Request For Proposals
Case and Ethics Assessments, Capacity Evaluations, and Related Training

1. SCOPE OF CONTRACT:

1.1. The purpose of this request for proposal is to solicit sealed proposals to establish a contract resulting from competitive negotiation for medical case assessments, ethical assessments in institutional settings or client homes, capacity evaluations, and related training services for the County of Fairfax, Virginia.

1.2. The successful offeror(s) will be required to enter into a contract with the County of Fairfax. A copy of the standard contract (Attachment A) is provided for review.

2. BACKGROUND:

2.1. The Adult Protective Services team within the Adult and Aging Division of the Department of Family Services is legally mandated services to protect adults that are incapacitated, along with those 60 years and older from abuse, neglect, or exploitation, as defined in Code of Virginia 63.2-1603-1610 and 22 VA 40-740-10. Protective services include the receipt, investigation, and disposition of reports of abuse, neglect, or exploitation of adults, including reports regarding risks of abuse, neglect, or exploitation. In addition, protective services include assessing service needs, determining whether the subject of the report is in need of protective services, and arranging for service delivery. In Fairfax County, in Fiscal Year 2015, the number of Adult Protective Services' investigations was 1,047. Of the reports investigated, 582 cases were found to require protective services.

3. CONTRACT TERM:

3.1. The term of the contract is from July 1, 2016, or date of award, whichever is later through June 30, 2017. This contract may be renewed for four one-year periods, as mutually agreed upon. The total value of the contract may not exceed $100,000 for the entire term of the contract.

4. TASKS TO BE PERFORMED:

Qualified offerors are encouraged to submit a proposal demonstrating how they will provide services, including, but not limited to the following:

4.1. Meet with County staff individually or in small groups to assess and plan for the management of complex cases related to medical, ethical, and safety issues.

4.2. Attend monthly social work case presentations regarding investigations in institutional settings (hospitals, nursing facilities, assisted living facilities, group homes, and possibly other facilities as required).

4.3. Accompany County staff on visits to long-term care facilities and clients' homes to determine the clients' overall functioning level.

4.4. Provide case assessments on cases where there are medical and/or ethical dilemmas, regardless of the setting.

4.5. Conduct capacity evaluations to determine the need for guardianship and/or conservatorship, as defined in the Code of Virginia, Title 37.2. – Chapter 10 (http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC37020000010000000000000).

a. Contractor must be able to respond within 48 hours of the County service request and render the following services:

1. Recommend whether the County needs to pursue a guardianship and/or conservatorship for a client;

2. Write an evaluation report documenting the appropriateness and necessity of guardianship and/or conservatorship when necessary as specified in *Code of Virginia 37.2-1005.*

b. The Contractor must appear at necessary court proceedings relating to evaluation reports that were written by the Contractor, along with testimony as required.

4.6. Provide two group presentations or more as needed. Prior to any presentations, an outline must be submitted to the County for approval. Staff trainings may address the following topics:

a. Common diseases/disorders in the geriatric population;

b. Physiological and/or other changes that occur with aging and chronic disease;

c. Physical indicators of abuse and/or neglect;

d. Professional ethics;

e. Other mutually agreed upon topics.

5. OUTCOME(S):

5.1. Results-Based Accountability is an approach to measuring that emphasizes the end result for the clients receiving services. The Offeror must clearly identify and describe one or more Results-Based Accountability outcomes that are logically related to the identified need (Sections 1 and 2) and Tasks to be Performed (Section 4) and quality control procedures to monitor program outcomes. At a minimum, the successful Offeror shall provide measure(s) that evaluate the following:

1. Services provided – How much was provided?
2. Client responses to services – How well were the services provided?
3. Changes in client circumstances after receiving services – Are clients better off?

Please see the following website for information on Performance Management in the Fairfax County Human Services System: http://www.fairfaxcounty.gov/ncs/csipm/rba/

6. TECHNICAL PROPOSAL INSTRUCTIONS:

6.1. The Offeror must submit the Technical Proposal containing the following information. This information will be considered the minimum content of the proposal. Proposal contents shall be arranged in the same order and identified with headings as presented herein:

a. Name of firm submitting proposal; main office address; when organized; if a corporation, when and where incorporated; appropriate Federal, State, and County registration numbers.

b. Understanding of the problem, technical approach, and program outcome(s).

1. Statement and discussion of the requirements as they are analyzed by the offeror.

2. Offeror's proposed definitive Scope of Work with explanation of technical approaches and a detailed outline of the proposed program for executing the requirements of the technical scope and achieving project objectives.

