AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF
	1	8

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(if applicable)*
Amendment 1	6/1/06		

6. ISSUED BY CODE

Substance Abuse and Mental Health Services Administration
Division of Contracts Management, OPS
1 Choke Cherry Road, Room 7-1057
Rockville, MD 20857

7. ADMINISTERED BY *(if other than item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

TO ALL PROSPECTIVE OFFERORS

CODE | FACILITY CODE

(√)	
X	**9A. AMENDMENT OF SOLICITATION NO.** 280-06-0150
	9B. DATED (SEE ITEM 11) 5/12/06
	10A. MODIFICATION OF CONTRACT/ORDER NO.
	10B. DATE (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

_X_ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ___ is extended, _X_ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) by completing items 8 and 15, and returning _1_ copies of the amendment, (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation, date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ___ is not, ___ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section heading, including solicitation/contract subject matter where feasible.)*

The purpose of this Amendment is to: (1) answer questions raised by prospective offerors; and (2) provide Attachment 16, "2005 PATH Annual Report Provider Guide," as an RFP reference.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
		JAMES G. WHITT, CONTRACTING OFFICER	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		*(Signature of Contracting Officer)*	

Following are questions raised by prospective offerors and the Government response to each.

QUESTION 1: Section 9.4 Collect, Analyze and Summarize PATH Program Data, of the SOW indicates in the opening paragraph:

"The States and the local agencies to which they provide PATH funds submit data (see Appendix) to the Government....."

In exploring the SAMHSA web site containing several separate documents related to this RFP, we are unable to locate the "Appendix".

ANSWER 1: The Appendix, titled "2005 PATH Annual Report, Provider Guide," is provided with this amendment as Attachment 16.

QUESTION 2: Is it possible for the government to provide an estimated range for the annual value of the contract -- either for the entire contract or for Tasks 1-8? If a dollar range is not possible, would it be possible to provide an estimated level of effort in person hours associated the two separate sections of the contract (Tasks 1-8; and Task 9)?

ANSWER 2: No, that is source selection sensitive information and is not releasable.

QUESTION 3: According to the cover letter, the contract period will begin on September 29, 2006. On page 6 of the Statement of Work (Attachment 1), Task 1.1, Startup at Beginning of the Contract, it states that between the award date and the expiration of the previous contract there will be a transition period, during which time several activities are expected to be accomplished. However, if the contract period begins on September 29, 2006, and the prior contracts end on September 30, 2006, there is only 1 day available for transition. Can you provide clarification about how the transition activities will occur or whether the timeframes specified are incorrect?

ANSWER 3: The anticipated contract effective date is corrected to read "September 1, 2006."

QUESTION 4: Do subcontractors also need to submit a completed IT/FIPS Cost Sheet (Attachment 12)?

ANSWER 4: Yes. Additionally, the prime offeror needs to provide a "roll-up" sheet including IT costs for all subcontractors and the prime.

QUESTION 5: Will the contractor be required to use the federal phone system (FTS 2001) for telephone use related to the contract, including conference calls and web-based calls? If so, should we budget for any telephone expenses in the proposal?

ANSWER 5: The contractor is encouraged to use FTS 2001, but it is not mandatory. Yes, telephone expenses should be encounted for in the proposal.

QUESTION 6: The evaluation criteria for Section 3, Qualifications of Proposed Personnel (bottom of page 50 of the RFP), call, in the last line, for a staffloading chart, by task. However, the last lines in the evaluation criteria for Section 4, Management Plan/Utilization of Personnel and Resources, at the top of page 51, also call for a staffing plan, by hour, year, and task. This appears to be calling for the same information. Please clarify whether offerors are to provide this information in both sections.

ANSWER 6: Provide the information in the "Management Plan/Utilization of Personnel and Resources" section only.

QUESTION 7: Regarding the requirement to demonstrate the offeror's ability to comply with all Section 508 requirements (to be addressed in offerors' business proposals), does the government want this issue addressed only by the prime contractor, or also by any subcontractors?

