

**GOVERNMENT OF THE DISTRICT OF COLUMBIA, DEPARTMENT OF MENTAL HEALTH
SOLICITATION, OFFER, AND AWARD
SECTION A**

1. ISSUED BY/ADDRESS OFFER TO: GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH (DMH) CONTRACTS AND PROCUREMENT ADMINISTRATION 64 NEW YORK AVENUE NE 4th FLOOR WASHINGTON, DC 20002		2. PAGE OF PAGES: 1 of 73
		3. CONTRACT NUMBER:
		4. SOLICITATION NUMBER: RM-08-RFP-022-BY4-CPA
		5. DATE ISSUED: TUESDAY, MAY 20, 2008
		6. CLOSING DATE AND TIME: MONDAY, JUNE 16, 2008 at 2:00 PM
7. TYPE OF SOLICITATION: N/A <input type="checkbox"/> SEALED BID <input checked="" type="checkbox"/> NEGOTIATION (RFP)	8. DISCOUNT FOR PROMPT PAYMENT:	
NOTE: IN SEALED BID SOLICITATION "OFFER AND THE CONTRACTOR" MEANS "BID AND BIDDER"		

10. FOR INFORMATION CALL:	NAME: Sue Crestwell, Contract Specialist	TELEPHONE NUMBER: (202) 671-3185	B. E-MAIL ADDRESS: Sue.Crestwell@dc.gov
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OFFER (TO BE COMPLETED BY THE OFFEROR)

12. In compliance with the above, the undersigned agrees, if the offer is accepted within **120** calendar days from the date for receipt of offers specified above, that with respect to all terms and conditions by the District under "AWARD" below, this offer and the provisions of the RFP will constitute a Formal Contract. All offers are subject to the terms and conditions contained in the solicitation.

13. ACKNOWLEDGEMENT OF AMENDMENTS (The Contractor acknowledge receipt of amendments to the SOLICITATION for The Contractors and related documents numbered and dated):		AMENDMENT NO:	DATE:
14. NAME AND ADDRESS OF THE OFFEROR:		15. NAME AND TITLE OF PERSONAL AUTHORIZED TO SIGN OFFER: (Type or Print)	
14.A TELEPHONE NUMBER:	15A. SIGNATURE:	15B. OFFER DATE:	
16. ACCEPTED AS TO THE FOLLOWING ITEMS:	17. AWARD AMOUNT		
18. NAME OF CONTRACTING OFFICER: (TYPE OR PRINT) Samuel J. Feinberg, CPPO, CPPB Director, Contracts and Procurement Agency Chief Contracting Officer	19. CONTRACTING OFFICER SIGNATURE:		20. AWARD DATE

IMPORTANT NOTICE: AWARD WILL BE MADE ON THIS FORM, OR DMH FORM 26, OR OTHER AUTHORIZED NOTICE

SECTION B
SUPPLIES OR SERVICES AND PRICE

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SECTION B: SUPPLIES OR SERVICES AND PRICE

B.1 PURPOSE OF SOLICITATION

The Government of the District of Columbia, Department of Mental Health ((DMH) or the District) is seeking a Contractor to provide Mental Health Supported Independent Living services.

B.2 CONTRACT TYPE

The District contemplates the multiple award of Indefinite Delivery Indefinite Quantity (IDIQ) contracts resulting from this solicitation. DMH is planning on awarding up to \$2,523,975.00 per year to fund its current level of service, which supports 461 individuals living in provider-operated Supported Independent Living programs. The Offeror's proposed price cannot exceed \$15 per-Consumer-per-day for the services required by this contract (excluding services that are reimbursable MHRS services. The amount of each Contract awarded as a result of this solicitation shall depend on the availability of funds and the quality and number of Offers received. Award of options shall depend on the availability of funds, the Contractors' progress in meeting contract requirements, and timely submission of required data and reports. All Offerors are reminded that DMH cannot guarantee that sufficient funds shall be appropriated to fund services in future years, since funding is dependent on approval by the Council of the District of Columbia.

B.3 ORDERING PROCEDURES

Delivery or performance shall be made only as authorized by orders issued in accordance with ordering instructions from the District. 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 Supported Independent Living services agreed upon in the Contract. The minimum obligation that the District shall incur under each IDIQ contract awarded as a result of this solicitation, for the Base Year and each Option Year, shall be \$1,000. The maximum quantity that the District shall order shall be services for a total of 461 Consumers for all contracts resulting from this solicitation. 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. 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 contract expiration date.

SECTION C

DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

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SECTION C: DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

C.1 GENERAL REQUIREMENTS

C.1.1 The Department of Mental Health (DMH) is seeking Contractors to provide Supported Independent Living services to Consumers diagnosed as having a serious and persistent mental illness, who do not currently have a level of functioning that would allow them to live independently within the community, and who choose to live in a Supported Independent Living facility. Eligibility is determined by the results of the LOCUS (Level of Care Utilization System) diagnostic assessment and other relevant facts that support the medical necessity of this level of care.

C.1.2 The population of focus is individuals enrolled in the DMH public mental health system who:

C.1.2.1 Have LOCUS scores that indicate that they are in need of Supported Independent Living services;

C.1.2.2 Are leaving institutional settings such as inpatient psychiatric facilities, medical and rehabilitation facilities, jails and prisons, nursing homes, substance abuse and other residential treatment facilities, and homeless shelters;

C.1.2.3 Need an array of mental health support services to live within the community; and

C.1.2.4 Must develop additional functional life skills to live safely in a more independent community setting.

C.2 MISSION AND PHILOSOPHY

The purpose of this effort is to provide the supports and services required to ensure that Consumers with severe and persistent mental illness have safe and decent housing within the community. The philosophy of DMH is that Consumer choice is a primary determinant of residential placement decisions. Services and supports must be designed to support a recovery focus. The goal is to assist Consumers to become fully integrated into their community. For this reason, the Contractor must continuously assess and document the need for a Supported Independent Living placement and proactively plan for less intensive levels of residential care in partnership with the individual and their Core Services Agency treatment team.

C.3 **DEFINITIONS**

- C.3.1** Core Services Agency (CSA) – A community-based provider of mental health services and mental health supports that is certified by DMH and that acts as a clinical home for Consumers of mental health services by providing a single point of access and accountability for diagnostic assessment, medication-somatic treatment, counseling and psychotherapy, community support services, and access to other needed services. D.C. Official Code § 7-1131.02 (3).
- C.3.2** Consumer - Adults, children, or youth who seek or receive mental health services or mental health supports funded or regulated by DMH. D.C. Official Code § 7-1131.02 (2)
- C.3.3** DMH Mental Health Rehabilitation Services Provider in Good Standing- A DMH MHRS Provider that has current facility licenses, as required; MHRS certification is current; up to date corrective action plans, if applicable; no outstanding notices of infractions; and a failure rate for audit results that is within acceptable limits.
- C.3.4** DSM-IV - The most recent version of the Diagnostic and Statistical Manual of Mental Disorders. D.C. Official Code § 7-1131.02 (9).
- C.3.5** DCMR - District of Columbia Municipal Regulations
- C.3.6** Diagnostic/Assessment - Intensive clinical and functional evaluation of a consumer's mental health condition that results in the issuance of a Diagnostic/Assessment report with recommendations for service delivery and may provide the basis for the development of the IRP. A Diagnostic/Assessment shall determine whether the consumer is appropriate for and can benefit from MHRS, based upon the consumer's diagnosis, presenting problems and recovery goals. Diagnostic/Assessment is a core service. 22A DCMR 3499.1.
- C.3.7** Diagnostic/Assessment report - The report prepared by the Diagnostic/Assessment team that summarizes the results of the Diagnostic/Assessment service and includes recommendations for service delivery. The Diagnostic/Assessment report is used to initiate the IRP and, if necessary, the ISSP. 22A DCMR 3499.1
- C.3.8** Director/ACCO - DMH Director, Contracts and Procurement/Agency Chief Contracting Officer. See Section G.5, below. The term Director/ACCO and Contracting Officer are used interchangeably in this solicitation.
- C.3.9** Individual Recovery Plan (IRP) - An individualized recovery plan for adult consumers, which is the result of the Diagnostic/Assessment. The IRP is maintained by the consumer's CSA. The IRP includes the consumer's treatment goals, strengths, challenges, objectives, and interventions. The IRP is based on the

consumer's identified needs as reflected by the Diagnostic/Assessment, the consumer's expressed needs, and referral information. The IRP shall include a statement of the specific, individualized objectives of each intervention, a description of the interventions, and specify the frequency, duration, and scope of each intervention activity. The IRP also includes the ISSP developed by sub-providers and Specialty providers involved in providing services to the consumer. The IRP is the authorization of treatment, based upon certification that MHRS are medically necessary by an approving practitioner. 22A DCMR 3499.1.

