



DEPARTMENT OF HEALTH & HUMAN SERVICES

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

REQUEST FOR PROPOSALS (RFP) NO. 286-06-0150

Title: "National Resource Center on Homelessness (NRCH)"

This Procurement is Being Solicited on a Total Small Business Set-Aside Basis

Date Issued: May 12, 2006
Date Due: June 12, 2006
Questions Due: May 24, 2006
Intent Notice Due: May 24, 2006
Time Due: 3:00 pm, Local Time

Ladies and Gentlemen:

The Substance Abuse and Mental Health Services Administration (SAMHSA), Division of Contracts Management (DCM), invites you to submit a proposal in accordance with the requirements of Request for Proposals (RFP) No. 280-06-0150 for the project entitled "National Resource Center on Homelessness (NRCH)". **The North American Industry Classification System (NAICS) code for this acquisition is 541990.**

A performance-based, Cost-Plus-Fixed-Fee (CPFF) (Completion) type of contract is contemplated for a base period of 12 months, plus two (4) 12-month option periods. The planned performance period of this contract is from September 29, 2006 through September 28, 2007. It is expected that one (1) award will be made from this RFP.

You are expected to respond with technical and business proposals for the entire project and the total period of performance. Please note the special requirements in Section L, entitled "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 must be received by the Contracting Officer by no later than 3:00 p.m., local prevailing time, on **June 12, 2006**.

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

Requests for information concerning this requirement should be directed to James Whitt, Division of Contracts Management, at 240-276-1503. Questions concerning any areas of uncertainty which, in your opinion, require clarification or correction must be furnished in writing to Mr. Whitt at james.whitt@samhsa.hhs.gov. The offeror is responsible for confirming receipt of electronic mail. You may also fax your questions to Mr. Whitt at 240-276-1510.

If using the U.S. Postal Service, your questions must be mailed in sufficient time to be received in the contracting office on or before **May 24, 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. 280-06-0150."

Requests for any information concerning this RFP should be directed only to James Whitt, Contracting Officer, Division of Contracts Management, who can be reached at the above number; collect calls will not be accepted. **Discussion of this RFP with any other individual outside the Division of Contracts Management may result in the rejection of the potential offeror's proposal.**

Please submit a completed "Proposal Intent Response Sheet" by no later than **May 24, 2006**, indicating your intent to submit a proposal under this RFP. The form is provided as Attachment 9, listed at Section J, and is needed for review as well as administrative planning purposes. Your cooperation is appreciated.

Sincerely,

James G. Whitt
Contracting Officer
DCM, OPS, SAMHSA

Enclosure: Request for Proposals No. 280-06-0150