ANSWER 7: The prime contractor will be responsible for all work performed and delivered, including any work performed by the subcontractors. So if subcontractors need to demonstrate their ability to comply with Section 508, then the information should be addressed.

QUESTION 8: Task 6: Develop Policy Papers, Manual, Curricula, Reports, and Other Materials
The budget note for this task (top of page 15 of the SOW) states that members of the expert panels established to assist in the development of these products will receive honoraria not to exceed $450/ day. But page 5 of the RFP states that Contracting Officer authorization and approval will be needed for payment of any consultant fee in excess of $400/day. Is the $450/day rate in this section an exception, or should the maximum stated on page 5 of the RFP also be $450/day?

ANSWER 8: The referenced $450/day rate in Task 6 is in error. The maximum rate of $400/day, as stated on page 5 of the RFP, applies to this contract.

QUESTION 9: Task 7.2: Conduct Regional Workshops (Page 16)

a. Please clarify the number of regional workshops to be convened. The narrative refers to four workshops – at least two workshops on the *Blueprint for Change* and two on trauma and homelessness. But the budget notes seem to limit the contractor to two workshops per year. Which is correct?

b. Also regarding the regional workshops in Task 7.2, the SOW gives two specific topics for the workshops and further states that topics for all workshops will be decided by the GPO. Is the contractor to provide ideas for additional topical areas for workshops?

ANSWER 9:

a. The budget note should read four (4) workshops per year.

b. Yes.

QUESTION 10: Task 7.3: Provide Other Trainings and Technical Assistance (TA) Workshops

In the paragraph before the budget note, on page 17, the SOW states that the contractor shall have up to two trainers/presenters at each meeting. However, since the contractor is also responsible for all logistical arrangements for the trainings, an onsite logistical support person is also required. Is this acceptable to the government?

ANSWER 10: The contractor shall limit the number of people to two (2) per training. One (1) trainer and one (1) logistics person is acceptable.

QUESTION 11: Task 8: Plan and Conduct SAMHSA's National Training Conference

a. The third bullet at the top of page 18 states that the Contractor shall plan for up to 800 participants. The end of that same bullet says that the contractor is responsible for reimbursement of travel and per diem costs. Does this last statement apply to all 800 participants, i.e., for how many of the participants does the contractor pay travel and per diem costs, exclusive of presenters?

b. The last bullet states that the contractor is to pay travel, per diem, and honoraria for up to 50 presenters at the national conference. Is the daily honoraria for these presenters limited to $400/day or $450/day (both figures are used in the SOW)?

c. With reference to the costs initiated by the current contractor for which the new contractor must take responsibility, these include the costs for 15 consumer scholarships for the conference to be held in the base year. But there is no mention of these costs for the option year conferences. Should the costs for 15 consumer scholarships also be included for the National Training Conferences to be held in Option Year 2 and Option Year 4?

ANSWER 11:

a. Offerors should budget travel and per diem for no more than 15 consumers.

b. $400/day.

c. Option years 2 and 4 should include 15 consumer scholarships.

QUESTION 12: Task 9.2: Provide TA for States

a. Please verify that the statement on page 22 that the contractor is to provide travel, per diem and honoraria for up to 75 expert consultants in support of Task 9.2 is correct. This number of expert consultants seems high. Is this the total number of expert consultants for all 5 years of the contract rather than per year, perhaps?

b. Re: Subtask 9.2.2, Provide Intensive TA to States, the introduction to Task 9.2, Provide TA for States, on page 21 states that the contractor will conduct up to five standard and three intensive TA events. But the text re: Task 9.2.2 on page 22 suggests that the contractor will identify only one State to receive intensive TA (described as TA that involves interviews with no more than 9 key stakeholders). Please clarify.

ANSWER 12:

a. The maximum number of expert consultants to be assigned per year under Task 9.2 is hereby **reduced from 75 to 30**.

b. The text concerning Task 9.2.2 indicates the contractor will identify **at least** one State to receive intensive TA each year of the contract. The contractor, therefore, shall identify from 1 to 3 States for intensive TA.

