



DEPARTMENT OF HEALTH & HUMAN SERVICES

Substance Abuse and Mental Health Services Administration, DHHS
Division of Contract Management, OPS
1 Choke Cherry Road, Room 7-1051
Rockville, MD 20857

REQUEST FOR PROPOSAL (RFP) No. 270-06-0149

**“National Spending Estimates Project for Mental Health
and Substance Abuse Treatment”**

Date Issued: April 5, 2006
Date Due: May 9, 2006
Questions Due: April 17, 2006
Intent Notice Due: April 12, 2006
Time Due: 3:00 pm, Local Time

Ladies and Gentlemen:

The Substance Abuse and Mental Health Services Administration, (SAMHSA) invites you to submit a proposal in accordance with the requirements of Request for Proposal No. 270-06-0149 for the project entitled “National Spending Estimates Project for Mental Health and Substance Abuse Treatment. The North American Industry Classification System (NAICS) code for this acquisition is 541611.

A Performance Based Cost Plus Award Fee Completion type of contract is contemplated for a Base period of one (1) year plus four twelve month (12) option periods. The planned performance period of this contract will be from September 1, 2006 to September August 31, 2011. It is expected that one award will be made from this RFP.

You are expected to respond with technical and cost proposals for the entire project and the total period of performance. Please note special requirements in Section L entitled "Instructions to Offerors".

Offerors should carefully review Section L and Section M of the RFP regarding the evaluation factors. This RFP includes a limitation on the number of pages to be included in each proposal. Your technical proposal shall not exceed **100 pages**. Any Appendix to the technical proposal shall not exceed a total of **100 pages** in length. Resumes shall be limited to two pages per individual. These page limitations include all exhibits, graphs, charts etc, **exclusive** of references, letters of commitment, resumes, organizational charts, etc. Any material in excess of these restrictions will not be read or evaluated. (See Section L.2.A.(4). Instructions to Offerors).

The proposal shall be signed by an official authorized to bind your organization. An original and thirteen (13) copies of your technical proposal and an original and four (4) copies of your business proposal plus a electronic format on 3.5 inch diskette or CD Rom of you business proposal must be received by the Contracting Officer no later than 3:00 p.m., local prevailing time on May 9, 2006:

**WHEN UTILIZING SPECIAL/OVERNIGHT CARRIER SERVICE OR HAND DELIVERY INCLUDING
USPS PRIORITY AND/OR EXPRESS DELIVERY:**

Andrew Payne
Proposal RFP No. 270-06-0149
Substance Abuse and Mental Health Services Administration, DHHS
Division of Contracts Management, OPS
1 Choke Cherry Road, Room 7-1051
Rockville, Maryland 20852

The RFP does not commit the Government to pay costs for the preparation and submission of a proposal.

It is brought to your attention that the Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with any acquisition action.

Questions concerning any areas of uncertainty which, in your opinion, require clarification or correction must be furnished in writing to the Contract Specialist.

Questions should be submitted electronically to the attention of Andrew Payne at Andrew.Payne@samhsa.hhs.gov. The offeror is responsible for confirming receipt of electronic mail. You may also fax your questions to 240-276-1510, attention Andrew Payne, Contract Specialist.

If using U.S. Postal Service your questions must be mailed in sufficient time to be received in the contracting office on or before **April 17, 2006** in order to allow a reply to reach all prospective offerors before the submission of their offers. The envelope should be marked "Offeror's Questions, RFP No. 270-06-0149".

We are enclosing a sample "Breakdown of Proposed Estimated Cost" format for your budget summary to be submitted in Microsoft Excel. Please modify this format to summarize the total costs for each cost element for each task and each year of your proposal along with a separate summary of costs for each option. You will still need to attach detailed breakouts of the cost elements as applicable. The "Breakdown of Proposed Estimated Cost" is listed in Section J, Attachment 8 of the solicitation.

Please note that Section K. can be access through the Online Representations and Certification Applications (ORCA) on the internet at the address in Section K. Contractors and their subcontractors must acknowledge in their Original Business Proposal only, completion of the electronic Representations and Certifications.

Request for any information concerning this RFP should be directed only to Andrew Payne, Contract Specialist, Division of Contracts Management who may be called on 240- 276-1514; collect calls will not be accepted. **Discussion with any other individual outside the Division of Contracts Management will result in the rejection of the potential offeror's proposal.**

Please submit a completed "**Proposal Intent**" form no later than **April 12, 2006** indicating your intent to submit a proposal under this RFP. This form is Attachment 9 listed at Section J, and is needed for review as well as administrative planning purposes. Your cooperation is appreciated.

Sincerely,



Janet M. Mattson
Contracting Officer
Division of Contracts Management, OPS
SAMHSA, DHHS

Enclosure: Request for Proposal