



County of Fairfax, Virginia

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

TO: All Interested Parties

July 12, 2016

Subject: **HS414533 - Informal Solicitation for Support Group Facilitation Services**

Fairfax County is seeking to enter into a contract with a qualified firm or individual to provide high quality clinical support groups to social services specialists and clinicians staffed by the Department of Family Services. The contractor will be expected to offer 8-session support groups to cohort groups of ten (10) members per group. Each training session will be ninety (90) minutes in length. In addition, the contractor will provide a quarterly training session to previous cohort groups.

These groups are aimed at decreasing compassion fatigue, reducing burnout, and diminishing the effects of secondary traumatic stress often seen in many social workers and other professionals, whose job is to serve Fairfax County citizens in need of assistance. With this in mind relevant topics such as self-care, grief and loss, stress management and mindfulness, will be addressed at these training sessions. All services will be guided by rigorous, evidence based research and data analysis to ensure a high quality program with a measurable impact on the lives of social services staff in Fairfax County.

The attached informal RFP includes the scope of services and defines the tasks to be performed. A contract award that results from an informal solicitation of this type may not exceed \$100,000 for the total contract period.

All questions regarding the Informal Solicitation must be submitted in writing to Douglas.Kissick@fairfaxcounty.gov no later than **Friday, August 12, 2016**. Responses will be posted via an addendum.

If you are interested in providing these services, please submit a proposal as outlined in the attached informal RFP, no later than **Thursday, September 1, 2016 at 2 P.M.** to:

Fairfax County Department of Administration for Human Services
Attn: Douglas Kissick, Contract Analyst
12011 Government Center Parkway
Contracts & Procurement Management, Suite 738
Fairfax, Virginia, 22035

OR email: Douglas.Kissick@fairfaxcounty.gov
(Electronic submissions are required to be less than 10 MB to ensure receipt)

Sincerely,

Sara Brinkmoeller, Division Director
Contracts and Procurement Management



Department of Administration for Human Services
Contracts & Procurement Management
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