QUESTION 13: Re: Task 9.3: Plan and Host Meetings of State PATH Contacts

a. Please state whether the reference to "Year 2" in the first line of the description of this task (page 23 of the SOW) means Option Year 1.

b. In the list of contract objectives on page 3 of Attachment 1, Statement of Work, the 9th bullet is "organize, provide logistical support for, and conduct annual PATH meetings and a biennial national training conference on homelessness." However, on page 23, in the description of Task 9.3, the SOW says that PATH meetings will be held in alternate years (in Years 2 and 4). Please state which is correct.

ANSWER 13:

a. Correct, Year 2 is Option Year 1.

b. Task 9.3 is correct -- PATH meetings will be held in alternative years, beginning in Year 2 (Option Year 1).

QUESTION 14: Re: Task 9.4: Collect, Analyze, and Summarize PATH Program Data

There is a reference at the beginning of the second line at the top of page 24 to an "Appendix." Please clarify, as there does not appear to be any appendix to the RFP.

ANSWER 14: See Attachment 16, provided with this amendment.

QUESTION 15: On Task 8 – Plan and conduct SAMHSA National Training Conference – pg. 19, Tasks 8.1.4 and 8.1.5 both refer to hotel catering and collection of registration fees. However, on page 5 of Section B, of the RFP it states that the "*cost of food and/or light refreshments for meetings not including per diem costs*" are unallowable direct costs. Given that these are unallowable direct costs, are the hotel catering cost referred to on page 19 of the statement of work (SOW) to be covered by registration fees, or should offerors exclude catering arrangements from their logistics planning?

ANSWER 15: The references to hotel catering and collection of registration fees on Page 19 of the SOW are hereby deleted.

QUESTION 16: Also re: Task 8, are the dates and the location/hotel of the first National Training Conference already determined? If so, what are they?

ANSWER 16: No.

QUESTION 17: Regarding Task 1.11, Advisory Steering Committee meeting, should offerors plan to pay honoraria to all non-Federal members of the steering committee? If so, what is the maximum daily rate that is to be paid?

ANSWER 17: Honoraria should be paid for non-Federal members who request payment of such. The honoraria shall not exceed $400/day per non-Federal person requesting payment.

QUESTION 18: Regarding Task 6, Develop Policy Papers, Manuals, Curricula, Reports, and Other Materials, the SOW says that it may be necessary to seat an expert panel to address emerging issues on homelessness. Page 14 says no more than two panels will be seated in *any given contract year* (emphasis added). However, page 15 seems to state that these panels will be seated only in Option Years 1 and 3. Please clarify.

ANSWER 18: Offerors should budget for no more than two (2) panels in Option Years 1 and 3.

QUESTION 19: Also regarding Task 6, this task requires that no more than two policy papers be developed in the base year of the contract. It also requires that a Homeless Trauma Toolkit be developed. Is the toolkit <u>in addition to</u> the two policy papers, or is it considered one of the papers to be developed in the base year?

ANSWER 19: For budget purposes, the trauma work should count as one of the two papers to be developed in the base year.

QUESTION 20: The RFP, Section B (pp. 23-24 (H-20), and Attachment 15) refers to background investigations for ***"****all DHHS contractors (including subcontractors) who will be working in a DHHS-owned or leased space and/or who will have access to DHHS equipment, and non-public privileged, proprietary, or trade secret information...The positions on this contract are designated Level 5, medium risk public trust."* Please address all of the following questions about these clearances:

a. Does the government anticipate that these clearances will actually be requested or required under this contract?
b. If yes, for which positions/tasks under this contract will clearance be required? Will only Key Personnel require background investigations?
c. If yes, will the requirement apply to subcontractor staff, and, if so, to all subcontractor project staff or management personnel only?
d. Where can offerors obtain additional information/references on the Governmental clearance process?

