



GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE CONTRACTING AND PROCUREMENT ON BEHALF OF
THE DEPARTMENT OF BEHAVIORAL HEALTH

July 31, 2018

Tywanita Fletcher
Executive Director
BEYOND LIGHT
1030 Kearney Street NE
Washington DC 20018
Email: beyondlight5@aol.com

Subject: Provide additional documentation to be approved for SUD Level 1&2 HCA services.

Dear Ms. Fletcher:

The District of Columbia Office of Contracting and Procurement (OCP) along with the Department of Behavioral Health (DBH) have concluded its evaluation regarding the Substance Use Disorder (SUD) Request for Qualification (RFQ) submission. The review panel has identified some deficiencies in your proposal package. You are given an opportunity to submit a response to correct your proposal. Please see the following evaluation questions:

Factor 1: Corporate Knowledge and Skills:

A.) Did the Contractor provide the names and titles of Board of Directors, articles of incorporation, copies of the most recent Board of Director Minutes and as applicable the names and the copies of Minutes from the three (3) most recent meetings of a Stakeholder Advisory Group?

The Provider's submittal was insufficient and/or did not include a statement explaining why there was a lack of information provided to the District in response to this evaluation criteria.

Factor 3: Quality Improvement Plan:

A.) Did the Contractor provide a copy of the results of the most recent internal quality improvement review?

The Provider's submittal was insufficient and/or did not include a statement explaining why there was a lack of information provided to the District in response to this evaluation criteria.

D.) Did the Contractor provide a description of your internal protocols and practices for comprehensive and coordinated team approach to assisting consumers who are receiving services from your agency?

The Provider's submittal was insufficient and/or did not include a statement explaining why there was a lack of information provided to the District in response to this evaluation criteria.

E.) Did the Contractor provide a description of consumer grievance procedures?

The Provider's submittal was insufficient in response to this evaluation criteria.

Factor #4: PERSONNEL

B.) Did the Contractor provide job descriptions for full and part-time staff as well as any consultants that are directly associated with the provision of any service for which your agency is requesting and the staffing pattern.

The Provider's submittal was insufficient in response to this evaluation criteria itemized by full and part time staff.

C.) Did the Contractor provide a description on how Personnel Resources shall be organized and managed to conduct required activities outlined in Section C?

The Provider's submittal was insufficient in response to this evaluation criteria and lacked clarity when describing personnel resources in response to the evaluation criteria.

Factor #5: CONTINUITY OF CARE:

E.) Did the Contractor provide a description of the agencies Continuity of Care policy and procedures including coordinated internal team approaches to assisting consumers to interact with external partners such as residential providers, physical health care practitioners, schools, courts and others who are deemed relevant?

The Provider's submittal was insufficient in response to this evaluation criteria.

Please return the answers and documentation to the attention of Jake Roane, Contract Specialist via email (Jake.Roane2@dc.gov) no later than **Wednesday August 8, 2018**.

Sincerely,



Margaret T. Desper, CPPB
Contracting Officer
Margaret.Desper@dc.gov
(202) 671-4082