3. Offeror should demonstrate an awareness of difficulties in the completion of this undertaking, and a plan for surmounting them. Special attention should be given to methodological issues that will be encountered in such a project.

4. Identification and discussion of one or more program outcome(s).

6.2. Preliminary Work Plan:

The offeror must present a description of the phases or segments into which the proposed program can logically be divided and performed, together with flow charts. The technical narrative should address separately each of the tasks described in the Request for Proposal and responses should be keyed to appropriate paragraph numbers. This section should also contain a discussion of any changes proposed by the offeror that substantially differs from the project scope described in these Special Provisions.

This section should include detailed descriptions of activities that are to occur, significant milestones, and anticipated deliverables.

This section should describe how the services contained in Section 4, Tasks to be Performed, will be used to measure and achieve the proposed program outcome(s) (Section 5).

6.3. Treatment of the Issues:

In this section, the offeror may also comment if deemed appropriate, on any aspect of the Request for Proposal, including suggestions on possible alternative approaches to the coverage, definition, development, and organization of the issues presented in the "Tasks to be Performed" section, and may propose alternative approaches.

6.4. Statement of Qualifications:

The Statement of Qualifications must include a description of organizational and staff experience, and resumes of proposed staff.

a. Organizational and Staff Experience: Offerors must describe their qualifications and experience to perform the work described in this Request for Proposal. Information about experience should demonstrate the following direct subject matter experience and qualifications:

1. All direct service providers, excluding support staff, must be licensed in the Commonwealth of Virginia as a physician or nurse practitioner to perform assessment and evaluation services only;

2. Understanding of Virginia regulations and policies concerning Adult Protective Services, guardianship procedures, and hearings (Ref. Section 2, BACKGROUND);

3. Knowledge of ethics related to geriatrics and adults with disabilities, as well as institutional care issues, processes and procedures;

4. Familiarity with medical and psychiatric disorders in the geriatric population and conditions affecting adults with disabilities.

b. References: Special notation must be made of similar or related programs performed and must include three references, including the organization names, addresses, names of contact persons, email addresses, and telephone numbers for each reference.

c. Personnel: Full-time and part-time staff, proposed consultants and subcontractors who may be assigned direct work on this project should be identified. Information is required which will show the composition of the task or work group, its specific qualifications, and recent relevant experience. Special mention shall be made of direct technical supervisors and key technical personnel, and approximate percentage of the total time each will be available for this project. The technical areas, character and extent of participation by any subcontractor or consultant activity must be indicated and the anticipated sources will be identified.

Resumes of staff and proposed consultants are required indicating education, background, recent relevant experience with the subject matter of the project. Current telephone numbers must be included.

d. A staffing plan is required which describes the Offeror's proposed staff distribution to accomplish this work. The staffing plan should indicate a chart that partitions the time commitment of each professional staff member across the proposed tasks and a timeline for the project. It is mandatory that this section identify the key personnel who are to work on the project, their relationship to the contracting organization, and amount of time to be devoted to the project. This includes Consultants as well as regular employees of the offeror, if relevant.

e. Financial Statements: the offeror shall provide their most recently filed, signed tax return, and financial statements audited by an independent Certified Public Accountant (CPA). This includes the opinion letter, management letter comments, income statement, balance sheet, and notes to the financial statements from the most recent reporting period. In addition, if applicable, the offeror should sign and include the "Certification of Financial Solvency for Non-Profit Organizations" (Attachment B) as part of their proposal submission.

6.5. The personnel named in the technical proposal will remain assigned to the project throughout the period of this contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval being granted by the County Purchasing Agent.

6.6. The offeror must sign and include the "Certification Regarding Debarment or Suspension" (Attachment C) as part of their proposal submission.

7. COST PROPOSAL INSTRUCTIONS:

7.1. The Offeror must submit a cost proposal on a separate sheet located on the last sheet in their proposal fully supported by cost and pricing data adequate to establish the reasonableness of the proposed rates. The following information should be submitted as part of the cost proposal:

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a. The Offeror must provide an hourly rate inclusive of all costs for all services as performed on-site and described herein, excluding the rate for capacity evaluation reports for guardianship and/or conservatorship. Preparation time will be compensated for trainings up to two hours per presentation. Travel time, fuel costs, and other charges will not be compensated for separately, including time traveled from home to destination.

b. The Offeror must provide a rate inclusive of all costs for capacity evaluation reports for guardianship and/or conservatorship.