- C.3.10** Individualized Service Specific Plan (ISSP) - The individualized service specific plan developed by an MHRS provider providing Medication/Somatic Treatment, Counseling and Psychotherapy, Community Support, Rehabilitation, Intensive Day Treatment, CBI, or ACT. (See 22A DCMR 3499.1). The ISSP shall be consistent with the IRP and specify the qualified practitioner designated to deliver the MHRS, and the frequency, duration, and scope of the MHRS. 22A DCMR 3499.1
- C.3.11** Mental Health Rehabilitative Services (MHRS) - Mental health rehabilitative or palliative services provided by a DMH-certified community mental health provider to consumers in accordance with the District of Columbia State Medicaid Plan, the MAA/DMH Interagency Agreement, and Chapter 34, Title 22A of the DCMR. 22A DCMR 3499.1
- C.3.12** Provider in Good Standing- Has current facility licenses, as required, a current MHRS certification, up-to-date corrective action plans, if applicable, no outstanding notices of infractions, and a failure rate for audit results that is within acceptable limits as determined by DMH
- C.3.13** Supported Independent Living - A residential setting designed to provide Consumers with supports in their homes that allow them to recover from their mental illness while living independently with a range of community supports based on their individual needs.

C.4 **LOCATION OF SERVICES**

All Supported Independent Living facilities shall be located within the District of Columbia.

C.5 APPLICABLE DOCUMENTS

Item No.	Document Type	Title	Date
1.	Chapter 22, Title 22A of the DCMR	Standards for Supported Housing for Consumers	2005
2.	Chapter 34, Title 22A of the DCMR	Mental Health Rehabilitation Services (MHRS) Provider Certification Standards	2001
3.	Chapter 35, Title 16 of the DCMR	Mental Health Provider Certification Infractions	2005
4.	Assessment Tool	LOCUS (Level of Care Utilization System), Deerfield Behavioral Health, Inc.	Copyright © 1998-2005

C.6 THIS SECTION IS RESERVED FOR FUTURE USE

C.7 ELIGIBILITY CRITERIA FOR A CONSUMER'S ADMISSION TO A SUPPORTED INDEPENDENT LIVING FACILITY

C.7.1 A Consumer must meet the following eligibility criteria for admission into a Supported Independent Living facility:

C.7.1.1 Consumer is at least 18 years of age;

C.7.1.2 Consumer has a severe and persistent mental illness with a primary Axis I or II DSM-IV diagnosis or dual diagnosis of co-occurring disorders such as substance abuse or an intellectual disability; is enrolled with a DMH-certified Core Services Agency (CSA) and has been assigned a Community Support Worker;

C.7.1.3 Consumer is leaving institutional settings such as inpatient psychiatric facilities, medical and rehabilitation facilities, jails and prisons, nursing homes, substance abuse and other residential treatment facilities, and homeless shelters;

C.7.1.4 Consumer needs an array of mental health support services to live within the community;

C.7.1.5 Consumer must develop additional functional life skills to live safely in a more independent community setting;

C.7.1.6 Consumer has chosen Supported Independent Living as his/her housing option;

C.7.1.7 The need for Supported Independent Living services is reflected in the Consumer's IRP, reflecting a lower intensity of supervision with a less restrictive requirement of supervision and level of care than, for example,

placement in a 24-hour/day supervised Mental Health Community Residential Facility, or a Transitional Residential facility;

C.7.1.8 Consumer has been referred by the CSA treatment team to a Supported Independent Living facility based upon the results of the LOCUS and other diagnostic information.

C.8 **CONTRACTOR REQUIREMENTS**

C.8.1 The Contractor shall meet the following requirements prior to commencing performance under the Contract, and for the duration of the Contract:

C.8.1.1 Maintain a valid Certificate of Occupancy that authorizes at least the number of contracted housing units to be provided under the Contract;

C.8.1.2 Maintain a valid business license on file with the DMH Housing Division.

C.8.1.3 Be a Provider in Good Standing;

C.8.1.4 Maintain compliance with the rules governing the operation of Supported Independent Living facilities;

C.8.1.5 Comply with contract monitoring and evaluation activities by DMH or its designee to verify billing or Consumers' need for a level of care requiring Supported Independent Living

C.8.1.5 Maintain the staffing plan approved by DMH in awarding the Contract;

C.8.1.7 Maintain compliance with all responsibility criteria outlined in 27 DCMR § 2200.4, including but not limited to maintaining good standing with all District regulatory agencies, and have no outstanding debts to the District;

C.8.1.8 Have no record of false or fraudulent statements or conduct in dealing with the District; and

C.8.1.9 Maintain compliance with all applicable laws and regulations, including but not limited to those specified in Section C.5 of this Contract.

C.8.2 Staff employed by Contractor to perform the functions necessary under this Contract shall meet all requirements outlined in the regulations governing the operation of Supported Independent Living facility, including but not limited to those specified in Section C.5, above.

C.9 **SERVICE REQUIREMENTS**

C.9.1 Contractor shall perform the following services for Consumers:

C.9.1.1 Provide housing units, either owned and operated by Contractor, or privately owned and operated and managed by the Contractor, that maintain compliance with all requirements outlined in the standards for Supported Housing for Consumers outlined in Section C.5, above, especially the physical plant requirements;

C.9.1.2 Make facility repairs as needed, in a timely manner;

C.9.1.3 Meet with the Consumers on a regular basis to discuss housing and landlord-tenant-related issues (*e.g.*, assisting the Consumer to deal with housing-related emergencies and building maintenance issues);

C.9.1.4 Monitor Consumers' health and safety;

C.9.1.5 Monitor Consumers' behavior for issues that might lead to a medical and/or psychiatric crisis or emergency;

C.9.1.6 Provide crisis and emergency services in accordance with the Consumer's Crisis Emergency Plan;

C.9.1.7 Special support services (*e.g.*, language, sight and mobility);

C.9.1.8 Provide periodic one-to-one staff support;

C.9.1.9 Coordinate services with the Consumer's CSA; and

C.9.1.10 Provide functional living skills training and support; and .

C.9.1.11 Provide transition planning (See Section C.9.4.2, below).

C.9.2 Contractor shall ensure that services are responsive to the unique ethnic, racial and cultural needs of the Consumers served.

C.9.3 Contractor shall ensure that specialized services and supports that allow them to recover from their mental illness, while living independently are provided to Consumer within their homes by their CSA. Such services may include training in life skill activities, home management, scheduled home visits, training in life skill activities, home management, and other community services and supports, as appropriate. Contractor shall ensure that the full spectrum of MHRS services shall also be available to the Consumer from the Contractor or the Consumer's the CSA. MHRS shall be tracked and billed separately and distinctly from the

Supported Independent Living services required under this contract.

C.9.4 Service Planning

C.9.4.1 Contractor shall ensure that each Consumers has a current IRP and an ISSP that details the need for a Supported Independent Living facility placement and the services that shall be provided. The ISSP shall include a description of the specific Supported Independent Living services and supports to be delivered to the Consumer, the criteria that shall be utilized to determine when the Consumer is ready for a less restrictive community placement, and the process that shall be used to make that determination in collaboration with the Consumer. The Contractor shall collaborate with the Core Services Agency (CSA) to develop this section of the ISSP and to coordinate service delivery as documented in the person's IRP.

C.9.4.2 Recognizing that Supported Independent Living facility placements are not viewed as permanent living situations, and that the District's goal is to facilitate the integration of Consumers into independent living environments within the community to the greatest degree possible while providing community services and supports through a comprehensive continuum of care on an individual, flexible recovery driven basis, the Contractor shall collaborate with the Consumer's CSA to develop and implement a Transition Plan that includes specific goals and objectives designed to assist the Consumer in obtaining the necessary skills to become more independent with the ability to live in a less restrictive environment within the community. The Transition Plan shall be jointly monitored monthly and shall be incorporated into the ISSP.

C.9.5 Consumer Access Requirements

C.9.5.1 Contractor shall develop and implement a plan to facilitate access to Consumers who are not enrolled with their agency, to further DMH's intention to provide maximum access to Consumers in need of Supported Independent Living facility placements across the DMH Provider Network.

