

REQUEST FOR PROPOSAL – HSRFP420178



SCYPT Facilitation Services

**Department of
Neighborhood and Community Services**

1. **SCOPE OF CONTRACT:**

- 1.1. Fairfax County is seeking to establish a contract with a qualified offeror to provide facilitation and technical assistance to staff who are employed by the Fairfax County Department of Neighborhood and Community Services (NCS).
- 1.2. The successful offeror 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. **CONTRACT PERIOD AND RENEWAL:**

- 2.1. The term of the contract is from August 1, 2016 through July 31, 2017. This contract may be renewed for two (2) one-year renewal periods, as mutually agreed upon. The total value of the contract may not exceed \$100,000 for the entire contract period.

3. **BACKGROUND:**

- 3.1. In 2013, Fairfax County established the Successful Children and Youth Policy Team (SCYPT). The SCYPT serves as the executive-level team providing policy and resource allocation guidance to community-wide initiatives to improve outcomes for children and youth.
- 3.2. The SCYPT has endorsed the use of a collective impact* approach to address issues and needs concerning Fairfax's children and youth population. The specific decisions the SCYPT makes (e.g. endorsement of policies or funding allocations) may often focus on public sector systems, but the work of the SCYPT must take into account the ways in which multiple sectors can contribute to solutions.

The SCYPT has engaged the community to establish a governance structure and process in which the SCYPT serves as the policy group helping to guide and champion broader collective impact efforts to achieve outcomes for youth. More information and details, as well as meeting materials and summaries, can be found on the SCYPT web page at <http://www.fairfaxcounty.gov/living/healthhuman/scypt/>.

*Collective impact brings people together, in a structured way to achieve social change. It is initiated with a common agenda. Those involved come together to collectively define a problem and create a shared vision to resolve the issue. The collective impact process includes tracking progress for continuous improvement in order to receive the optimum result. This process encourages continuous communication, builds trust and relationships amongst all participants, while strengthening the foundation, and creating a dedicated team that orchestrates the efforts of the group. More information on collective impact can be found at <http://collectiveimpactforum.org/what-collective-impact>.

4. **TASKS TO BE PERFORMED:**

Qualified offerors are encouraged to submit a proposal for the following tasks:

- 4.1. Facilitate a series of ongoing meetings with county and school staff, elected officials and community partners.
 - a. Facilitate 2.5 hour group meetings that have traditionally been scheduled on Wednesdays from 9:30 a.m. to 12:00 p.m. The meeting calendar will be determined in June of each calendar year. Meetings will be held during the school year, likely to begin in October and conclude in June of the school year. The meeting days and time will be at the discretion of the SCYPT, and the schedule may be adjusted to meet the requirements of the team.
 - b. The contractor will be expected to facilitate up to nine (9) meetings per year.
- 4.2. If handouts are to be provided for any meeting, they should be provided to the SCYPT Coordinator a week prior to the session for review. The contractor is responsible for adhering to all copyright laws in dissemination of materials.
- 4.3. Periodically be available to NCS staff during normal business hours for discussion and technical assistance related to services outlined above. Meetings may be in person immediately before or after the group meetings and are for organizational coordination and general technical assistance. Additional assistance may be in the form of phone calls, email, and/or written responses.
- 4.4. Conduct research or benchmark national or international best practices pertaining to the project initiative.
- 4.5. Facilitate the implementation of collective impact approaches.
- 4.6. Provide a detailed summary of services rendered upon completion of each meeting when submitting invoices.

5. CONTRACTOR QUALIFICATIONS:

- 5.1. The Contractor providing the Facilitation Services for the Successful Children and Youth Policy Team (SCYPT) must have the following qualifications:
 - Knowledge of the principles of collective impact
 - Strong meeting facilitation skills
 - Extensive experience facilitating and working with leadership and policy groups for youth-focused collective-impact initiatives
 - Knowledge of youth development
 - Familiarity with national best practices in youth-focused collective impact
 - Experience working with managers, executives and elected officials

6. COUNTY RESPONSIBILITIES:

- 6.1. Act as the SCYPT Coordinator.
- 6.2. Provide all required copying of documents for meetings.
- 6.3. Invite meeting attendees.

- 6.4. Confirm meeting session(s) and reserve the meeting location(s).
- 6.5. The County shall evaluate outcomes as indicated below:
 - The extent to which the initiative has made a difference on its stakeholders and their capacity to address complex problems
 - The extent to which and the ways in which various systems (e.g., education, health) are making different decisions about policies, programs, and the use of resources as they relate to the goals of the initiative.
 - The extent to which the SCYPT has been able to mitigate barriers that would otherwise hinder the achievement of the initiative's goals.

7. TECHNICAL PROPOSAL INSTRUCTIONS:

- 7.1. The offeror must submit a proposal with the following elements:
 - a. Name of the firm and/or individual(s) submitting the proposal; main office address; when organized; if a corporation, when and where incorporated; appropriate Federal, State and registration numbers.
 - b. A brief narrative outlining how they will accomplish the Tasks to be Performed outlined in Section 4, above. Please identify the task number as it is addressed in the narrative.
 - c. A description of the offeror's experience and expertise in the items identified in 5.1.
 - d. A copy of the resume for each person who may be expected to facilitate the team meetings or provide technical assistance.
 - e. At least three (3) professional clients who can be contacted to attest to the offeror's qualifications and experience to complete Section 4, Tasks to be Performed. References must include organization names, addresses, names of contact persons, telephone numbers and email addresses.
- 7.2. Understanding of the problem and technical approach.
 - a. Statement and discussion of the requirements as they are analyzed by the offeror.
 - b. Offeror's proposed definitive Scope of Work with explanation of technical approaches and a detailed outline of the proposed plan for executing the requirements of the technical scope and facilitating meetings to achieve the outcomes identified in Section 6.
 - c. 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.
 - d. This section should also contain a discussion of any changes proposed by the offeror that substantially differs from the project scope described in this RFP.
- 7.3. The offeror awarded a contract will be expected to provide proof of insurance that meets the county's liability limits upon award of contract.