8. SUBMISSION OF PROPOSAL:

8.1. Please submit responses to this Informal Request for Proposals to:

Fairfax County Department of Administration for Human Services
Attn: Stephanie Walters, Contract Analyst
12011 Government Center Parkway
Contracts and Procurement Management, Suite 738
Fairfax, Virginia, 22035
Telephone: 703-324-7810

OR email: **Stephanie.Walters@fairfaxcounty.gov**
(*Please note that electronic submissions are required to be less than 10 MB to ensure receipt*)

8.2. Proposals must be received at the above address or electronically by **2:00 p.m. EDT on Wednesday, April 6, 2016**. *No proposals will be accepted after this date and time and will be returned to the sender.*

9. BASIS OF AWARD:

9.1. A Selection Advisory Committee has been established to review and evaluate all proposals submitted in response to this Informal Request for Proposal. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal and the evaluation criteria listed below. Based upon this review, the cost proposals of the highest rated offeror(s) will then be reviewed.

9.2. Offerors' proposals will be evaluated based on the following criteria:

a. Demonstrated qualification of firm with appropriately qualified and experienced personnel (Ref: Paragraph 6.4., Statement of Qualifications) – 35 points

b. Demonstrated understanding of the problem, technical approach, and program outcome(s) (Ref: Paragraph 6.1.b.) – 10 points

c. Demonstrated ability to accomplish tasks as referenced in Section 4, **TASKS TO BE PERFORMED** and Paragraph 6.2. and suitability of proposed program outcome(s) (Section 5) – 35 points

d. Reasonableness of cost proposal(s) – 20 points

9.3. The County may contact Offerors to clarify information included in their proposals.

9.4. The County shall negotiate a contract with the highest rated Offeror(s). At this time, the Offeror and the County may negotiate any changes desired in the offer if deemed in the best interest of Fairfax County.

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10. REPORTS AND INVOICING:

10.1. The Contractor must maintain all records in compliance with federal and state regulations. The Contractor(s) must submit to each program administrator, monthly statistical reports and an annual tabulated report.

10.2. The Contractor must invoice each County department using the final contract separately. Invoices for all users of the contract must meet County requirements, unless otherwise indicated. The Contractor must send the County an itemized monthly invoice (or as agreed to between the parties), which must include the information listed below:

a. Employee name;
b. The name of the County department;
c. Date of services;
d. The type of services;
e. The itemized cost for each item/service; and
f. The County assigned Client ID #'s.

10.3. The County must receive monthly invoices by the 10th of each month following the month the Contractor provided the service. In addition, the Contractor will provide each County department a monthly and year-to-date utilization report which lists all information shown above in paragraph 10.2., a.-f. The Contractor will mail the invoices and the utilization reports to the individuals identified in the final contract.

11. GENERAL TERMS AND CONDITIONS:

11.1. The vendor(s) awarded a contract will be expected to abide by all applicable provisions of the Fairfax County General Conditions and Instructions to Bidders. This document is available for review at: http://www.fairfaxcounty.gov/dpsm/pdf/generalconditions.pdf

Contract Number

THE PARTIES TO THIS CONTRACT, Fairfax County ("Fairfax County" or "the County") AND _____ ("CONTRACTOR"), MUTUALLY AGREE THAT:

1. FAIRFAX COUNTY engages the CONTRACTOR to provide medical case assessments, ethical assessments in institutional settings or client homes, capacity evaluations, and related training services for the County of Fairfax, Virginia. The contractor will provide the following:

1.1. Meet with County staff individually or in small groups to assess and plan for the management of complex cases related to medical, ethical, and safety issues.

1.2. Attend monthly social work case presentations regarding investigations in institutional settings (hospitals, nursing facilities, assisted living facilities, group homes, and possibly other facilities as required).

1.3. Accompany County staff on visits to long-term care facilities and clients' homes to determine the clients' overall functioning level.

1.4. Provide case assessments on cases where there are medical and/or ethical dilemmas, regardless of the setting.

1.5. Conduct capacity evaluations to determine the need for guardianship and/or conservatorship, as defined in the Code of Virginia, Title 37.2. – Chapter 10 (http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC37020000010000000000000).

a. Contractor must be able to respond within 48 hours of the County service request and render the following services:

1. Recommend whether the County needs to pursue a guardianship and/or conservatorship for a client;

2. Write an evaluation report documenting the appropriateness and necessity of guardianship and/or conservatorship when necessary as specified in *Code of Virginia 37.2-1005.*

b. The Contractor must appear at necessary court proceedings relating to evaluation reports that were written by the Contractor, along with testimony as required.

1.6. Provide two group presentations or more as needed. Prior to any presentations, an outline must be submitted to the County for approval. Staff trainings may address the following topics:

a. Common diseases/disorders in the geriatric population;

b. Physiological and/or other changes that occur with aging and chronic disease;

c. Physical indicators of abuse and/or neglect;

d. Professional ethics;

e. Other mutually agreed upon topics.