C.9.5.2 Contractor shall allow for temporary absences from Supported Independent Living units (for example, due to hospitalization, incarceration, family emergency) for more than 30 days, notifying DMH, the CSA and other mental health provider(s). Contractor shall provide written justification to DMH for not holding a Consumer's unit when the absence is longer than 60 days, which justification shall be reviewed by DMH and approved or disapproved.

C.9.6 Performance Indicators

C.9.6.1 The District shall assess Contractor's performance in meeting the requirements outlined in the Contract on at least an annual basis. The District shall pay

particular attention to the following quality indicators:

C.9.6.1.1 Access to Care

- (a) CSA provides in-home services in accordance with the Consumer's IRP and ISSP to support Consumers' transition to more independent community living;
- (b) Contractor provides at least the contracted number of housing units;
- (c) Contractor accommodates Consumers with special needs (language, sight, mobility);
- (d) Contractor accepts referrals from a variety of sources including but not limited to inpatient psychiatric facilities, medical and rehabilitation facilities, jails and prisons, substance abuse and other residential treatment facilities, nursing homes, homeless (street, shelter) and across the DMH provider network;
- (e) Consumers across the DMH provider network have equal access to the Supported Independent Living services;
- (f) Contractor provides written justification prior to refusal of a Consumer that must be reviewed by the CSA and DMH and consensus obtained;
- (h) Contractor provides written justification for holding the Consumer's housing unit when Consumer is hospitalized and/or absent for thirty (30) days or longer, to be reviewed and approved or disapproved by DMH.

C.9.6.1.2 Continuity of Care

- (a) Contractor participates on request in treatment planning meetings for Consumers to address housing-related issues;
- (b) Contractor monitors and reports any noticeable changes in the medical, behavioral and psychiatric status of Consumers to the Consumer's Core Services Agency.

C.9.6.1.3 Appropriateness of Care

- (a) Consumer's level of care meets the requirements for Supported Independent Living facility services based on the LOCUS score;
- (b) Contractor's services are consistent with the Consumer's IRP and described in detail in the ISSP;

(c) Contractor, in collaboration with the CSA, develops and implements a Transition Plan that is jointly monitored monthly to ensure that the goal of moving Consumers toward independence is being actively pursued;

(d) Contractor provides a plan to ensure that there is no duplication in billing for Supported Independent Living services provided as part of the Contractor's per-Consumer-per-day rate, and billing for reimbursable MHRS services;

(e) Contractor develops and implements an annual training plan to ensure staff competency and cultural competency;

C.9.6.1.4 Quality of Care

(a) Contractor's facility meets licensure, occupancy, and other physical plant requirements;

(b) Contractor's services are in alignment with the Consumer's IRP and ISSP.

(c) Contractor meets with Consumer on a regular basis to discuss housing and landlord-tenant issues and includes the Community Support Worker, as appropriate.

***** END OF SECTION C *****

SECTION D

PACKAGING AND MARKING

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SECTION D: PACKAGING AND MARKING

D.1 PACKAGING AND MARKING

The packaging and marking requirements for the resultant contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007, Attachment J.1.1

D.2 POSTAGE AND MAILING FEES

Contractor shall be responsible for all posting and mailing fees incurred in connection with performance under this Contract.

***** END OF SECTION D *****

SECTION E
INSPECTION AND ACCEPTANCE

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SECTION E: INSPECTION AND ACCEPTANCE

E.1 GENERAL PROVISIONS

The inspection and acceptance requirements for the Contract shall be governed by clause number six (6), Inspection of Services, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007, Attachment J.1.

E.2 CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES

E.2.1 The Contractor shall be held to the full performance of the contract. The District shall deduct from the Contractor's invoice or otherwise withhold payment for any non-conforming service as specified below.

E.2.2 A service task may be composed of several sub-items. A service task may be determined to be partially complete if the Contractor satisfactorily completes some, but not all, of the sub-items. In those cases, partial deductions may be taken from the Contractor's invoice.

E.2.3 The District shall give the Contractor written notice of deductions by providing copies of reports, which summarize the deficiencies for which the determination was made to assess the deduction in payment for unsatisfactory work.

E.2.4 Therefore, in the case of non-performed work, the District:

E.2.4.1 Shall deduct from the Contractor's invoice all amounts associated with such non-performed work at the rate set out in Section B or provided by other provisions of the contract;

E.2.4.2 May, at its option, afford the Contractor an opportunity to perform the non-performed work within a reasonable period subject to the discretion of the Director/ACCO and at no additional cost to the District;

E.2.4.3 May, at its option, perform the services by District personnel or other means.

E.2.5 In the case of unsatisfactory work, the District:

E.2.5.1 Shall deduct from the Contractor's invoice all amounts associated with such unsatisfactory work at the rates set out in Section B or provided by other provisions of the contract, unless the Contractor is afforded an opportunity to re-perform and satisfactory completes the work;

E.2.5.2 May, at its option, afford the Contractor an opportunity to re-perform the unsatisfactory work within a reasonable period subject to the discretion of the Director/ACCO and at no additional cost to the District.

***** END OF SECTION E *****

SECTION F
DELIVERIES OR PERFORMANCE

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SECTION F: DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE (POP)/TERM OF CONTRACT

The Period of Performance of the Contract shall be from October 1, 2008 through September 30, 2009.

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 shall give the Contractor a 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 Director/ACCO 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 contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

F.3 DELIVERABLES

F.3.1 Deliverable Chart

Deliverable	Quantity	Format and Method of Delivery	Due Date	To Whom
Monthly Status Report (see Section F.3.2)	1	To be provided by the COTR after contract award	No later than the 15th day of each month	COTR

F.3.2 The Monthly Status Report shall include the following information:

Resident List	Resident Movement/ Relocations	Temporary Out-of-Residence Placements	Discharges	Unusual Incidents	Service Report	Residential Assessment	Actual and Anticipated Vacancies during the Reporting Period
Consumer Name	Consumer Name	Consumer Name	Consumer Name	Consumer Name	Consumer Name	Consumer Name	Male and Female
Admission Date	Date of Relocation	Exit Date	Discharge Date	Incident Date	Service Date	Timeframe for Transitioning to More Independent Living	Location
Date of Birth	Reason	Reason	Reason	Incident Type	Service Type	Number of Consumers who have moved to a Different level of Care, including the date which they left the facility and the location of their new residence	
Gender	New Location	Out-of-Residence Location		Resolution/ Action	Number of hours	Number of new tenants and referral source	
eCura ID		Return Date			Location		
CSA							
CSW							
Housing Liaison							
Referral Source							

F.3.3 In addition to any other deliverable outlined in this Contract, DMH staff shall from time to time request information concerning a Consumer's care and/or treatment. Contractor shall provide such information within 48 hours of the request (or a negotiated agreed-upon timeframe), in a manner requested by DMH, provided that Contractor shall provide such information no later than the end of the next business day following the date of the request if necessary for DMH to meet a court deadline or other legal requirement.

F.3.4 The Contractor shall submit to the District, as a deliverable, the report described in section I.6 of this contract that is required by First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor may not be paid.

F.4 **CONTRACTOR NOTICE REGARDING LATE PERFORMANCE**

In the event the Contractor anticipates or encounters difficulty in complying with the terms and conditions as stated in this Contract, or in meeting any other requirements set forth in this Contract, the Contractor shall immediately notify the Director/ACCO in writing giving full detail as to the rationale for the late delivery and why the Contractor should be granted an extension of time, if any. Receipt of the Contractor's notification shall in no way be construed as an acceptance or waiver by the District.

***** END OF SECTION F *****

SECTION G

CONTRACT ADMINISTRATION DATA

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SECTION G: CONTRACT ADMINISTRATION DATA

G.1 BILLING AND PAYMENT

G.1.1 The District shall make payments to the Contractor at the prices stipulated in this contract, for supplies delivered and accepted and/or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

G.1.2 Contractor shall submit its invoices in the eCura system. The District shall provide a code set to Contractor to use in its invoice submissions. Contractor shall complete a mandatory training session on the code set and billing process prior to rendering services under the Contract. The District shall provide access to eCura at no cost to the Contractor. Transactions of encounters entered into the eCura system shall be reimbursed up to the spending limits of the Purchase Order issued to support the Contract. Encounters entered into the eCura system shall be batched weekly and submitted for payment to ensure compliance with the Quick Payment Act (see Section G.8, below). Contractor shall receive a billing code for this service upon receipt of an award. Local dollars shall be used to support this contracted service.

G.1.3 The District shall pay the amount due the Contractor under this contract after completion and acceptance of all work, and submission of proper billing information through eCura.

