing, gathering and analyzing data, utilizing clinical tools in order to conduct a risk assessment in a high profile case to determine the risk of violence of an individual if returned to the community to live and preparing a written report of the risk assessment. The Contractor's written report shall include specific findings and recommendations to address potential risk for violence in the community. (i.e. Unconditional Release, Less Frequency of visits to FOPD, etc.)
- b. Conduct research, interviews and analysis of medical and mental health records generated over the past 30 years, consult with Saint Elizabeths Hospital staff regarding proposed conditions of release and testify at trial for multiple days.
- c. Provide expert testimony at trial in U.S. District Court or other District Court as coordinated through the COTR.
- d. Provide the Written Report of the Risk Assessment to the Court, Opposing Counsel and the

Nicole R. Johnson, MD, FAPA
Forensic Services Director
Department of Behavioral Health
35 K Street, NE
Washington, DC 20002
Office: (202) 442-4132
Email: nicoler.johnson@dc.gov

- C.3.3 **Work Hours / Access** - The Contractor shall perform services on site and at District Court locations as requested during Monday through Friday (between the hours of 8:30am to 5:45pm). The scheduling of services shall be dependent upon the needs of DBH and as clinically appropriate for accessing the Out-Patient Consumer for services to be rendered under the performance of the Contract. The Contractor shall obtain necessary access to the Clinical Records for the Assigned Consumer which is located at DBH/Saint Elizabeths Hospital (1100 Alabama Avenue, SE, Washington, DC 20032.) Transportation and/or Consumer Clinical Record Copy(ies) costs are the sole responsibility of the Contractor.
- C.3.4 The Contractor shall provide confirmation in writing to the COTR to acknowledge receipt of the requested schedule for services. The District shall request the service of the contractor at least 7 business days in advance in order to schedule the initial evaluation within 7 days of the request.
- C.3.5 **Smoke Free Campus/Facilities** –DBH operated facilities are Smoke-Free. It shall be the Contractor's responsibility to ensure that his/her Employees comply with the Hospital’s smoke-free policy
- C.3.6 **Deliverables** - Contractors shall perform the activities required to successfully complete the District’s requirements as specified in Section C of this Solicitation.

Deliverable		Format/Method of Delivery	Projected Due Date and/or Frequency
Complete a minimum of Ten (10) Forensic Risk Assessments, prepare report and provide the report to the Court, COTR and Opposing Counsel	1 to a COTR Quantity to the court and opposing counsel as required by law	Hard Copy/ Electronic	TBD
Provide Expert Testimony	As Needed	In Court	TBD

- C.3.7 **Confidentiality** - Contractor shall maintain the confidentiality and privacy of all identifying information concerning DBH clients in accordance with applicable confidentiality and privacy laws, the privacy rule (including the requirements and restrictions contained in 45 CFR part 160 and part 164 , subparts A and E, as modified by any District of Columbia laws, including the Mental Health Information Act of 1978, that may have preemptive effect by operation of 45 CFR part 160, subpart B) and Section H.2 of this Contract.

C.3.8 APPLICABLE DOCUMENTS

The following documents are applicable to the requirements of the Solicitation and incorporated herein

Document
2015 Living Wage Act Fact Sheet (The Living Wage Act of 2006) http://ocp.dc.gov/publication/2015-living-wage-fact-sheet-and-living-wage-notice
Department of Behavioral Health Policies and Rules http://dbh.dc.gov/page/policies-rules
Reporting Major Unusual Incidents (MUIs) and Unusual Incident (UIs) http://dbh.dc.gov/node/243632
Wage Determination No. 2015-4281 (Revision 3) April 8, 2016 http://www.wdol.gov/wdol/scafiles/std/05-2103.txt?v=16

C.4 CONTRACTOR'S RESPONSIBILITIES

- C.4.1 The Contractor shall provide verification at his/her own expense, is skilled and licensed to ensure competency in performing tasks to prevent the endangerment of DBH Personnel or the Public. In addition, the deployed Contractor may be subject to DBH Credentialing at no cost to the Contractor. He/She shall have extensive knowledge and experience in Public Mental Health Environments and Forensic Psychology
- C.4.2 The Contractor shall be able to provide verifiable evidence that the Licensed Psychologist is not listed in the Office of the Inspector General, Health and Human Services or General services Administration Excluded Parties List databases; and
- C.4.3 The Contractor shall maintain during the performance of services rendered under this Contract Board Certification in Forensic Psychology and a Ph.D. or Psy.D, with mental health assessment expertise.
- C.4.5 The Contractor shall demonstrate the ability to meet report delivery timelines as outlined herein and can be deemed an expert in court and testify at trial.

C.5 CONTRACTOR'S MINIMUM QUALIFICATIONS

- C.5.1 The Contractor shall possess at the time of the response work experience in Forensic Psychology for Federal, State and/or local government. The Contractor shall provide evidence of verifiable education and work experience to demonstrate competency with a minimum of three (3) years' work experience for the required services as described in Section C.
- C.5.2 The Contractor shall be responsible for maintaining records for services to be provided under this Contract. Contractor shall insure adequate staffing and resources for the completion of the services as described in Section C which also includes deliverables and availability for court testimony. At the

completion of the contract, all records must be given to the COTR for documentation purposes and to use if the case is contested in a court or law.