2. PERIOD OF CONTRACT:

2.1. The term of the contract is from July 1, 2016, or date of award, whichever is later through June 30, 2017.

This contract may be renewed for four one-year periods, as mutually agreed upon. The total value of the contract may not exceed $100,000 for the entire term of the contract. The contractor agrees that prices shall remain firm for one year. Changes in cost for any subsequent contract years may be based on the Consumer Price Index (CPI-U), or other relevant indices.

3. COMPENSATION:

3.1. Fairfax County agrees to pay the contractor at the rate of or for a total sum of for services provided. As the Contractor is not a bonafide County employee the parties agree that no deductions for withholding taxes, workman's compensation, insurance, or other fringe benefits will be made and will be the sole responsibility of the contractor.

4. AUTHORITY:

4.1. The Purchasing Agent has the sole responsibility and authority for negotiating, placing and when necessary modifying every contract and purchase order (except for capital construction projects) issued by Fairfax County. In the discharge of these responsibilities, the Purchasing Agent may be assisted by assigned contract administrators. Specifically delegated employees are authorized to order supplies or services, and obligate the government of Fairfax County for an indebtedness. Any purchase ordered or contract made which is contrary to these provisions and authorities shall be of no effect and void and shall not be binding on the County.

4.2. The obligation of the County to pay compensation due the Contractor under the contract or any other payment obligations under any contract awarded pursuant to this contract is subject to appropriations by the Fairfax County Board of Supervisors to satisfy payment of such obligations. The County's obligations to make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, the contract shall terminate effective at the end of the fiscal year for which funds were appropriated and the County will not be obligated to make any payments under the contract beyond the amount appropriated for payment obligations under the contract. The County will provide the Contractor with written notice of non-appropriation of funds within thirty (30) calendar days after action is completed by the Board of Supervisors. However, the County's failure to provide such notice will not extend the contract into a fiscal year in which sufficient funds have not been appropriated.

5. DEFINITIONS:

5.1. All terms used in this agreement are defined in the Fairfax County Purchasing Resolution, Article 1, Section 6 and shall be used in accordance with such definitions.

6. INTERPRETATION OF CONTRACT:

6.1. Any questions pertaining to this contract shall be directed to:

Contract administrator name, Contract Specialist
Department of Purchasing & Supply Management
12000 Government Center Parkway, Suite 427
Fairfax, Virginia 22035-0014
Telephone Number: (703) 324-direct dial extension
E-mail: firstname.lastname@fairfaxcounty.gov

7. METHOD OF ORDERING:

7.1. As requirements arise, authorized individuals will place orders for specific quantities of items covered herein. Regardless of the method of ordering used, the contract and any subsequent modifications

determine performance time and dates. Performance under this contract is not to begin until receipt of the purchase order, Procurement Card order, or other notification to proceed by the County Purchasing Agent and/or County agency to proceed.

7.2. The County may use two (2) different methods of placing orders from the contract: Purchase Orders (PO) and approved County procurement cards.

7.3. A Purchase Order may be issued to the contractor on behalf of the County agency ordering the items/services covered under this contract. An issued PO will become a part of the resulting contract.

7.4. Credit card orders and payments may also be made by the use of a Fairfax County or Fairfax County Public Schools "Procurement" Card. The Procurement card is currently under contract with JP Morgan Chase/Master Card.

8. CANCELLATION OF ORDERS:

8.1. Purchases made under this contract are for readily available services and supplies; time is of the essence in furnishing the items ordered. The County reserves the right to cancel the order and/or to refuse delivery if the items ordered are not furnished within the period of time specified in this contract. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.

9. INSPECTION AND ACCEPTANCE:

9.1. For determining acceptance of supplies or services for the purpose of eligibility for a prompt payment discount, inspection and acceptance shall be accomplished only after examination (including testing) to determine conformance with the contract requirements. Inspection, as appropriate, shall be accomplished within a reasonable time.

9.2. Inspection and acceptance of materials or supplies will be made after delivery at specified destinations unless otherwise stated. The County will bear the expense of inspection except for the value of samples used in case of rejection. Inspection and acceptance or rejection of the materials or supplies will be made in a reasonable time, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.

10. INVOICING PROCEDURE:

10.1. The contractor shall submit an invoice for each Purchase Order and submit to the BILL TO address shown on the order. The invoice shall contain the applicable Purchase Order number, the employee name, the name of the County department, the date of services, the type of services, the itemized cost for each item/service, and the County assigned Client ID #'s.