G.2 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

For contracts subject to the First Source Employment Agreement requirement, final request for payment must be accompanied by the report or a waiver of compliance. No final payment shall be made to the Contractor until the CFO has received the Director/ACCO's final determination or approval of waiver of the Contractor's compliance with the First Source Employment Agreement requirements.

G.3 ASSIGNMENTS

G.3.1 In accordance with 27 DCMR § 3250, unless otherwise prohibited by this contract, the Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution

G.3.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

G.3.3 Notwithstanding an assignment of money claims pursuant to authority contained in the contract, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated _____, make payment of this invoice to: (name and address of assignee).

G.4 **THIS SECTION IS RESERVED FOR FUTURE USE**

G.5 **DIRECTOR, CONTRACTS AND PROCUREMENT/AGENCY CHIEF CONTRACTING OFFICER (DIRECTOR/ACCO)**

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The address and telephone number of the Contracting Officer is:

Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer
Department of Mental Health
Contracts and Procurement Administration
64 New York Avenue, NE, 4th Floor
Washington, DC 20002
Telephone: 202-671-3188
Fax: 202-671-3395

G.6 **AUTHORIZED CHANGES BY THE DIRECTOR/ACCO**

G.6.1 The Director/ACCO is the only person authorized to approve changes in any of the requirements of this contract.

G.6.2 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 Director/ACCO.

G.6.3 In the event the Contractor effects any change at the instruction or request of any person other than the Director/ACCO, the change shall be considered to have been made without authority and no adjustment shall be made in the contract price to cover any cost increase incurred as a result thereof.

G.7 **CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

G.7.1 The COTR is responsible for general administration of the Contract, is appointed by the Director/ACCO and advising the Director/ACCO as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract shall be:

Dr. Juanita Reaves
Director of Adult Services
Office of Programs and Policy
64 New York Avenue, NE - 4th Floor
Washington, DC 20002
Telephone: 202-673-7597
Fax: 202-671-1930

G.7.2 It is understood and agreed that the COTR shall not have authority to make any changes in the specifications/scope of work or terms and conditions of the contract.

G.7.3 Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Director/ACCO, may be denied 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.

G.8 **THE QUICK PAYMENT CLAUSE**

G.8.1 **Interest Penalties to Contractors**

G.8.1.1 The District shall pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

a) the 3rd day after the required payment date for meat or a meat product;

- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.8.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.8.2 **Payments to Subcontractors**

G.8.2.1 The Contractor must take one of the following actions within 7 days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a contract:

- (a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- (b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.8.2.2 The Contractor must pay any lower-tier subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- (a) the 3rd day after the required payment date for meat or a meat product;
- (b) the 5th day after the required payment date for an agricultural commodity; or
- (c) the 15th day after the required payment date for any other item.

G.8.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.8.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

***** END OF SECTION G *****

SECTION H
SPECIAL CONTRACT REQUIREMENTS

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SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 LIQUIDATED DAMAGES

H.1.1 When the Contractor fails to perform the tasks required under this Contract, DMH shall notify the Contractor in writing of the specific task deficiencies with a Notice to Cure notification with a cure period of not to exceed ten (10) Business Days. The assessment of Liquidated Damages as determined by the Director, Contracts and Procurement/ Agency Chief Contracting Officer shall be in an amount of \$25.00 per day per unavailable slot where there has been a failure to provide required services as depicted in the Scope of Services. This assessment of Liquidated Damages against the Contractor shall be implemented after the expiration of the cure period and until such time that the Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract for a maximum of thirty (30) Business Days.

H.1.2 When the Contractor is unable to cure its deficiencies in a timely manner and DMH requires a replacement Contractor to perform the required services, the Contractor shall be liable for Liquidated Damages accruing until the time DMH is able to award said contract to a qualified responsive and responsible Contractor. Additionally, if the Contractor is found to be in default of said Contract under the Default Clause of the Standard Contract Provisions, the original Contractor is completely liable for any and all total cost differences between their Contract and the new Contract awarded by DMH to the replacement Contractor.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination No. 2005-2103 Revision No. 4, dated 07/05/07, issued by the U.S. Department of Labor in accordance with and incorporated herein as Attachment J.1.2 of this solicitation. The Contractor shall be bound by the wage rates for the term of the Contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer for the option obtains a revised wage determination, that determination is applicable for the option periods; the Contractor may be entitled to an equitable adjustment.

H.3 AUDITS, RECORDS, AND RECORD RETENTION

H.3.1 At any time or times before final payment and three (3) years thereafter, the Director/ACCO may have the Contractor's invoices or vouchers and statements of cost audited. For cost reimbursement contracts, any payment may be reduced by amounts found by the Director/ACCO not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Contractor by the District Government and an

overpayment is found, the Contractor shall reimburse the District for said overpayment within thirty (30) days after written notification.

H.3.2 The Contractor shall establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting principles and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under the contract that results from this solicitation.

H.3.3 The Contractor shall retain all records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to the contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of the contract.

H.3.4 The Contractor shall assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, District, or other personnel duly authorized by the Director/ACCO.

H.3.5 Persons duly authorized by the Director/ACCO shall have full access to and the right to examine any of the Contractor's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

H.3.6 The Contractor shall include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

H.4 **PUBLICITY**

The Contractor shall at all times obtain the prior written approval from the Director/ACCO before it, any of its officers, agents, employees or subcontractor either during or after expiration or termination of the contract make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.5 **CONFLICT OF INTEREST**

No official or employee of the District of Columbia or the Federal Government who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall, prior to the completion of the project, voluntarily acquire any personal interest, direct or indirect, in the contract

or proposed contract. (DC Procurement Practices Act of 1985, D.C. Law 6-85, D.C. Code section 1-1190.1(a) and Chapter 18 of the DC Personnel Regulations).

H.5.2 The Contractor represents and covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants not to employ any person having such known interests in the performance of the contract.

H.6 **PRIVACY COMPLIANCE**

(1) Definitions

(a) *Business Associate*. "Business Associate" shall mean the Contractor.

(b) *Covered Entity*. "Covered Entity" shall mean Department of Mental Health

(c) *Designated Record Set* means:

1. A group of records maintained by or for Covered Entity that is:

(i) The medical records and billing records about individuals maintained by or for a covered health care provider;

(ii) The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or

(iii) Used, in whole or in part, by or for Covered Entity to make decisions about individuals.

2. For purposes of this paragraph, the term *record* means any items, collection, or grouping of information that includes Protected Health Information and is maintained, collected, used, or disseminated by or for Covered Entity.

(d) *Individual* shall mean a person who qualifies as a personal representative

(e) *Privacy Rules*. "Privacy Rules" shall mean the requirements and restrictions contained in Standards for Privacy of Individually Identifiable Health Information at 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.

(f) *Protected Health Information*. "Protected Health Information" shall mean limited to the information created or received by Business Associate from or on behalf of Covered Entity.

(g) *Required By Law*. "Required By Law" shall have the same meaning as the term "required by law", except to the extent District of Columbia laws, including the Mental Health Information Act of 1978, have preemptive effect by operation of 45 CFR part 160, subpart B.

(h) *Secretary*. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.

(2) Obligations and Activities of Business Associate

(a) Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by this Privacy Compliance Clause (this Clause) or as Required By Law.

(b) Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Clause.

(c) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Clause.

(d) Business Associate agrees to report to Covered Entity any use or disclosure of the Protected Health Information not provided for by this Clause of which it becomes aware.

(e) Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.

(f) Business Associate agrees to provide access, at the request of Covered Entity, and in the time and manner [Insert negotiated terms for access], to Protected Health Information in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR 164.524.

(g) Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that Covered Entity directs or agrees to pursuant to 45 CFR 164.526 at the request of Covered Entity or an Individual, and in the time and manner [Insert negotiated terms for amendment].

(h) Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity, available to the Covered Entity, or to the Secretary, in a time and manner [Insert negotiated terms for access] or designated by the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rules.

(i) Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for

Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

(j) Business Associate agrees to provide to Covered Entity or an Individual, in time and manner [Insert negotiated terms for access], information collected in accordance with Section (i) above, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

(3) Permitted Uses and Disclosures by Business Associate

(a) *Refer to underlying services agreement:*

Except as otherwise limited in this Clause, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in [Insert Name of this Contract], provided that such use or disclosure would not violate the Privacy Rules if done by Covered Entity or the minimum necessary policies and procedures of Covered Entity.

