



# County of Fairfax, Virginia

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

July 16, 2013

To All Interested Parties:

Subject: **Informal Solicitation for Kinship Care Training**

Fairfax County is seeking to enter into a contract with a firm or individual to provide kinship care training for child welfare staff in the Fairfax County Department of Family Services Family (DFS) Children, Youth, and Families Services (CYF) Division. The focus of the kinship care training will be in the areas of clinical skills development, safety and permanency, family dynamics, best practice interventions/models, community capacity building, and case management.

The attached Scope of Services defines the tasks to be performed. The following documents should be submitted as part of the proposal documents:

- A cover sheet with the firm/individual's name, mailing address, e-mail address, phone, and fax numbers
- Copy of the resume or curriculum vitae and professional license for the person(s) providing the services.
- Copy of firm/individual's Request for Taxpayer Identification Number and Certification, IRS Form W-9
- Complete attached Pricing Schedule
- Please refer to Section 8, Submission of Proposal for the complete listing of required documentation

**Responses must be submitted no later than 2 p.m., July 30, 2013 attention:**

Mary Walker, Contracts Supervisor  
Department of Administration for Human Services  
12011 Government Center Parkway, Suite 738  
Fairfax, VA 22035

Offerors may e-mail the proposal to [mary.walker3@fairfaxcounty.gov](mailto:mary.walker3@fairfaxcounty.gov) with the original mailed to the above address.



Department of Administration for Human Services  
Contracts & Procurement Management  
12011 Government Center Parkway, Suite 738  
Fairfax, VA 22035  
Phone: 703-324-5630 Fax: 703-324-7339 TTY: 711  
<http://www.fairfaxcounty.gov/admin/cm/>

Sincerely,

*Mary Walker*

Mary Walker, Contracts Supervisor  
Attachment



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