



DEPARTMENT OF HEALTH & HUMAN SERVICES

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

REQUEST FOR PROPOSAL (RFP) No. 280-08-0227

“Children’s Mental Health Initiative (CMHI) Technical Assistance Center and Support”

Date Issued: April 2, 2008
Date Due: May 5, 2008
Questions Due: April 16, 2008
Intent Notice Due: April 9, 2008
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. 280-08-0227 for the project entitled “Children’s Mental Health Initiative (CMHI) Technical Assistance Center and Support.” The North American Industry Classification System (NAICS) code for this acquisition is 541690.

IMPORTANT NOTE: Section 565(b)(2) of the Public Health Service Act (PHS Act) establishes the statutory authority for the provision of technical assistance for grants authorized under Section 561(a) of the PHS Act. Section 565(b) provides that the Secretary, DHHS, may provide technical assistance through grants or contracts with entities that are either public or non-profit private entities. Accordingly, in order to be considered eligible to compete for this procurement, offerors must be either a public or non-profit private entity.

A Performance Based, Cost-Plus-Award-Fee type of contract is contemplated for a Base period of one (1) year, plus four (4) twelve month (12) option periods. The planned performance period of this contract will be from September 30, 2008 until September 29, 2013, if all options are exercised. It is expected that one award will be made from this RFP. The incumbent contractor is American Institutes for Research.

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."

It is necessary to read Section C, Statement of Work, to ensure your understanding of this requirement, as well as the evaluation criteria at Section M. Offerors should carefully review Section L and Section M of the RFP regarding the proposal. This RFP includes a limitation on the number of pages to be included in each proposal. Your technical proposal shall not exceed **100 pages (exclusive of the cover page, table of contents, and introduction)**. Any Appendix to the technical proposal shall not exceed a total of **50 pages** in length, including all exhibits, graphs, charts etc., (**exclusive** of references, resumes, and organizational charts). (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 nine (9) 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 May 5, 2008:

WHEN UTILIZING THE U.S. POSTAL SERVICE:

Mary Farrell
Contract Specialist
RFP No. 280-08-0227
Substance Abuse and Mental Health Services Administration
Division of Contracts Management, OPS
1 Choke Cherry Road, Room 7-1051
Rockville, Maryland 20857

WHEN UTILIZING SPECIAL/OVERNIGHT CARRIER SERVICE OR HAND DELIVERY:

Mary Farrell
Contract Specialist
RFP No. 280-08-0227
Substance Abuse and Mental health Services Administration
Division of Contracts Management, OPS
1 Choke Cherry Road, Room 7-1051
Rockville, Maryland 20850

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 uncertainty which, in your opinion, require clarification or correction must be furnished in writing to the Contracting Officer. Questions should be submitted electronically to the attention of Mary Farrell at Mary.Farrell@samhsa.hhs.gov. The offeror is responsible for confirming receipt of electronic mail. You may also fax your questions to 240-276-1510, attention Mary Farrell, Contract Specialist.

We are enclosing a sample "Breakdown of Proposed Estimated Cost" format for your budget summary. 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 accessed 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.

Requests for any information concerning this RFP should be directed only to Mary Farrell, Contract Specialist, Division of Contracts Management, who may be called on Area Code (240) 276-1506; 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" form by **April 9, 2008**, indicating your intent to submit a proposal under this RFP. This form is provided as Attachment 9 at Section J, and is needed for review as well as administrative planning purposes. Your cooperation is appreciated.

Sincerely,

Mary Farrell
Contract Specialist
Division of Contracts Management, OPS
SAMHSA, DHHS

Enclosure: Request for Proposal