(b) Except as otherwise limited in this Clause, Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

(c) Except as otherwise limited in this Clause, Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are Required By Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it shall remain confidential and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

(d) Except as otherwise limited in this Clause, Business Associate may use Protected Health Information to provide Data Aggregation services to Covered Entity as permitted by 42 CFR 164.504(e)(2)(i)(B).

(e) Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with § 164.502(j)(1).

(4) Obligations of Covered Entity

(a) Covered Entity shall notify Business Associate of any limitation(s) in its notice of privacy practices of Covered Entity in accordance with 45 CFR 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.

(b) Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.

(c) Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

(5) Permissible Requests by Covered Entity

Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rules if done by Covered Entity.

(6) Term and Termination

(a) *Term.* The requirements of this Privacy Compliance Clause shall be effective as of the date of contract award, and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.

(b) *Termination for Cause.* Upon Covered Entity's knowledge of a material breach of this Clause by Business Associate, Covered Entity shall either:

- (1) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the contract if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity;
- (2) Immediately terminate the contract if Business Associate has breached a material term of this Privacy Compliance Clause and cure is not possible; or
- (3) If neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(c) *Effect of Termination.*

(1) Except as provided in paragraph (2) of this section, upon termination of the contract, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

(2) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon determination by the Contracting Officer that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

(7) Miscellaneous

(a) *Regulatory References.* A reference in this Clause to a section in the Privacy Rules means the section as in effect or as amended.

(b) *Amendment.* The Parties agree to take such action as is necessary to amend this Clause from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy Rules.

(c) *Survival.* The respective rights and obligations of Business Associate under Section (6) of this Clause and Sections 8 (Default) and 16 (Termination for Convenience of the District) of the Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, effective March 2007, shall survive termination of the contract.

(d) *Interpretation.* Any ambiguity in this Clause shall be resolved to permit Covered Entity to comply with the Privacy Rules.

H.7 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of the contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. *See 42 U.S.C. §12101 et seq.*

H.8 SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded program and activities. *See 29 U.S.C. § 794 et seq.*

H.9 WAY TO WORK AMENDMENT ACT OF 2006

H.9.1 Except as described in H.9.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-

118, D.C. Official Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.

- H.9.2** The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage rate.
- H.9.3** The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.
- H.9.4** The Department of Employment Services may adjust the living wage annually and the District’s Office of Contracting and Procurement shall publish the current living wage rate on its website at www.ocp.dc.gov. If the living wage is adjusted during the term of the contract, the Contractor shall be bound by the applicable wage rate as of the effective date of the adjustment, and the Contractor may be entitled to an equitable adjustment.
- H.9.5** The Contractor shall provide a copy of the Fact Sheet attached as J.9 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.9 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.
- H.9.6** The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.
- H.9.7** The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*
- H.9.8** The requirements of the Living Wage Act of 2006 do not apply to:
- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
 - (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
 - (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
 - (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;

(5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;

(6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;

(7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;

(8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));

(9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and

(10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.9.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

H.10 **CONTRACTOR LICENSE/CLEARANCES**

Contractor shall maintain documentation that all staff possesses adequate training, qualifications and competence to perform the duties to which they are assigned and hold current licenses or certification as appropriate.

H.11 **COST OF OPERATION**

Contractor shall be responsible for all costs of operation under this Contract, including but not limited to taxes, surcharges, licenses, insurance, transportation, salaries and bonuses.

***** END OF SECTION H *****

SECTION I
CONTRACT CLAUSES
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SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts dated March 2007 (Attachment J.1.1), the District of Columbia Procurement Practices Act of 1985, as amended and Title 27 of the District of Columbia Municipal Regulations, as amended, are incorporated as part of the Contract(s) resulting from this solicitation.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this Contract beyond the fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee of the District or customer of the District shall be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, shall include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that shall interfere with the performance of work by another District Contractor or by any District employee.

I.6 FIRST SOURCE EMPLOYMENT AGREEMENT

The Contractor shall maintain compliance with the terms and conditions of the First Source Employment Agreement executed between the District of Columbia and the Contractor throughout the entire duration of the contract, including option periods if any.

I.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior, written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District shall have the right to review and approve prior to its execution to the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 CONTRACTS IN EXCESS OF \$1 MILLION

Any contract in excess of \$1,000,000.00 shall not be binding or give rise or any claim or demand against the District until approved by the Council of the District of Columbia, and signed by the Contracting Officer.

I.9 THIS SECTION IS RESERVED FOR FUTURE USE

I.10 CONTINUITY OF SERVICES

I.10.1 The Contractor recognizes that the services provided under this Contract are vital to the District of Columbia and must be continued without interruption and that, upon Contract expiration or termination, a successor, either the District Government or another Contractor, at the District's option, may continue to provide these services. To that end, the Contractor agrees to:

I.10.1.1 Furnish phase-out, phase-in (transition) training; and

I.10.1.2 Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

I.11 INSURANCE

I.11.1 The Contractor shall obtain the minimum insurance coverage set forth below prior to award of the contract and within ten (10) calendar days after being called upon by the District to do so and keep such insurance in force throughout the contract period.

I.11.2 Bodily Injury: The Contractor shall carry bodily injury insurance coverage written in the comprehensive form of policy of at least \$500,000 per occurrence.

I.11.3 Property Damage: The Contractor shall carry property damage insurance of a least (\$20,000) per occurrence.

- I.11.4** Workers' Compensation: The Contractor shall carry workers' compensation insurance covering all of its employees employed upon the premises and in connection with its other operations pertaining to this contract, and the Contractor agrees to comply at all times with the provisions of the workers' compensation laws of the District.
- I.11.5** Employer's Liability: The Contractor shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000) per employee.
- I.11.6** Automobile Liability: The Contractor shall maintain automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.
- I.11.7** Professional Liability: The Contractor shall carry and maintain professional liability insurance coverage of at least \$1 Million Dollars.
- I.11.8** All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance and Securities Regulation with a certificate of insurance to be delivered to the District's Contracting Officer within ten (10) days of request by the District. The policies of insurance shall provide for at least thirty (30) days written notice to the District prior to their termination or material alteration.

I.12 **EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, an award cannot be made to any Contractor who has not satisfied the equal employment requirements as set forth by the Office of Human Rights and the Department of Small and Local Business Development.

I.13 **CONTRACT MERGER CLAUSE**

This Contract, including incorporated documents, constitutes the entire agreement between the parties. All previous discussions, writings and agreements are merged herein and shall not provide a basis for modifying or changing this written Contract.

I.14 **THIS SECTION IS RESERVED FOR FUTURE USE**

I.15 **ORDER OF PRECEDENCE**

I.15.1 A conflict in language or any inconsistencies in this Contract shall be resolved by giving precedence to the document in the highest order of priority which contains language addressing the issue in question. The following sets forth in descending order of priority the documents comprising this Contract that are incorporated by reference and are a part of the Contract:

I.15.1.2 Sections A through I of this Contract

I.15.1.3 The Attachments contained in Section J

***** END OF SECTION I *****

SECTION J: LIST OF ATTACHMENTS

- J.1** Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts dated March 2007 (SCP)
- J.2** Wage Determination No. 2005-2103 (Rev. 4), July 5, 2007
- J.3** Consent Order dated December 12, 2003 in *Dixon, et al. v. Fenty, et al.*, CA 74-285 (TFH) (Dixon Consent Order)
- J.4** LOCUS Level of Care Description
- J.5** Budget Package
- J.6** E.E.O. Information and Mayor's Order 85-85
- J.7** Tax Certification Affidavit
- J.8** First Source Employment Agreement
- J.9** Living Wage Act Fact Sheet

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

ATTACHMENT J.4

LOCUS LEVEL OF CARE DESCRIPTIONS

The LOCUS Level of Care is being used by DMH to differentiate reimbursement rates for Consumers receiving active Supported Independent Living services, not to pre-determine what Supported Independent Living services an individual Consumer shall need. The LOCUS covers six life dimensions and serves as a guideline for clinical teams rather than a definitive service identification tool. The difference in services provided at each LOCUS level is most often one of service intensity rather than type or category of service. Therefore, the following "descriptions" of level of care needs of the different LOCUS levels shall be general, shall address more than just "residential" related services and shall primarily include differing intensity of services.

The LOCUS levels correspond to the following residential service categories: Residential Services (LOCUS Five and Six); Transitional (LOCUS Level Four); formerly Supported Independent Living Plus (LOCUS Level 3) and Supported Independent Living (always referenced as SIL) and negotiated reduced fees to reflect the lower intensity of required supervision, reduction in the number of required slots (beds) and the reduction in cost.