ANSWER 20:

a. Generally, if the contractor will be working on-site at SAMHSA for more than two (2) days per week, or if the contractor will have access to sensitive information, the clearances will be required.
b. See a.
c. See a.
d. www.opm.gov

QUESTION 21: In the Background Information section of the Statement of Work and Delivery Schedule, it appears as if the focus of the solicitation is on chronic homelessness, whereas descriptions of various tasks make reference to other homeless subpopulations such as children, youth, and families. Can SAMHSA provide any guidance as to the relative emphasis on persons experiencing chronic/long-term homelessness vs. other subpopulations?

ANSWER 21: Each State's focus and emphasis differ by their Strategic Plan for ending homelessness. As each plan is unique, the offeror should assume all people who are homeless (regardless of their membership in various subpopulations) should be considered proportionally relative to their representation to the homeless population.

QUESTION 22: In Task 7.1, Respond to Requests for Information, the RFP states that "The Contractor will receive, and shall respond to, requests for information on homelessness from the public. No general public or SAMHSA grantee shall be charged for duplication, handling or postage when requesting information from the clearinghouse." The charges for duplication, handling and postage do not address the cost of purchasing articles that are protected under copyright laws. Should the proposal include the cost of purchasing these materials to fill requests from grantees or the general public, and thereby avoid the risk of copyright infringement? If so, can SAMHSA provide an estimate of the number of articles to be purchased annually?

ANSWER 22: The purchase of articles is at the discretion of the GPO. The cost is expected to be negligible.

QUESTION 23: In reference to Task 8, Plan and Conduct SAMHSA's National Training Conference, given that conferences are very costly, could the Offeror respond to the task as written and propose an alternative approach to training as well?

ANSWER 23: Alternative approaches can be proposed, however, the offeror should also respond to the task as written.

QUESTION 24: In Task 9.2, Provide Technical Assistance for States, the RFP states that the TA "may be directed to persons who will use the training to improve their role in service delivery, or, as part of a train-the-trainer strategy, it may be directed to persons who, in turn, will train others who have a more direct role in service delivery." Could SAMHSA provide more specific information on the intended audiences for such training?

ANSWER 24: The audiences for PATH funded training have traditionally been direct service providers in local PATH funded agencies. However, we have had some successful experience, in at least one national effort, to train selected staff of local service providers who, in turn, train direct service providers in their State.

The immediate audience in this new approach are selected persons who become trainers with the agreement of their agency, and then train staff not only in their own agencies, but in other local agencies, as well. The eventual audience is the staff of various local agencies that provide direct PATH eligible or related services; and these eventual staff can include persons whose salaries or even agencies are not PATH-funded.

We have not yet designated the topics for any such train-the-trainer strategies; and there are other audiences like supervisors of direct service providers that we may want to "train," but do so through direct contact, rather than "train the trainer" strategies.

QUESTION 25: What is the relative emphasis in this solicitation on on-site vs. web-based training?

ANSWER 25: Task 9-related training will be primarily on-site. Providers prefer face to face interaction, especially where the training concerns practices that are applied differently in varying locations; and implementation is the goal. We have been successful and efficient in providing more general and introductory information through audio presentations streamed through the Internet; and have distributed documents that can be downloaded through the Internet.

QUESTION 26: In Section L.2.A of the RFP, General Instructions (p. 37), the Technical Proposal instructions state that "Any Appendix to the technical proposal shall not exceed a total of 75 pages in length, including all exhibits, graphs and charts (exclusive of references, resumes, and organizational charts)." Does this statement mean that references, resumes, and organizational charts can be placed in the Appendix and are not counted in the 75 pages?

ANSWER 26: Yes.

QUESTION 27: What is the scope of this task order in terms of budget, manpower, FTE's and/or other measure(s)?

ANSWER 27: That information is not releasable. Offerors should propose the budget and FTE's expected to complete the set of deliverables, in a timely manner, as described in the RFP.

