



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES**

August 31, 2012

**REQUEST FOR PROPOSALS (RFP) FOR REPRESENTATIVE PAYEE SERVICES (RPS)
RM-13-RFP-001-BY4-MA SOLICITATION AMENDMENT NUMBER FIVE (5)**

TO PROSPECTIVE OFFERORS:

Questions from Bidders and Answers from the Program

Question Number	RFP Section	Question
1.	N/A	Will referrals for Rep Payee services come through the e-Cura system?
DMH RESPONSE: Referrals to this program shall come from the Consumer's assigned CSA.		
Question Number	RFP Section	Question
2.	N/A	What information shall come with the referrals? Will the core service agency know who the Rep Payee is at the time of the referral to the Rep Payee? Will the Rep Payee know who the core service agency is?
DMH RESPONSE: The Prospective Offeror should describe in their submission what information is needed from the referral source. The Core Service Agency shall select the Representative Payee Program based on availability. Since referrals are made directly to the Rep Payee program, the Rep Payee shall know the Core Service Agency for the Consumer.		
Question Number	RFP Section	Question
3.	N/A	Is the Rep Payee responsible for locating the consumers, contacting the core service agency and getting the budget and spending plan from the core service agency?
DMH RESPONSE: The Rep Payee is not responsible for locating the Consumer. The Prospective Offeror should describe how they propose to work with the Core Service Agency to obtain needed consumer information.		
Question Number	RFP Section	Question
4.	N/A	Who is responsible if the Rep Payee does not get a budget from the core service agency by the deadlines for developing the spending plan?
DMH RESPONSE: The Core Service Agency is responsible. What recourse is open to the Rep Payee? The Prospective Offeror shall describe strategies for engaging Core Services Agencies to develop timely spending plans.		

Question Number	RFP Section	Question
5.		<p>Are there performance standards for Rep Payee– such as</p> <ul style="list-style-type: none"> a. the number of payments to the consumer each month, i.e. weekly, bi-weekly or monthly? b. the frequency of budget updates? c. the determination that the budget submitted is appropriate for the consumer’s IRP? d. the turnaround time from when the referral is sent to the Rep Payee to completion of the enrollment process with the Consumer?
<p>DMH RESPONSE: All of this must be described by the Prospective Offeror in the submission to this RFP. The Prospective should describe how they intend to address the above listed activities.</p>		
Question Number	RFP Section	Question
6.		<p>Are there differences in the amount the Rep Payee will be paid based on the difficulty level of the consumer, i.e. determined by the consumer’s LOCUS/CALOCUS score or some other variable? Or, are all payments to the Rep Payee the same regardless on difficulty level of the consumer?</p>
<p>DMH RESPONSE: It is the responsibility of the Prospective Offeror to describe how services shall be delivered and the associated cost to deliver that service. Information related to the cost for you to deliver this service should be included in the cost proposal.</p>		
Question Number	RFP Section	Question
7.	N/A	<p>Is the Rep Payee responsible for updating eCura with the Consumer’s budget, spending plan and monthly expenses?</p> <p>Or is the Rep Payee supposed to maintain their own record keeping system?</p>
<p>DMH RESPONSE: The Rep Payee is not responsible.</p> <p>The Rep Payee is responsible.</p>		
Question Number	RFP Section	Question
8.	N/A	<p>Are there standard monthly reports the Rep Payee must send to (a) DMH, (b) the Consumer and (c) the core service agency?</p> <p>If so, what is in the reports and how often are to be sent?</p>
<p>DMH RESPONSE: There are monthly reports that the Rep Payee must send to DMH which must be described in your submission to the Consumer.</p> <p>The Prospective Offeror should describe what type of response the consumer and the CSA can expect. Once the award is made DMH will define monthly reporting criteria.</p>		