Level Three:

This level is for the client that needs more intensive attention, structure, and contact, usually several days per week, for several hours per day. The requirements for the care environment are not significantly more complex than other outpatient services. However, there will be greater capacity to provide clinical services, and greater availability of clinicians. Case management is something that is used more extensively at this level of care. Mobile service capability, day care, and rehabilitation services are often part of the treatment plan at this level as well.

Level Four:

This level of care refers to services provided to Consumers capable of living in the community either in supportive or independent settings, but whose treatment needs require intensive management by a multi-disciplinary treatment team. For those Consumers in Residential Services, there is clear evidence that he/she continues to benefit from 24-hour structured Residential Services and is progressing towards more independent living. It may be that the person requires monitoring and/or prompting to complete some independent living skills and is learning additional needed skills, or he/she requires intensive supervision due to an acute manifestation of psychiatric symptoms (among many examples). Community Support services should be integrated with the on site treatment team. Liaison with mutual support networks and individual groups, facilitation of recreational and social activities, and coordination with educational or vocational programming shall also be available according to the person's needs.

Level Five:

This level of care has traditionally been provided in non-hospital, free-standing facilities based in the community. Consumers may demonstrate poor self-preservation skills, independent living skills, or reality testing (among many other examples). At a minimum, Consumers require direct supervision of activities of daily living and custodial care may be provided to designated populations at this level. Staff shall facilitate recreational and social activities and coordinate interface with educational and rehabilitative programming provided offsite. Community Support services shall be integrated with the on site treatment team. Liaison with mutual support networks and individual groups, facilitation of recreational and social activities, and coordination with educational or vocational programming shall also be available according to the person's needs.

Level Six:

This is the most intense level of care of the LOCUS continuum. Level six services have traditionally been provided in hospital settings, but could be provided in free-standing non-hospital settings with appropriate supports. The clinical team shall need to maintain an active status in the Consumer's daily life. Persons needing this level of care often need intensive supervision due to acute and severe psychiatric symptoms, however, other factors could contribute to this level of need. Often a short-term, very intensive team approach is needed to support a person at this level of need.

**ATTACHMENT J. 5
 BUDGET PACKAGE
 Page 1 of 2**

Contractor: _____

PRICE PROPOSAL

The proposed number of Supported Independent Living facility units to be provided: _____

The proposed per Consumer daily rate for providing Supported Independent Living facility services and supports, as outlined in Section C: \$_____ **(REMINDER: All costs reimbursable under MHRS shall be excluded from the Contractor's daily rate calculation.)**

BUDGET SUMMARY

	Cost	Total Costs
Personnel		
Total Salaries		
Total Fringe Benefits		
Supplies		

Equipment (Please Itemize)		
Other (Please Specify)		
	Total	

**ATTACHMENT J. 5
BUDGET PACKAGE
Page 2 of 2**

BUDGET NARRATIVE

Please write a brief narrative to support the proposed budget in the space provided. Please use additional sheets if necessary.

1. Personnel:

Position Title	Functions	Certification/ Licensure (if any)	% of Time/FTES

2. Supplies:

3. Equipment:

4. Other

Chief Executive Officer:
Telephone Number:

E-mail Address

Chief Financial Officer:
Telephone Number:

E-mail Address

SECTION K

**REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF
OFFERORS**

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SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 AUTHORIZED NEGOTIATORS

The Offeror represents that the following persons are authorized to negotiate on its behalf with the District in connection with the request for proposals. (list names, titles, and telephone numbers of the authorized negotiators).

K.2 TYPE OF BUSINESS ORGANIZATION

K.2.1 The Offeror, by checking the applicable box, represents that

(a) It operates as:

a corporation incorporated under the laws of the State of

an individual,

a partnership

a nonprofit organization, or

a joint venture; or

(b) If the Offeror is a foreign entity, it operates as:

an individual

a joint venture, or

a corporation registered for business in _____

(Country)

K.3 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 10, 1985 and the Office of Human Rights' regulations, Chapter 11, "Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts

subject to the order. Failure to complete the certification may result in rejection of the Offeror for a contract subject to the order.

I hereby certify that I am fully aware of the content of the Mayor’s Order 85-85 and the Office of Human Rights’ regulations, Chapter 11, and agree to comply with them in performance of this contract.

Offeror _____ Date _____

Name _____ Title _____

Signature _____

Offeror ___ has ___ has not participated in a previous contract or subcontract subject to the Mayor’s Order 85-85. Offeror ___ has ___ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed subcontractor. (The above representations need not be submitted in connection with contracts or subcontracts, which are exempt from the Mayor’s Order.)

K.4 BUY AMERICAN CERTIFICATION

The Offeror hereby certifies that each end product, except the end products listed below, is a domestic end product (as defined in Clause 23 of the Standard Contract Provisions, “Buy American Act”), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS

_____ COUNTRY OF ORIGIN

K.5 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each Offeror shall check one of the following:

_____ No person listed in Clause 13 of the Standard Contract Provisions shall benefit from this contract.

_____ The following person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the Standard Contract Provisions.

K.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

- (a) Each signature of the Offeror is considered to be a certification by the signatory that:
 - (1) The prices in the Offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any Contractor or competitor relating to:
 - (i) those prices
 - (ii) the intention to submit an Offer, or
 - (iii) the methods or factors used to calculate the prices in the Offer;
 - (2) The prices in the Offer have not been and shall not be knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor before award unless otherwise required by law; and
 - (3) No attempt has been made or shall be made by the Offeror to induce any other concern to submit or not to submit an Offer for the purpose of restricting competition.

- (b) Each signature on the Offer is considered to be a certification by the signatory that the signatory:
 - (1) Is the person in the Offeror's organization responsible for determining the prices being offered in this Offer, and that the signatory has not participated and shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - (2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(Please insert full name and title of the person(s) in the organization responsible for determining the prices offered in this Offer)

- (i) As an authorized agent, does certify that the principals named in subdivision (b)(2) above have not participated, and shall not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
- (ii) As an agent, has not participated, and shall not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the Offeror deletes or modifies subparagraph (a)(2) above, the Offeror shall furnish with its Offer a signed statement setting forth in detail the circumstances of the disclosure.

K.7 ACKNOWLEDGMENT OF AMENDMENTS

The Offeror acknowledges receipt of the following Amendments to the solicitation and related documents numbered and dated as follows:

Amendment No.	Date	Name of Authorized Representative	Title of Authorized Representative	Signature of Authorized Representative

*****END OF SECTION K*****

SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

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SECTION L

INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

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SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District

The District intends to award multiple contracts resulting from this solicitation to the responsive and responsible Offeror(s) whose Offer(s) conforming to the solicitation shall be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.2 Initial Offers

The District may award contracts on the basis of initial Offers received, without discussion. Therefore, each initial Offer should contain the Contractor best terms from a standpoint of cost or price, technical and other factors.

L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

L.2.1 One original and four (4) copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point Times New Roman font on 8.5" by 11" bond paper. Telephonic, and facsimile proposals shall not be accepted. Each proposal shall be submitted in a sealed envelope (Technical Proposals in separate envelopes from Price Proposals) conspicuously marked "**Proposal in Response to Solicitation No. (insert solicitation number, title and name of Offeror)**".

L.2.2 Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. Offerors shall respond to each factor in a way that shall allow the District to evaluate the Offeror's response. Offerors shall submit information in a clear, concise, factual and logical manner, providing a comprehensive description of program supplies and services delivery thereof. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in Section C.