11. PAYMENT:

11.1. Payment shall be made after satisfactory performance of the contract, in accordance with all of the provisions thereof, and thirty (30) days after upon receipt of a properly completed invoice, subject to contract requirements. Fairfax County reserves the right to withhold any or all payments or portions due to contractor's failure to perform in accordance with the provision of the contract, including failure of goods delivered to satisfactorily pass inspection or acceptance testing.

11.2. Unless otherwise stated in the contract, partial payments will be made upon acceptance of materials or services so invoiced if in accordance with completion date. However, up to 5 percent of the value of the entire order may be retained until completion of contract.

12. AUDIT RECORDS:

12.1. The contractor shall maintain adequate copies of books, records, vouchers, and records of treatment in such a manner that they may be audited in progress and upon three years following completion of the contract. The contractor, from the effective date of final payment or termination hereunder, shall preserve and make such records available to Fairfax County for a period of three (3) years thereafter.

12.2. The contractor shall provide their most recently filed, signed tax return, and an annual independent audit report including the opinion letter, management letter comments, income statement, balance sheet, and notes to the financial statements, within 120 days after the end of the contractor's fiscal year. In addition, the county may require other financial documents, including, but not limited to, monthly balance sheet, payroll records, etc. as part of a financial review of the contracted services.

13. TAX EXEMPTION:

13.1. Fairfax County is exempt from and will not pay Federal Excise Tax, Transportation Tax, or the Commonwealth of Virginia Sales and Use Tax. The Federal Excise Tax Number is 54-74-012K. The Commonwealth of Virginia Sales and Use Tax Certificate may be obtained by calling (703) 324-3206.

14. CONTRACT INSURANCE PROVISIONS:

14.1. The contractor shall be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith. The contractor assumes all risk of direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract.

14.2. The contractor shall, during the continuance of all work under the contract provide the following:

a. Maintain statutory Workers' Compensation and Employer's Liability insurance in limits of not less than $100,000 to protect the contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia.

b. The contractor agrees to maintain Commercial General Liability insurance in the amount of $1,000,000 per occurrence/aggregate, to protect the contractor, its subcontractors, and the interest of the County, its officers and employees against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with the contracted work.

c. The contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of $1,000,000 per occurrence/aggregate, including property damage, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the contractor.

d. Contractor agrees to maintain Professional Liability insurance in the amount of $1,000,000.00 per claim to cover each professional staff.

e. Liability Insurance "Claims Made" basis:

If the liability insurance purchased by the contractor has been issued on a "claims made" basis, the contractor must comply with the following additional conditions. The limit of

liability and the extensions to be included as described previously in these provisions, remain the same. The contractor must either:

1. Agree to provide certificates of insurance evidencing the above coverage for a period of two years after final payment for the contract. This certificate shall evidence a "retroactive date" no later than the beginning of the contractor's or sub-contractor's work under this contract, or

2. Purchase the extended reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.

f. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.

g. The contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A:VI.

h. European markets including those based in London, and the domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the contractor's broker can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A:VI or better.

i. The contractor will provide an original, signed Certificate of Insurance citing the contract number and such endorsements as prescribed herein.

j. The contractor will secure and maintain all insurance certificates of its subcontractors, which shall be made available to the County on demand.

k. The contractor will provide on demand certified copies of all insurance policies related to the contract within ten business days of demand by the County. These certified copies will be sent to the County from the contractor's insurance agent or representative.

14.3. No change, cancellation, or non-renewal shall be made in any insurance coverage without a 30 day written notice to the County. The contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.

14.4. Compliance by the contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the contractor and all subcontractors of their liabilities provisions of the contract.

14.5. Contractual and other liability insurance provided under this contract shall not contain a supervision, inspection or engineering services exclusion that would preclude the County from supervising and/or inspecting the project as to the end result. The contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the subcontractors.

14.6. Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the County. The contractor shall be as fully responsible to the County for the acts and omissions of the subcontractors and of persons employed by them as it is for acts and omissions of person directly employed by it.

14.7. Precaution shall be exercised at all times for the protection of persons (including employees) and property.

14.8. The Contractor and all subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-596, as it may apply to this contract.

14.9. The County, its officers and employees shall be named as an "additional insured" in the Automobile and General Liability policies and it shall be stated on the Insurance Certificate that this coverage "is primary to all other coverage the County may possess."

15. INDEMNIFICATION:

15.1. The contractor shall indemnify, keep and save harmless the County, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, theft, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the County in consequence of the granting of a contract or which may otherwise result there from, if it shall be determined that the act was caused through negligence or error, or omission of the contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the contractor shall, at his or her own expense, satisfy and discharge the same. The contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided.