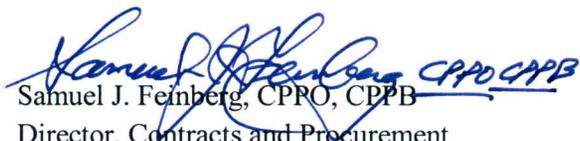
Question Number	RFP Section	Question
9.	N/A	If the Rep Payee is responsible for enrolling the consumer in SSA as their Rep Payee, is there an electronic version of the SSA – Yellow Book – we can use?
DMH RESPONSE: DMH is not familiar with the Yellow Book.		
Question Number	RFP Section	Question
10.	N/A	Bank fees? Are these fees included in the monthly fixed costs in our cost proposal?
DMH RESPONSE: Information related to the cost for you to deliver this service should be included in the Cost proposal.		
Question Number	RFP Section	Question
11.	L	Preparation of the solicitation: are the cost and technical proposals supposed to be Separate? Is so, does the 20-page limit apply to the technical proposal only? Does the 20-page limit include – the key staff qualifications? the references? the cost proposal?
DMH RESPONSE: Please refer to Solicitation in Section L <u>PROPOSAL FORM, ORGANIZATION AND CONTENT</u> on page 56 L.2.3.1 The Technical Proposal shall be no more than 20 single-spaced pages, one side only. 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. Offeror shall address all of the requirements depicted in Section C – Scope of Work/ Project Description. Please refer to Solicitation in Section L <u>PROPOSAL FORM, ORGANIZATION AND CONTENT</u> on page 57 L.2.4.1 Offerors shall complete Section B, Pricing Schedule to include a detail supporting Budget Narrative to explain Pricing.		
Question Number	RFP Section	Question
12.	N/A	How many vendors will you select?
DMH RESPONSE: The purpose of this solicitation is to identify a provider (s) able to administer a Representative Payee Program for DMH enrolled consumers deemed not capable of managing or directing someone else to manage their finances.		
Question Number	RFP Section	Question
13.	C	Social Security Administration requires that organizational rep payees be non-profit agencies? The DC government proposal does not say this? Does that mean that DC will accept for-profit agencies as Rep Payees, even though they will not qualify as organizational rep payees for SSA?
DMH RESPONSE: Please refer to Solicitation in Section C <u>CONTRACTOR QUALIFICATIONS</u> on page 10 C.5.2 The Contractor shall be an organization appointed by SSA to receive Social Security and/or SSI benefits for someone who cannot manage or direct someone else to manage his or her money.		

Question Number	RFP Section	
14.	N/A	Question
		Are Rep Payee agencies required to have offices in more than one location in the city? Or is having offices in more than one location simply preferred?
DMH RESPONSE: The Rep Payee must have an office in the District of Columbia.		
Question Number	RFP Section	Question
15.	N/A	Is the Rep Payee responsible for IRP goals related to financial literacy or money management?
DMH RESPONSE: The Rep Payee is not responsible.		
Question Number	RFP Section	Question
16.	N/A	What is the fee schedule?
DMH RESPONSE: The Prospective Offeror must include their fee schedule in the cost proposal.		
Question Number	RFP Section	Question
17.	N/A	Do we get paid something every month to maintain account?
DMH RESPONSE: The Prospective Offeror should address this in the cost proposal.		
Question Number	RFP Section	Question
18.	N/A	Do we get paid by Social Security or the city the monthly fee?
DMH RESPONSE: The purpose of this solicitation is to identify a Provider (s) able to administer a Representative Payee Program for DMH enrolled consumers deemed not capable of managing or directing someone else to manage their finances.		
Question Number	RFP Section	Question
19.	N/A	If so, what does the city pay of SSA Rep is paying?
DMH RESPONSE: Information related to the cost for you to deliver this service should be included in the cost proposal.		
Question Number	RFP Section	Question
20.	N/A	Who pays Debit card fees?
DMH RESPONSE: If the Prospective Offeror intends to use Debit cards this should be referenced in the cost to deliver this service.		
Question Number	RFP Section	Question
21.	N/A	Who pays for what?
DMH RESPONSE: This is a DMH funded request for proposals.		

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSALS REMAIN UNCHANGED.

Only one copy of this amendment is being sent to prospective Offerors. Offerors shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the place specified for receipt of Proposals. Proposals shall be mailed or delivered in accordance with the instructions provided in the original RFP. In the event your Proposal has been previously deposited with the Department of Mental Health, Contracts and Procurement Service (DMH/CPS), submit this signed Amendment in a sealed envelope, identified on the outside by the RFP number and submission date. This signed Amendment must be received by the DMH/CPS no later than the date and time for closing. Failure to acknowledge receipt of Amendment Five (5) for Solicitation Number **RM-13-RFP-001-BY4-MA** may be cause for rejection of any proposals submitted in response to the subject RFP.

SIGNED:


Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer

Amendment Number Five (5) is hereby acknowledged and is considered a part of the RFP for Solicitation Number: **RM-13-RFP-001-BY4-MA**. **All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:**

Samuel J. Feinberg, CPPO, CPPB,
Agency Chief Contracting Officer
Director of Contracts and Procurement Services
609 H Street, NE – 4th Floor Washington, DC 20002
(202) 671-3188 Office; (202) 671-3395; Fax
Email: Samuel.Feinberg@dc.gov

Signature of Authorized Representative

Date