



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 PROPOSALS (RFP) No. 280-08-0212

“ Program and Administrative Support for DPTSSP and OPPB ”

Date Issued: March 20, 2008
Date Due: April 21, 2008
Intent Notice Due: March 27, 2008
Questions Due: March 31, 2008
Time Due: April 21, 2008 3:00 pm, Local Time

Ladies and Gentleman:

The Substance Abuse and Mental Health Services Administration, (SAMHSA) invites you to submit a proposal in accordance with the requirements of Request for Proposals No. 280-08-0212 for the project entitled “Program and Administrative Support for DPTSSP and OPPB”. The North American Industry Classification System (NAICS) code for this acquisition is 541690.

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

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. **Offeror’s 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 **50** pages in length; include exhibits, graphs, charts etc, (**exclusive** of references, resumes, organizational charts). Any material in excess of these restrictions will not be read or evaluated. (See Section L.2.A. (4) Instruction 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 no later than 3:00 p.m., local prevailing time on April 21, 2008:

WHEN UTILIZING THE U.S. POSTAL SERVICE:

Linda Tillery
Contract Specialist
PROPOSAL RFP No. 280-08-0212
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:

Linda Tillery
Contract Specialist
PROPOSAL RFP No. 280-08-0212
Substance Abuse and Mental Health Services Administration
Division of Contracts Management, OPS
1 Choke Cherry Road, Room 7-1051
Rockville, Maryland 20852

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 Linda Tillery at Linda.Tillery@samhsa.hhs.gov. The offeror is responsible for confirming receipt of electronic mail. You may also fax your questions to 240-276-1510 attention Linda Tillery, 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 9 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 Linda Tillery, Contract Specialist, Division of Contracts Management who may be called on Area Code (240) 276-1513; 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.**

You must submit a completed "Proposal Intent" form by **March 27, 2008** indicating your intent to submit a proposal under this RFP. This form is Attachment 10 listed at Section J, and is needed for review as well as administrative and review planning purposes. Your cooperation is appreciated.

Sincerely,

James G. Whitt
Contracting Officer
Division of Contracts Management, OPS
SAMHSA, DHHS

Enclosure: Request for Proposal