16. CONTRACT ALTERATIONS:

16.1. No alterations in the terms of the contract shall be valid or binding upon the County unless made in writing and signed by the Purchasing Agent or his or her authorized agent. Should it become proper or necessary in the execution of this contract to make any change in design or to make any alterations which will increase the expense, the Purchasing Agent shall determine an equitable adjustment.

16.2. No payment shall be made to the contractor for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless some changes in or additions to the contract requiring additional outlay by the contractor shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the Purchasing Agent.

16.3. The County reserves the right to add similar items/services or delete items/services specified in the resultant contract as requirements change during the period of the contract. Fairfax County and the contractor will mutually agree to prices for items/services to be added to the contract. Contract amendments will be issued for all additions or deletions.

17. SUBLETTING OF CONTRACT OR ASSIGNMENT OF CONTRACT FUNDS:

17.1. The contractor shall not assign, transfer, convey, sublet or otherwise dispose of his or her contractual duties to any other person, firm or corporation, without the previous written consent of the Purchasing Agent. If the contractor desires to assign his or her right to payment of the contract, contractor shall notify the Purchasing Agent immediately, in writing, of such assignment of right to payment. In no case shall such assignment of contract relieve the Contractor from his or her obligations or change the terms of the contract.

18. TERMINATION FOR CONVENIENCE:

18.1. The contract will remain in force for the full period specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and until all requirements and conditions shall have been met, unless:

a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements, or upon termination by the County for Convenience or Cause.

b. Extended upon written authorization of the Purchasing Agent and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.

18.2. The contract may be terminated in whole or in part by the County in accordance with this clause whenever the County Purchasing Agent shall determine that such a termination is in the best interest of the County. Any such termination shall be effected by delivery of a Notice of Termination to the contractor at least five working days prior to the termination date specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.

19. TERMINATION OF CONTRACT FOR CAUSE:

19.1. If, through any cause, the contractor fails to fulfill in a timely and proper manner his or her obligations under this contract, or if the contractor violates any of the covenants, agreements, or stipulations of this contract, in addition to the County's remedies under the contract and all other rights available at law or in equity, the County shall have the right to immediately terminate this contract. Such termination shall be effected by delivering a notice of termination to the contractor at any time specifying the effective date of such termination. In such event all finished or unfinished documents, data, studies, surveys, drawings, maps, models, and reports prepared by the contractor under the contract shall, at the option of the County, become its property and the contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

19.2. Notwithstanding the above, the contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of contract by the contractor for the purpose of set off until such time as the exact amount of damages due to the County from the contractor is determined.

20. GUARANTIES & WARRANTIES:

20.1. All guarantees and warranties required shall be furnished by the contractor and shall be delivered to the Purchasing Agent before final payment on the contract is made. Unless in conflict with this contract or as otherwise stated, manufacturer's standard warranty applies.

21. GENERAL GUARANTY:

21.1. Contractor agrees to:

a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a contract for which the contractor is not the patentee, assignee, licensee or owner.

b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.

c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to his or her own work or to the work of other contractors, for which his or her workers are responsible.

d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County.

e. Protect the County from loss or damage to County owned property while it is in the custody of the contractor.

22. SERVICE CONTRACT GUARANTY:

22.1. Contractor agrees to:

a. Furnish services described in the contract at the times and places and in the manner and subject to conditions set forth provided that the County may reduce the said services at any time.

b. Enter upon the performance of services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence.

c. All work and services rendered in strict conformance to all laws, statues, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices and other agents.

d. Allow services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County. Fairfax County shall be under no obligation to compensate Contractor for any services not rendered in strict conformity with the contract.

e. Stipulate that the presence of a County Inspector shall not lessen the obligation of the contractor for performance in accordance with the contract requirements, or be deemed a defense on the part of the contractor for infraction. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the contract documents. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.

23. OFFICIALS NOT TO BENEFIT:

23.1. Upon acceptance of this contract, the contractor certifies that to the best of his or her knowledge no Fairfax County official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this contract in accordance with the Fairfax County Purchasing Resolution Article 2, Section 4.A.3.

24. LICENSE REQUIREMENT:

24.1. All firms doing business in Fairfax County shall obtain a license as required by Chapter 4, Article 7.2, of The Code of the Fairfax County, Virginia, as amended, entitled "Business, Professional and Occupational Licensing (BPOL) Tax." Questions concerning the BPOL Tax should be directed to the Department of Tax Administration, telephone (703) 222-8234 or visit: http://www.fairfaxcounty.gov/dta/business_tax.htm.