QUESTION 28: The level of specification is absent as far as how much, how many, and any other level of detail with regards to amount of work. One could expend many different levels of effort and because this is a CPFF, what guidance can you provide to help us "price" this task order.

ANSWER 28: Budget assumptions were provided in the SOW to the maximum extent possible. Offerors must respond to the RFP as written.

QUESTION 29: Who is the incumbent?

ANSWER 29: For Tasks 1-8: The CDM Group, Inc. For Task 9: Policy Research Associates, Inc.

QUESTION 30: How many contractor staff (FTE) are presently supporting the NRCH?

ANSWER 30: The new project is decidedly different from the current contract; therefore, the number of FTE's on the current contract has no bearing on this project.

QUESTION 31: What were the annual contract expenditures, labor and ODCs, under the current contract?

ANSWER 31: Again, the work described in this RFP is quite different. Therefore the expenditures, labor and ODC's will likely be quite different.

QUESTION 32: Is there an existing web site provided under the current contract? If so, please provide the web site address.

ANSWER 32: Yes. http://www.nrchmi.samhsa.gov

QUESTION 33: Has the current contractor selected the site for the National Training Conference and, if so, what city and what hotel?

ANSWER 33: The site has not been selected for the National Training Conference

QUESTION 34: Should all hotel and travel cost be included in our proposal, or will they be done on a cost reimbursement basis?

ANSWER 34: Please include all hotel and travel costs in your proposal.

QUESTION 35: Re: Task 2 –

a. Knowledge library database is to be in what software package?

b. How many entries exist today and approximately what is the extent of the additional entries to be inputted per annum?

ANSWER 35:

a. The contractor will be given the database upon contract award. IT/software specifications can be accessed on the SAMHSA website. All software must be HHS-approved.

b. Approximately 5,500 entries currently exist, and it is expected that the contractor shall input approximately 350-500 entries.

QUESTION 36: Re: Task 3 –

a. The bibliography data will come from what sources?

b. Please provide access to existing bibliography data.

c. How extensive do you expect the research to be in fulfillment of this task?

ANSWER 36:

a. The contractor is expected to use all available sources, including databases, journals, newspapers, and monographs. Most of these items are available in any major University Graduate Library. This contract does not expect to use a 'clipping service'.

b. The current National Resource Center [website provided above] has the searchable database available online.

c. Research will be at the discretion of the GPO and will depend on the needs of the States as they implement their strategic plans.

QUESTION 37: Re: Task 4 –

a. Who will create the content for the Web site?

b. Is it fair to say you want the web site effort to simply be best effort and not a maximum effort?

ANSWER 37:

a. Content shall be developed as part of this contract. However, the contractor will not have to develop all of the content, as CMHS currently has a contract for material development and dissemination.

b. Yes.

QUESTION 38: Re: Task 7, what is the current level of training support provided? Are there SAMHSA training templates or modules in place? Will they have to be created under this requirement?

ANSWER 38: The training on SSI and the Blueprint has already been developed. The contractor will be expected to develop trainings appropriate for the implementation of the States' strategic plans to end chronic homelessness. Training requests will depend on the State plan, and SAMHSA does not have a template for trainings of this nature.

QUESTION 39: The RFP appears to combine two statements of work (PATH and NCRH); how do they overlap? Please specify the relationship between the Tasks 1-8 and Task 9.

ANSWER 39: Both areas are critical to our overall understanding of chronic homelessness in the U.S. Because of their respective expertise, two (2) Project Officers have been assigned—one for Tasks 1-8, and one for Task 9.

QUESTION 40: Are all current systems (toll free number, webpage, NCRH, databases) to be transferred to the new contractor?

ANSWER 40: Yes.

QUESTION 41: Foreign Travel appears to be disallowed, but is it anticipated?

ANSWER 41: No.

QUESTION 42: What is the platform of the current website?

ANSWER 42: The platform is consonant with the SAMHSA IT regulations, which are posted on the SAMHSA website.