L.2.3 Technical Proposal

L.2.3.1 The Technical Proposal shall be no more than 20 single-spaced pages. The District shall not consider any pages in excess of 20 pages to be a part of the Technical Proposal and shall not review or evaluate such pages. Contractor shall address the following:

L.2.3.1.1 Service philosophy;

- L.2.3.1.2** The number of Consumers to be served;
- L.2.3.1.3** The number of facilities and locations where Consumers shall reside;
- L.2.3.1.4** How services shall be coordinated with the Core Services Agency, including how the specific Supported Independent Living services shall be integrated in the IRP and ISSP, and specific examples of the types of Supported Independent Living services to be provided to Consumers;
- L.2.3.1.5** The approach that shall be used to ensure that the Supported Independent Living facility provides the services outlined in Section C;
- L.2.3.1.6** The approach that shall be used to collaborate with the Consumer's CSA to develop a Transition Plan to ensure that the goal of moving Consumers to more independent living is being actively pursued and monitored monthly, including a description of the core components of the plan;
- L.2.3.1.7** The approach that shall be used to ensure that DMH Consumers throughout the provider network have equal access to the contracted mental health residential services. This shall include how the Contractor accepts referrals from a variety of sources, including but not limited to inpatient psychiatric facilities, medical and rehabilitation facilities, jails and prisons, substance abuse and other residential treatment facilities, nursing homes, homeless (street, shelter) and across the DMH provider network;
- L.2.3.1.8** The approach that shall be used to engage and maintain the involvement of Consumers in planning and assessing the Supported Independent Living services to be provided;
- L.2.3.1.9** How the effectiveness of the services being provided shall be evaluated;
- L.2.3.1.10** The approach that shall be used to ensure that billing for Supported Independent Living services is separate and distinct from MHRS, services, especially Community Support;
- L.2.3.1.11** The approach that shall be used to ensure the timely billing of services rendered (by the 10th day of month following the end of the billing period);
- L.2.3.1.12** The general topics that shall be addressed in the annual Training Plan to ensure staff competency in providing Supported Independent Living services to adults with serious mental illnesses and cultural competency, including a description of the approach that shall be used to develop and implement the annual Training Plan;

- L.2.3.1.13** The management strategies that shall be implemented to ensure compliance with the monthly reporting requirements; and
- L.2.3.1.14** The approach used to ensure compliance with the performance improvement monitoring and quality indicators for Supported Independent Living services.
- L.2.3.2** Offeror shall also complete the following documents and submit them along with its Technical Proposal:
 - L.2.3.2.1** Solicitation, Offer and Award form (See Section L.9, below);
 - L.2.3.2.2** Attachment J.7 of this solicitation, Tax Certification Affidavit
 - L.2.3.2.3** Attachment J.8 of this solicitation, First Source Employment Agreement
 - L.2.3.2.4** Completed Section K of this solicitation, Representations, Certifications and Other Statements of Offeror
 - L.2.3.2.5** The names, address, phone numbers and e-mail addresses of no more than three (3) government agencies/points of contact for whom Offeror has provided the same or similar services in the last three (3) years. The District shall contact these agencies as part of conducting its Past Performance Evaluation (See Section M.4, below.)
 - L.2.3.2.6** Any document required by Section C.8 or Section L.19 of this solicitation.
- L.2.4** Price Proposal
- L.2.4.1** Offerors shall complete Section B.4, Pricing Schedule and Attachment J.5, Budget Package. All costs reimbursable under MHRS shall be excluded from the Contractor's daily rate calculation.

L.3 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS

L.3.1 Proposal Submission

Proposal must be submitted no later than 2:00 p.m. local time on June 16, 2008 to the following address AND CLEARLY MARKED THAT IT IS A PROPOSAL WITH THE SOLICITATION NUMBER:

Government of the District of Columbia
Department of Mental Health
Contracting and Procurement Administration
64 New York Avenue, N.E. - 4th floor
Washington, DC 20002
Attn: Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement/Agency Chief Contracting Officer

Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- (a) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;
- (b) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or
- (c) The proposal is the only proposal received.

L.3.2 Withdrawal or Modification of Proposals

An Offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date for receipt of proposals.

L.3.3 Postmarks

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed

to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the Contractor can furnish evidence from the postal authorities of timely mailing.

L.3.4 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.3.5 Late Proposals

A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

L.4 EXPLANATION TO PROSPECTIVE OFFERORS

If a prospective Offeror has any questions relative to this solicitation, the prospective Offeror shall submit the question in writing to the Contact Person identified in Section A, page one of this solicitation. The prospective Offeror shall submit questions no later than five (5) calendar days prior to the closing date and time indicated for this solicitation. The District shall not consider any questions received fewer than five (5) calendar days before the date set for submission of proposals. The District shall furnish responses promptly to all prospective Offerors. The District shall issue an Amendment to the solicitation if that information is necessary in submitting Offers, or if the lack of it would be prejudicial to any other prospective Offeror. Oral explanations or instructions given before the award of the contract shall not be binding.

L.5 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an Offer should not return this solicitation. Instead, they should advise the Director/ACCO, Department of Mental Health, 64 New York Avenue, N.E., 4th Floor, Washington, DC 20002, Telephone (202) 671-3171 by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Director/ACCO of the reason for not submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the Director, ACCO that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.6 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.6.1 Offerors who include in their proposals data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

“This proposal includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a contract is awarded to this Offeror as a result of or in connection with the submission of this data, the District shall have the right to duplicate, use, or disclose the data to the extent consistent with the District’s needs in the procurement process. This restriction does not limit the District’s rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets).”

L.6.2 Mark each sheet of data it wishes to restrict with the following legend:

”Use or disclosure of data contained on the sheet is subject to the restriction on the title page of this proposal.”

L.7 PROPOSALS WITH OPTIONS YEARS

The Offeror shall include option year prices in its Price proposal. An Offer may be determined to be unacceptable if it fails to include option year pricing.

L.8 PROPOSAL PROTESTS

Any actual or prospective Offeror or Contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent prior to the time set for receipt of initial proposals shall be filed with the Board prior to bid opening or the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into this solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting officer for the solicitation.

L.9 SIGNING OF OFFERS

The Offeror shall sign the Offer and print or type the name of the Offeror and the name and title of the person authorized to sign the Offer in blocks 14, 14A, 15 and 15A of Section A, Solicitation, Offer and Award form, page one of this solicitation. Erasures or other changes must be initialed by the person signing the Offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Director/ACCO.

L.10 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Contractor's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired

L.11 RETENTION OF PROPOSALS

All proposal documents shall be the property of the District and retained by the District, and therefore shall not be returned to the Offeror.

L.12 PROPOSAL COSTS

The District is not liable for any costs incurred by the Offeror in submitting proposals in response to this solicitation.

L.13 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS

In addition to other proposal submission requirements, the Contractor must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code section 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals following award of the contract, subject to applicable FOIA exemption under Section 2-534(a)(1).

L.14 **CERTIFICATES OF INSURANCE**

The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in Section I.10 prior to commencing work. Evidence of insurance shall be submitted within ten (10) days of request by the District to:

Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer
Government of the District of Columbia
Department of Mental Health
Contract and Procurement Administration
64 New York Avenue, N.E., 4th Floor
Washington, DC 20002
(202) 671-3188 – Office
(202) 671-3395 - Fax

L.15 **ACKNOWLEDGMENT OF AMENDMENTS**

Offerors shall acknowledge receipt of any amendment to this solicitation by (a) signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section K of the solicitation; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of Offers. An Offeror's failure to acknowledge an amendment may result in rejection of the Offer.

L.16 **BEST AND FINAL OFFERS**

If, subsequent to receiving original proposals, negotiations are conducted, all Offerors within the competitive range shall be so notified and shall be provided an opportunity to submit written Best And Final Offers (BAFOs) at the designated date and time. Best and Final Offers shall be subject to Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions shall be reopened unless the Contracting Officer determines that it is clearly in the Government's best interest to do so, *e.g.*, it is clear that information available at that time is inadequate to reasonably justify selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for BAFOs to all Offerors still within the competitive range.

L.17 **KEY PERSONNEL**

The Offeror shall identify proposed key personnel for each discipline required and outline their relevant experience, indicating the percentage of their total time to be

dedicated to this project, and shall identify the Project Manager who shall lead the day-to-day activities of the project and outline his/her relevant experience (introductory narrative plus 1 page (maximum) resumes of key personnel only are encouraged).

L.18 **ACCEPTANCE PERIOD**

The Offeror agrees that its Offer remains valid for a period of 120 days from the solicitation's closing date.

L.19 **LEGAL STATUS OF CONTRACTOR**

L.19.1 Offeror shall provide as part of its proposal its Name, Address, Telephone Number, Federal tax identification number and DUNS Number.

L.19.2 Offeror must provide a copy with its proposal a copy of each District of Columbia license, registration or certification that the Offeror is required by law to obtain. This mandate also requires the Offeror to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code section 47-2862 (2001), if the Offeror is required by law to make such certification. If the Offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.19.3 If the Offeror is a partnership or joint venture, Offeror must provide the names of general partners or joint ventures, and copies of any joint venture or teaming agreements.

L.20 **FAMILIARIZATION WITH CONDITIONS**

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties that may be encountered, and the conditions under which work is to be accomplished. Offerors shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.21 STANDARDS OF RESPONSIBILITY

The Offeror shall demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements, therefore, the Offeror shall submit the documentation listed below, within five (5) days of the request by the District.