25. REGISTERING OF CORPORATIONS:

25.1. In accordance with Virginia Code Section 13.1-758, any foreign corporation transacting business in Virginia shall secure a certificate of authority as required by Section 13.1-757 of the Code of Virginia, as amended, from the State Corporation Commission, Post Office Box 1197, Richmond, Virginia 23209.

26. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:

26.1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with Fairfax County pursuant to the Fairfax County Purchasing Resolution shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. Fairfax County may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

27. COVENANT AGAINST CONTINGENT FEES:

27.1. The contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business. For violation of this warranty, the County shall have the right to terminate or suspend this contract without liability to the County or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

28. VENDOR RELATIONS DIVISION:

28.1. In connection with the performance of this contract, the contractor agrees to use his or her best effort to carry out this policy and to insure that small and minority businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with the efficient performance of this contract. Contractors may rely on oral or written representations by subcontractors regarding their status as small and/or minority business enterprises in lieu of independent investigation. PLEASE COMPLETE THE ATTACHED BUSINESS CLASSIFICATION SCHEDULE.

28.2. Where Federal grants or monies are involved it is the policy of Fairfax County, through its agents and employees, to comply with the requirements set forth in the U.S. Office of Management and Budget 2 CFR (Code of Federal Regulations), Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, as they pertain to small and minority business utilization.

29. INELIGIBILITY:

29.1. Any person or firm suspended or debarred from participation in County procurement shall be notified in writing by the County Purchasing Agent, in accordance with Article 4, Section 1 of the Fairfax County Purchasing Resolution.

30. ORDER OF PRECEDENCE:

30.1. In the event of conflict, the provisions of this contract shall take precedence over the any other contract document.

31. DELAYS AND SUSPENSIONS:

31.1. The County may direct the contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time deemed appropriate for the convenience of the County. The County will extend the contractor's time of completion by a period of time that in the discretion of the Purchasing Agent is reasonably suited for completion of work. The County may further amend the contract by mutual agreement for any increase in the cost of performance of the contract (excluding profit) resulting solely from the delay or suspension of the contract. No adjustment shall be made under this clause for any delay or interruption resulting from any other cause, including the fault or negligence of the contractor.

31.2. If the County does not direct the contractor, in writing, to suspend, delay, or interrupt the contract, the contractor must give the County Purchasing Agent written notice if Fairfax County fails to provide data or services that are required for contract completion by the contractor. The County may extend the Contractor's time of completion by a period of time that in the discretion of the Purchasing Agent is reasonably suited for completion of work. The County may further amend the contract by mutual agreement for any increase in the cost of performance of the contract (excluding profit) resulting solely from the delay or suspension of the contract. No adjustment shall be made under this clause for any delay or interruption resulting from any other cause, including the fault or negligence of the contractor.

31.3. The contractor shall continue its work on other phases of the project or contract, if in the sole discretion of the Purchasing Agent such work is not impacted by the County's delay, suspension, or interruption. All changes to the work plan or project milestones shall be reflected in writing as a contract amendment.

32. CONTRACTUAL DISPUTES:

32.1. Any dispute concerning a question of fact as a result of a contract with the County which is not disposed of by agreement shall be decided by the County Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the contractor within ninety (90) days, in accordance with Article 4, Section 5 of the Fairfax County Purchasing Resolution, as amended.

33. COMPLIANCE WITH FEDERAL, STATE, AND COUNTY LAWS:

33.1. The contractor will comply with all applicable federal and state laws and with all County ordinances and requirements.

34. NON-DISCRIMINATION:

34.1. During the performance of this contract, the contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor, in accordance with Article 2, Section 4.C of the Fairfax County Purchasing Resolution, as amended.

35. DRUG FREE WORKPLACE:

35.1. During the performance of this contract, the contractor agrees to provide a drug-free workplace for the contractor's employees in accordance with Article 2, Section 4, B.6 of the Fairfax County Purchasing Resolution, as amended.

36. AMERICANS WITH DISABILITIES ACT REQUIREMENTS:

36.1. Fairfax County Government is fully committed to the federal Americans with Disabilities Act (ADA), which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all County programs, activities and services. Fairfax County government contractors, subcontractors, vendors, and/or suppliers are subject to this ADA policy. All individuals having any County contractual agreement must make the same commitment. Acceptance of this contract by the contractor acknowledges the contractor's commitment and compliance with ADA.

37. VENUE:

37.1. This contract and its terms, including, but not limited to, the parties' obligations under it, the performance due from each party under it, and the remedies available to each party for breach of it, shall be governed

by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia that would cause the application of any laws other than those of the Commonwealth of Virginia shall not apply. Any and all disputes, claims and causes of action arising out of or in connection with this contract or any performance hereunder, shall be brought in the state courts of Fairfax County, Virginia, or in the United States District Court, Eastern District of Virginia, Alexandria Division.

