



**District of Columbia Courts  
Administrative Services Division  
Procurement and Contracts Branch**



Page 1 of 2

***AMENDMENT NO. 2***

**TO: ALL PROSPECTIVE BIDDERS**

**AMENDMENT**

**ISSUE DATE: June 29, 2021**

**SUBJECT: Solicitation Number DCSC-21-RFP-61– CSSD Mentoring/Life Skills Services**

**PROPOSAL SUBMISSION**

**DATE: Thursday, July 15, 2021, no later than 2:00 p.m., Eastern Standard Time.**

The subject solicitation is amended as follow:

**1. Delete Section C.15.2 in its entirety and Replace with the following section:**

C.15.2 Within 30 days of award, each contractor shall submit to the court proof that all staff and volunteers working with CSSD have been physically cleared to work with youth. A TB test and confirmation that the staff or volunteer is free of COVID symptoms is to be included.

**2. Delete from section I.11 Insurance the following sentence:**

“The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below.”

and, **Replace** with

“The insurance cost will be reimbursed by the Courts. The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below.

**3. See attached Questions and Answers (6 pages).**

**AMENDMENT NO. 2**  
**Solicitation Number DCSC-21-RFP-61**  
**CSSD Mentoring/Life Skills Services**

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents. Offerors shall submit their offers in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation.

*Darlene D. Reynolds*

\_\_\_\_\_  
Darlene D. Reynolds  
Contracting Officer

**This amendment is acknowledged and is considered a part of the subject solicitation.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title of Authorized Representative**

\_\_\_\_\_  
**Name of Firm**

**Attachment**  
**Questions and Answers**  
**Solicitation No.: DCSC-21-RFP-61**  
**CSSD Mentoring/Life Skills Services**

1. C.1.10. Examples of Outputs; i

Is this going to be in a form of a report submit to the court?

**Answer: No. This report will not go to the court, however, information contained in the reports for each youth will be included in reports submitted by the PO.**

2. C.1.11. Examples of Outcomes

Increased social activities absent conflict

**Does this question mean “Decreased social activities absent conflict”?**

**Answer: No. We are looking for the Mentor to demonstrate ways they will interact with the youth which will result in positive responses to social activities – decreased conflict**

3. C.2.2 Tutorial Services should this be Mentoring Services

**Answer: On C.2.2 the sentence should be “Please discuss your new referral process and the average time it takes for **mentoring** services to begin.”**

4. C.5.2 Is the list required with the proposal on July 1, 2021

**Answer: The list is required within 30 days of award. Throughout the contract period, the list will periodically be requested as part of our checks and review of the contractor.**

**Or C.5.3 & C.5.5 Be prepared to provide list when requested.**

**Answer: The List for mentors and volunteers must be provided as stated on the answer above. However, you must submit with your proposal the required processes information requested on sections C.5.3 & C.5.5.**

5. Are backgrounds forms required now or when we hire staffing?

**Answer: Upon notice of award, the contractors shall submit the background forms for any employee, volunteer and/or any new hire staffing, who will be in direct contact with youth.**

6. C.6.2 Past Performance must be requested from Contracting Officers and not CSSD staff

Answer: See section C.6.2. Any such request for past performance ratings or letter of recommendations must be submitted to the Contracting Officer listed in Section G.7.1 of the solicitation for consideration.

7. C.8.0/ C.8.5 Written Assessment w/in three days of the initial contact; what type of assessment are you seeking in 1<sup>st</sup> three days of contact with youth?

Answer: We are asking contractors to provide initial impressions and a plan for working with each youth including suggested goals and suggested recommendations to be covered in their interaction with the youth.

8. Will CSSD provide authorization of release of information to provide youth with additional services in the community? In order to request information about the youth via school, social workers, case managers etc, they will not talk with anyone without an Authorization of release of information. Usually at DCSC Intake they have the parent or guardian to sign this. It would help if we could get a copy with the referrals that COMDAF emails to us. It is difficult often to contact with the parents for a release, even if you send stamp addressed envelope you never get back.

Answer: The release of information will not be provided to the contractor. Obtaining this information will be discussed with the probation officer and supervisor when needed.

9. Section C.7.5 & G.5.2.3.1 Missed appointments per referral, what are the options for ongoing missed appointments.

Answer: If the youth misses two appointments, services will be suspended. The probation officer, supervisor and COTR will decide if and when services will resume.

10. What is the rule on an organization that has a program in place (curriculum created and a small staff of mentors) that is looking to hire mentors in preparation for the grant award?

Answer: This is not a grant funded project. We don't have a rule on organization that has a program in place. All prospective contractors must submit a proposal in accordance with the instructions of the Request for Proposal and comply with all the requirements of the Request for Proposal including the guidelines for staff and volunteers will still apply to an organization that has a program in place.

11. What are the rules on partnering with another organization to provide service.

Answer: Our contract will be with the vendor that receives the award. The guidelines for staff and volunteers will still apply. Only the awardee can invoice and receive payment through this contract.

Would that be considered a sub contract and if so what are the parameters. Answer: See answer above.

12. How is the time we are allowed to have access to at the BARJ/CSSD community center determined? Answer: The contractor can only have access to the CSSD BARJ Drop-In Centers during the hours of operation.

And what is the process for requesting the space? Answer: The contractor will coordinate service provision with the referring probation officer and supervisor.

13. According to C.13.11 and H7 If we are at a BARJ/CSSD center we are to provide our own computers and internet. How does that work? Answer: Contractors are expected to provide computer and internet access.