C.5.3 The Contractor shall ensure he/she maintains certification under regulatory standards for surveys by accrediting, certifying and licensing bodies, including the Health Care Financing Agency and the State authority along with compliance with certification standards. The Contractor must be credentialed, privileged and possess a current, permanent, full and unrestricted D.C. license to practice medicine with a specialty in Psychology.

C.5.4 The Contractor shall agree and understand that some degree of hazard may be present in working with emotionally disturbed consumers and their families/caretakers.

C.6 STANDARDS OF RESPONSIBILITY

C.6.1 The Contractor shall demonstrate to the satisfaction of the District the capability in all respects to perform fully the Contract requirements, therefore, the Contractor shall submit the documentation listed below, within Five (5) days of the request by the District.

- a) Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the Contract upon request by Contracting Officer (CO).
- b) Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments
- c) Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- d) Furnish evidence of compliance with the applicable District Licensing, Tax Laws and Regulations.
- e) Furnish evidence of a satisfactory performance record, record of integrity and business ethics.
- f) Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.

If the Contractor fails to supply the information requested to Contracting Officer (CO) and the CO shall make the Determination of Responsibility or Non-Responsibility based upon available information. If the available information is insufficient to make a Determination of Responsibility, the CO shall determine the prospective Contractor to be Non-Responsible.

C.8 SAFETY/SECURITY REQUIREMENTS

C.8.1 All accidents, which may occur during the performance and which result in injury, death and/or property damage, shall be reported in writing to the Contracting Officer and COTR within Twenty Four (24) hours after such occurrence. Such report shall give full details of the accident involved, including statements of all witnesses.

SECTION D - PACKAGING AND MARKING

D.1 [RESERVED]

SECTION E - INSPECTION AND ACCEPTANCE & CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES

E.1 INSPECTION OF SUPPLIES AND SERVICES

References SCP Clause 5/Inspection of Supplies and/or Clause 6/Inspection of Services/Pages 2-.5 July 2010 Standard Contract Provisions
<http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/Standard%20Contract%20Provisions%20-%20July%202010.pdf>

SECTION F: DELIVERY AND PERFORMANCE

F.1 PERIOD OF PERFORMANCE (POP)

The District contemplates awarding a Firm Fixed Price Contract. Performance under this Contract shall be in accordance with the terms and conditions set forth herein and by any modification made thereto the Contract. The Period of Performance under this Contract shall be as indicated on the Pricing Schedule which is One (1) Year (365 Days) from Date of Award with Four (4) One Year Options as specified in Section B.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract by written notice to the Contractors before the expiration of the contract; provided that the District shall give the Contractors' 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 any Option Period is at the sole and absolute discretion of DBH based upon providing satisfactory performance of required services within the Terms and Conditions of the Contract, along with being subjected to the availability of funds at the time of exercising of any Option Period.

The Contractor(s) may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer (CO) prior to expiration of the contract. If the District exercises this option, the extended Contract shall be considered to include this option provision.

F.3 DELIVERABLES

F.3.1 The Contractors shall perform the activities required to successfully complete the District's requirements as specified in Section C of this Solicitation and submit each deliverable to the **Contract Administrator (CA)** identified in Section G.

G.1 CONTRACT ADMINISTRATION

Correspondence or inquiries related to this Contract or any modifications shall be addressed to:

Margaret T. Desper, CPPB
Supervisory Contract Specialist/Contracting Officer
Office of Contracting and Procurement (OCP)
Department of Behavioral Health
64 New York Avenue, NE, Second Floor
Washington, DC 20002
(202) 671-4082 – Office
Email: Margaret.Desper@dcc.gov
cc: Contract Specialist
Denise Wells Denisej.Wells@dc.gov

G.2 CONTRACTING OFFICER (CO)

Contracts shall be entered into and signed on behalf of the DBH only a Contracting Officer (CO). The contact information for the DBH Chief Contracting Officer is as follows:

Margaret T. Desper, CPPB
Supervisory Contract Specialist/Contracting Officer
Office of Contracting and Procurement (OCP)
Department of Behavioral Health
64 New York Avenue, NE, Second Floor
Washington, DC 20002
(202) 671-4082 – Office
Email: Margaret.Desper@dcc.gov

G.3 CONTRACT ADMINISTRATOR (CA)

The CA shall designate a Contract Administrator (CA). The CA has the responsibility of ensuring the work conforms to the requirements of the Contract and such other responsibilities and authorities as may be specified in the Contract.

G.4 The address and telephone number of the CA is:

Nicole R. Johnson, MD, FAPA
Forensic Services Director
Department of Behavioral Health
35 K Street, NE
Washington, DC 20002
Office: (202) 442-4132
Email: nicoler.johnson@dc.gov

G.5 The Contractor shall be fully responsible for any changes not authorized in advance, in writing, by the CO, compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.