38. IMMIGRATION REFORM AND CONTROL ACT:

38.1. Contractor agrees that it does not, and shall not during the performance of the contract for goods and services in the Commonwealth; knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

39. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:

39.1 Pursuant to *Code of Virginia*, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Any bidder or offeror that fails to provide the required information may not receive an award.

SCC Identification Number:_____

ACCEPTED BY:

_____ _____

CONTRACTOR Date

_____ _____

Cathy A. Muse, CPPO Date
Director/County Purchasing Agent

Contract Number

BUSINESS CLASSIFICATION SCHEDULE

DEFINITIONS

Small Business/Organization – is an independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of $10 million or less averaged over the previous three years.

Minority Business – is a business concern that is at least **51%** owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company, or other entity, at least **51%** of the equity ownership interest in the corporation, partnership or limited company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals. Such individuals shall include Asian American, African American, Hispanic American, Native America, Eskimo or Aleut.

Woman-Owned Business – A business concern that is at least **51%** owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited company or other entity, at least **51%** of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.

YOU MUST CLASSIFY YOUR BUSINESS/ORGANIZATION BY MARKING ONE (1) OF THE SIX (6) BOXES IN THE CHART BELOW. This designation is required of all business/organizations including publicly traded corporations, non-profits, sheltered work shops, government organizations, partnerships, sole proprietorships, etc.

Examples:

A small business, Asian woman owned, would mark box C on line 2.

A large business, African-American owned, would mark box V on line 3.

A small non-profit would mark box B on line 1.

A large business, publicly traded on NYSE or NASDAQ, would mark box Y on line 1.

Line	SMALL BUSINESS	LARGE BUSINESS	OWNERSHIP
1.	___ B	___ Y	**Regardless of Ownership**
2.	___ C	___ A	**Women-Owned**
3.	___ X	___ V	**Minority-Owned**

NAME OF FIRM: _____

Certification of Financial Solvency for Non-Profit Organizations

In compliance with Fairfax County contracting protocols, the following certification is required by all offerors submitting a proposal, and all individuals and organizations awarded a contract:

1. The Board Chair certifies, to the best of his/her knowledge and belief, that the applicant organization is financially solvent, and will remain so during the life of any contract awarded. The Board Chair will notify the county representative in writing of substantial solvency issues such as depletion of cash reserve accounts, use of cash reserves to meet payroll obligations, inability to meet obligations for accounts payable, evidence of deteriorating accounts receivable collection, evidence of delinquency in payment of IRS or payroll taxes, evidence of fraud or mismanagement, co-mingling of accounts, and/or use of grant funds for non-grant purposes.

2. The Executive Director certifies, to the best of his/her knowledge and belief, that the applicant organization is financially solvent, and will remain so during the life of any contract awarded. The Executive Director will notify the county representative in writing within 10 days of substantial solvency issues as outlined in #1 above.

3. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the offeror/contractor rendered an erroneous certification, or if at any time during the course of the contract there are indications that the financial solvency of the contractor affects its ability to complete the terms of the contract, in addition to other remedies available to Fairfax County, the county may terminate the contract for default.

Printed Name of Board Chair: _____

Signature/Date: _____/_____

Printed Name of Executive Director: _____

Signature/Date: _____/_____

Company Name: _____

Address: _____

City/State/Zip: _____

SSN or TIN: _____

CERTIFICATION REGARDING DEBARMENT OR SUSPENSION

In compliance with contracts and grants agreements applicable under the U.S. Federal Awards Program, the following certification is required by all offerors submitting a proposal in response to this Request for Proposal:

1. The Offeror certifies, to the best of its knowledge and belief, that neither the Offeror nor its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or nonprocurement programs, or are listed in the *List of Parties Excluded from Federal Procurement and Nonprocurement Programs* issued by the General Services Administration.

2. "Principals," for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

3. The Offeror shall provide immediate written notice to the Fairfax County Purchasing Agent if, at any time prior to award, or if Offeror is awarded a contract, at any time during the period of this contract, the Offeror learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the Offeror rendered an erroneous certification, in addition to other remedies available to Fairfax County government, the Fairfax County Purchasing Agent may terminate the contract resulting from this solicitation for default.

Printed Name of Representative: _____

Signature/Date: _____/_____

Company Name: _____

Address: _____

City/State/Zip: _____

SSN or TIN No: _____

D-U-N-S No: _____