Are their tables and enough connections? Answer: Tables are available in the Drop-In Centers.

Will wifi passwords be provided? Answer: A password is not required for guest Wi-Fi use. Service provision is still required in the event the guest Wi-Fi is not working or the connection cannot be made. Contractors are responsible for providing their own internet connection.

If we provide the internet service wouldn't other organizations using the center also be using the internet we provided? Answer: The contractor is responsible for having their own **secure** internet connection.

Does the center have computers or when we provide are we reimbursed for the expense?

Answer: as indicated in C.13.11 - The Contractor is responsible for providing all mentoring materials, assessment materials and other instructional support materials such as computers, computer-based programs and any required licenses, internet service (for on and off site CSSD locations) and other communication services. The rate(s) established on the solicitation must cover all contract cost/expenses. No separate payment will be made by the Courts.

14. What are the COVID precautions and restrictions? Answer: Please refer to the Courts and the Mayor's current orders for COVID precautions and restrictions. Currently, contractors, staff and youth are required to appropriately wear masks, socially distance, wash hands regularly and use hand sanitizer.

In the event of another shutdown are we required to present plan for how to handle that or will CSSD determine that for us. **Answer: CSSD will provide the guidelines to be followed. Contractors can offer suggestions for consideration.**

15. What is meant by "Inspection System" as listed as a requirement in the RFP section E.1 (b).

**Answer: The Inspection System is the contractor's internal quality assurance and process by which the contractor demonstrates accountability for youths' records. The contractor must maintain individual records for each youth in a secure confidential location. The COTR will conduct periodic checks (inspections) of the contractors filing system and the content of each file. Contractors must also demonstrate a process for maintaining cases which have closed. Diligent monitoring of clearance status for staff and volunteers are to be included in this process.**

16. What is the invoice timing and payment schedule?

The reporting is laid out clearly but I'm not sure I understand the invoicing procedure. Is a portion of the award given at the beginning or only as services are rendered and invoices sent.

**Answer: Payment is only provided once invoices are submitted for services rendered and services are verified.**

Does that include salaries as well?

**Answer: Yes. The rate of pay for services rendered is as stated on section G.5 Payment section.**

17. Can there be a combination of individual and group mentoring services offered. For instance, there might be 8 - 15 youth in a group (more likely around 10) that meet once a week at a center for 3 months but each of those same youth could be assigned for individual sessions with a mentor weekly/bi-weekly and a meeting with the family as applicable 3 times over the course of the program (Beginning, middle and closeout). Is that billed differently or according to the pricing structure guidelines as they are?

**Answer: Services are invoiced according to the pricing structure stated on the solicitation.**

18. The RFP states that CSSD will pay for necessary clearances. Later in the RFP it says that the contractor is responsible for that so I'd like to know who is responsible for paying for clearances?

**Answer: The Courts will pay for the clearances (DC, MD and VA clearances and Fingerprint).**

19. What do we do if a position is not explicitly stated in the list of salaries?

**Answer: Awardees are contractors and are paid for services rendered in accordance with the pricing structure stated on the solicitation.**

Also, is this a guideline for salary?

For instance, if we have a Program Director and we classified them under the Administrative Assistant, would we be required to pay the \$24 listed or could that number be adjusted?

**Answer: See above answer. The contractor determines what they will pay their staff. Payment must be in compliance with Department of Labor requirements.**

20. I-11 says that insurance is the sole expense of the contractor but later in the RFP it states that insurance cost is reimbursed by CSSD. Which one is correct?

**Answer: Please refer to **G.5.2.4 Insurance: The Contractor shall be reimbursed for the actual cost for complying with the insurance requirements specified in CLAUSE I.11 of the solicitation. The Contractor must submit to the Court proof of payment for obtaining the insurance coverage as required by Clause I.11 of the solicitation and the Certificate of Insurance (COI) in order to be reimbursed by the Court.****

21. L.2.3.1 - L.2.3.1.4 - Does this need to be on a tab in Volume 1 or is this section just instructional on what is expected to be in these sections?

**Answer: Yes, this section is instructional and the information required must be submitted under Volume 1 – Tab B Technical Approach. This section has the same information as section L.2.3 Volume 1 – Tab B**

22. Where are salaries and expenses to be explicitly stated? Volume 2? And is there a separate section? Or does this fall into one of the attachments?

**Answer: You do not need to submit the salaries and expenses of your company/organization with this solicitation on Volume 2. There is not a separate section to submit the salaries and expenses and the information does not fall into one of the attachments. The Courts is going to pay only for mentoring services hourly rates, Transportation and Insurance cost as stated on section G.5 Payment of the solicitation.**

23. If a contractor is awarded a contract to provide Evidenced Based Practice, Best Practice and Emerging Practice who made the decision about what type of service/practice (Evidenced Based, Best Practice or Emerging Practice) will be provided to a youth.

**Answer: The Courts will make the determination based on the information provided by the contractor in their explanation of service provision.**

What is the process and when this decision is made? **Answer: This process is ongoing as the reports submitted by the contractor must demonstrate the manner in which the services were delivered.**

24. If most of my team have been cleared under the another CSSD contract, will we need to do the clearance again.

**Answer: If a current contractor is awarded a contract for this new solicitation, the staff who have active clearances with Court Social Services, do not need a separate clearance until their clearance has expires. Anyone who clearance has expired or who has never been cleared, must submit to the clearance process before working with the CSSD youth.**