



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: DAHSRFP-414625

FOR: Managing Housing and Supportive Services Funding to Persons with Intellectual and Developmental Disabilities

DUE DATE/TIME: December 18, 2015 @ 2 PM

1. Delete Paragraph 1.2 and replace with the following:

1.1. The successful offeror(s) will receive referrals for financial assistance, verify referrals meet established eligibility criteria, approve allowable housing-related expenditures, make accurate and timely payments to vendors for goods and services, track expenditures by individual service recipient and produce quarterly reports on individuals served, programmatic expenditures and program balances.

2. Delete Paragraph 11.1. and replace with the following:

11.1. The successful offeror (s) will enter into a contract based on Fairfax County standard contract terms (Ref: Attachment D).

3. The following are responses to questions received via e-mail and during the pre-proposal conference held December 10, 2015.

Q.1. Will the CSB award a contract to more than one offeror?

A.1. The County reserves the right to award a contract to one or more offerors.

Q.2. Is the funding being provided for only individuals transitioning from the Northern Virginia Training Center?

A.2. No. Funding is available for all eligible individuals who reside in the Health Planning Region II (HPR II). Therefore, it also includes individuals transitioning from ICFS, Group Homes, skilled nursing facilities or families' homes, as well as individuals on the ID/D Waiver waiting list (Ref: Section 4.1, *Background*).

Q.3. Do the temporary support staff have to be licensed to provide funding for transitional services and is this something that the successful offeror will have to provide?

A.3. No. The successful offeror will serve as a fund disbursement administrator only and will not be required to provide individual residential services to authorized applicants.

Q.4. How will other counties in the HPR II region communicate the need for individual funding for transitional services?

A.4. The support coordinators that represent individuals from regional CSBs will apply for transitional services on behalf of those individuals.

Department of Administration for Human Services
Contracts Management

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<http://www.fairfaxcounty.gov/admin/cm/default.htm>

Promoting Excellence in Human Services

- Q.5. Who will approve the funding requests? Who will provide reports to the state?
A.5. A representative of the Fairfax-Falls Church CSB (FFCCSB) will work with the successful offeror to ensure proper approval of funding requests. The successful offeror and the FFCCSB representative will collaborate on completion of required reports that FFCCSB will submit to the state.
- Q.6. In reference to Paragraph 9.1.b., *Proposal Instructions*, do the references have to be from agencies outside Fairfax County?
A.6. No. There are no restrictions on the reference's entity.
- Q.7. Please explain the 24-hour turn-around requirement referenced in Paragraph 6.4., *Tasks to be Performed by the Contractor*.
A.7. It is the expectation of the CSB that once a request is made to the successful offeror to provide funding disbursement for highly time-sensitive funding needs that the successful offeror will disburse funding within twenty-four (24) hours of an approved request. Requests will not be approved and funds will not be disbursed until all requirements for application are met.
- Q.8. It is expected that reasonable ADA requirements are met. What if a residence is made available to an individual, but does not meet ADA requirements?
A.8. The state will be consulted for technical assistance and/or financial support.
- Q.9. Is the CSB under a specific time constraint to spend funding?
A.9. The CSB is awaiting further instruction from the State regarding time constraints.
- Q.10. Will the CSB provide support in developing press releases?
A.10. The CSB may provide some technical assistance regarding press releases, as such resources are available. However, offerors should be able and prepared to meet requirements of 5.i in the solicitation without direct CSB support.

All other terms and conditions remain unchanged.

Shelley Brent, CPPB
Contract Analyst II

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR INFORMATION:

Name of Firm

(Signature)

(Date)

A SIGNED COPY MUST BE SUBMITTED WITH THE PROPOSAL

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.