- L.21.1 Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.
- L.21.2 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.
- L.21.3 Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- L.21.4 Furnish evidence of compliance with the applicable District licensing, tax laws and regulations.
- L.21.5 Furnish evidence of a satisfactory performance record, record of integrity and business ethics.
- L.21.6 Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- L.21.7 Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- L.21.8 If the Offeror fails to supply the information requested, the Contracting Officer 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 Contracting Officer shall determine the Offeror to be non-responsible.

L.22 PRE-PROPOSAL CONFERENCE

- L.22.1 The District shall conduct a Pre-Proposal Conference on May 30, 2008 at 11:00am at the Department of Mental Health, 64 New York Avenue, N.E., 4th floor, Conference Room C, Washington, D.C. 20002. Prospective Offerors shall be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from Offerors on the solicitation document as well as to clarify the contents of the solicitation. Attendees must

complete the Pre-Proposal conference Attendance Roster at the conference so that their attendance can be properly recorded

L.22.2 Impromptu questions shall be permitted and spontaneous answers shall be provided at the District's discretion. Verbal answers given at the pre-proposal conference are only intended for general discussion and do not represent the District's formal position. All questions must be submitted in writing to the Director/ACCO following the close of the Pre-Proposal conference in order to generate a formal answer, but in any event no fewer than five (5) days prior to the date set for receipt of proposals. Answers shall be provided in writing to all prospective Offerors who are listed on the official Offerors' list as having received a copy of the solicitation, and shall be issued as an Amendment to the solicitation.

*****END OF SECTION L*****

SECTION M
EVALUATION FACTORS FOR AWARD

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SECTION M: EVALUATION FACTORS FOR AWARD

M.1 EVALUATION FOR AWARD

The Contract(s) shall be awarded to the responsible Offeror(s) whose Offer(s) conforming to the solicitation shall be most advantageous to the District, based upon the Evaluation Criteria specified below. While the points in the Evaluation Criteria indicate their relative importance, the total scores shall not necessarily be determinative of the award. Rather the total scores shall guide the District in making an intelligent award decision based upon the Evaluation Criteria.

M.2 TECHNICAL RATING

The Technical Rating Scale is as follows:

Numeric Rating	Adjective	Description
1	Unacceptable	Fails to meet minimum requirements; major deficiencies which are not correctable
2	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
3	Acceptable	Meets requirements; only minor deficiencies which are correctable
4	Good	Meets requirements; no deficiencies
5	Excellent	Exceeds most, if not all requirements; no deficiencies

For example, if a subfactor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as "Good" the part of the proposal applicable to the subfactor, the score for the subfactor is 4.8 (4/5 of 6). The subfactor scores shall be added together to determine the score for the factor level.

M.3 TECHNICAL EVALUATION

M.3.1 The Technical Evaluation Criteria set forth below have been developed by agency technical personnel and has been tailored to the requirements of this particular solicitation. The criteria serve as the standard against which all proposals shall be evaluated and serve to identify the significant matters which the Offeror should specifically address in complying with the requirements of this solicitation.

M.3.2 Offeror's Technical Proposal and Price Proposal shall be evaluated separately.

M.3.3 Technical Evaluation Factors (75 Points)

M.3.3.1 Technical Understanding of the Requirement and Technical Approach (30 Points)

M.3.3.1.1 Offeror demonstrates a clear understanding of the DMH residential service delivery system (Residential Services, Transitional, Supported Independent Living) including all relevant regulations, rules, and DMH polices.

M.3.3.1.2 Offeror demonstrates ability to administer Supported Independent Living services adult mental health Consumers (18 years of age and older)

M.3.3.1.3 Offeror demonstrates that staff are trained to provide Supported Independent Living services to Consumers whose levels of care are appropriate for the program.

M.3.3.1.4 Offeror demonstrates ability to coordinate services with the Core Services Agency (CSA) to ensure that the IRP and the ISSP detail the need for Supported Independent Living services and the services that shall be provided.

M.3.3.1.5 Offeror demonstrates how proposed services shall improve DMH Supported Independent Living services delivery system through the provision of recovery focused culturally and linguistically competent care.

M.3.3.1.6 Offeror demonstrates experience, past performance and viability for Contract renewal.

M.3.3.2 Management Plan (20 Points)

M.3.3.2.1 Offeror demonstrates a thorough understanding of how the Supported Independent Living services program shall be organized, staffed and managed in accordance with the requirements contained in Schedule C.

M.3.3.2.2 Offeror describes how the Supported Independent Living services program shall be provided to include but not be limited to:

(a) Coordinate day-to-day provision of program services.

(b) Offeror provides the Supported Independent Living services program at a particular site and/or various sites throughout the District of Columbia.

(c) Offeror accommodates Consumers with special needs (language, sight, mobility).

(d) Offeror accepts referrals for the Supported Independent Living services program from DMH certified Core Service Agencies, Saint Elizabeths Hospital,

and the DMH Housing Division on behalf on Consumers who may be in psychiatric facilities, medical and rehabilitation facilities, jails and prisons, substance abuse and other residential treatment facilities, nursing homes, and homeless shelters.

(e) Offeror provides plan for ongoing monitoring to transition Consumers who can live in a more independent community setting.

(f) Offeror provides plan to ensure that DMH Consumers throughout the provider network have equal access to the Supported Independent Living services including facilitating access to Consumers who are not enrolled with the Contractor.

(g) Offeror provides annual training plan to address issues of staff competency as well as cultural competency.

(h) Offeror provides plan to ensure Supported Independent Living services billing does not duplicate with MHRS and other billing for the same Consumer.

(i) Offeror demonstrates how billing shall occur in a timely manner.

(j) Offeror demonstrates ability to meet DMH's monthly reporting requirements, as well as provide information to DMH staff within the requested timeframe;

(k) Offeror demonstrates ability to comply with the performance improvement and monitoring quality indicators for Supported Independent Living services programs.

M.3.3.3 Quality Improvement Plan (10 Points)

Offeror demonstrates how a variety of sources, including but not limited to, Consumer satisfaction surveys, community service review results, performance improvement and quality indicators, and routine oversight and monitoring activities shall be used to assess Consumer satisfaction and overall program effectiveness.

M.3.3.4 Personnel (15 Points)

M.3.3.4.1 Offeror possesses the organizational resources, capability and experience to provide the Supported Independent Living services program workforce and replacements, when needed, to deliver the support and services within the scope of work.

M.3.3.4.2 Offeror's proposed staff demonstrates the expertise and qualifications to successfully accomplish the requirements outlined in Section C.

M.3.3.4.3 Offeror provides job descriptions along with the staff educational and experiential background, length of time worked in a residential setting for mental health Consumers, and actual hours staff shall work per week in the residential setting (including whether full-time, part-time, contract staff, other).

M.3.3.4.4 Offeror has developed mandatory and other staff development and training activities.

M.4 **PAST PERFORMANCE EVALUATION (10 Points)**

The District shall evaluate Offeror's Past Performance in performing residential services programs or similar services for government agencies within the last three (3) years.

M.5 **PRICE EVALUATION (15 Points)**

The Price Evaluation shall be objective. The Offeror with the lowest total price, including the base year and all option years, shall receive the maximum price points. All other proposals shall receive a proportionately lower score. The following formula shall be used to determine each Offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 15 = \text{Evaluated price score}$$

M.6 **CLAUSES APPLICABLE TO ALL OPEN MARKET SOLICITATIONS**

M.6.1 **Preference for Subcontracting to Open Market solicitations with No LBE, DEB, RBO Subcontracting Set Aside**

1) If the prime contractor is not a certified LBE, certified DBE, certified RBO or a business located in the enterprise in an enterprise zone, the District shall award the above stated preferences by reducing the bid price or by increasing the points proportionally based on the total dollar value of the bid or proposal that is designated by the Prime Contractor for subcontracting with a certified LBE, DBE, RBO or business located in an enterprise zone.

1) If the prime contractor is a joint venture that is not a certified LBE, certified DBE or certified RBO joint venture, or if the Prime Contractor is a joint venture that includes a business in an enterprise zone but such business located in an enterprise zone does not own and control at least fifty-one percent (51%) of the joint venture, the District shall award the

above-stated preferences by reducing the bid price or by increasing the points proportionally in the proposal based on the total dollar value of the bid or proposal that is designated by the prime contractor for certified LBE, DBE, RBO, or business located in an enterprise zone, for participation in the joint venture.

Vendors interested in becoming certified under the different programs should contact the following for a certification package.

Department of Small and Local Business
Development
ATTN: Certification Program
441-4th Street, N.W, Suite 970N
Washington, D.C. 20001

*****END OF SECTION M*****