8. COST PROPOSAL/ BUDGET INSTRUCTIONS:

- 8.1. The offeror must submit a cost proposal as the last sheet in their proposal with three unit rates as outlined below:
 - a. Hourly rate for meeting facilitation
 - b. Hourly rate for technical assistance
 - c. Hourly rate for research/benchmarking
- 8.2. The offeror should include administrative costs, mileage, travel time and both preparation time and actual session time in determining their above costs.

9. **BASIS FOR 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 offerors will then be reviewed.
- 9.2. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. After negotiations have been conducted with each offeror so selected, the County shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror.
- 9.3. Should the County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.
- 9.4. Offerors' proposals will be evaluated based on the following criteria.
 - a. Details of the approach and methodology. (10 points)
 - b. Depth of response to requirements in Section 4, **TASKS TO BE PERFORMED**. (45 points)
 - c. Qualifications and experience of individual(s) proposed to provide the services. (20 points)
 - d. Cost reasonableness. (25 points)

10. **DEADLINE AND SUBMISSION:**

- 10.1. Please submit responses to this Informal Request for Proposals electronically to:

DAHSSolicitations@fairfaxcounty.gov

Please note that electronic submissions are required to be less than 10 MB to ensure receipt. The deadline for submission is **2:00 p.m. EDT, Wednesday, June 1, 2016**. *No proposals will be accepted after this date and time, and will be returned to the sender.*

- 10.2. Questions regarding the Informal Solicitation must be submitted in writing to:

Latonya.Latamore@fairfaxcounty.gov no later than **Wednesday, May 18, 2016**.
Responses will be posted via an addendum.

11. **GENERAL TERMS AND CONDITIONS:**

- 11.1. The successful offeror will enter into a contract based on the Fairfax County standard contract terms (See attachment A).
- 11.2. The offeror 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>.

Attachment A

Standard Contract Terms

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 the following goods and/or services:
 - 1.1.
2. PERIOD OF CONTRACT:
 - 2.1. The period of this contract shall be from contract start date, or date of award, whichever is later, through contract end date. This contract may be renewed for two one-year periods, as mutually agreed upon. 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, and must include a justification for the price increase. .
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. INVOICING PROCEDURE:

- 9.1. 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 and the name of the department receiving the services.

10. PAYMENT:

- 10.1. 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.
- 10.2. 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.

11. AUDIT RECORDS:

- 11.1. 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. TAX EXEMPTION:

- 12.1. 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.

13. CONTRACT INSURANCE PROVISIONS:

- 13.1. 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.

- 13.2. 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. In addition, all mobile equipment used by the contractor in connection with the contracted work, will be insured under either a standard Automobile Liability policy, or a Commercial General Liability policy. The Garage Keeper's Liability coverage shall also be maintained where appropriate.
- d. Contractor agrees to maintain Professional Liability insurance in the amount of \$1,000,000.00 per claim to cover all 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.
- 13.3. 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.
- 13.4. 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.
- 13.5. 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.
- 13.6. 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.

- 13.7. Precaution shall be exercised at all times for the protection of persons (including employees) and property.
- 13.8. 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.
- 13.9. 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."

14. INDEMNIFICATION:

- 14.1. 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.

15. CONTRACT ALTERATIONS:

- 15.1. 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.
- 15.2. 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.
- 15.3. 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.

16. SUBLETTING OF CONTRACT OR ASSIGNMENT OF CONTRACT FUNDS:

- 16.1. 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.

17. TERMINATION FOR CONVENIENCE:

- 17.1. 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.
- 17.2. 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.

18. TERMINATION OF CONTRACT FOR CAUSE:

- 18.1. 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.
- 18.2. 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.

19. GUARANTIES & WARRANTIES:

- 19.1. 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.

20. GENERAL GUARANTY:

- 20.1. 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.

21. SERVICE CONTRACT GUARANTY:

21.1. 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.

22. OFFICIALS NOT TO BENEFIT:

- 22.1. 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.

23. LICENSE REQUIREMENT:

- 23.1. 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.

24. REGISTERING OF CORPORATIONS:

- 24.1. 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.

25. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:
- 25.1. 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.
26. COVENANT AGAINST CONTINGENT FEES:
- 26.1. 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.
27. VENDOR RELATIONS DIVISION:
- 27.1. 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.
- 27.2. 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 Circular No. A-102, uniform administrative requirements for Grants and Cooperative Agreements with State and Local Governments, as they pertain to small and minority business utilization.
28. INELIGIBILITY:
- 28.1. 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.
29. ORDER OF PRECEDENCE:
- 29.1. In the event of conflict, the provisions of this contract shall take precedence over the any other contract document.
30. DELAYS AND SUSPENSIONS:

- 30.1. 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.
 - 30.2. 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.
 - 30.3. 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.
31. CONTRACTUAL DISPUTES:
- 31.1. 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.
32. COMPLIANCE WITH FEDERAL, STATE, AND COUNTY LAWS:
- 32.1. The contractor will comply with all applicable federal and state laws and with all County ordinances and requirements.
33. HIPAA COMPLIANCE:
- 33.1. Fairfax County Government has designated certain health care components as covered by the federal Health Insurance Portability and Accountability Act of 1996. The contractor may be designated by the Purchasing Agent as a business associate pursuant to 45 CFR part 164.504(e) of those agencies identified as health care components of the County, including the Fairfax-Falls Church Community Services Board, upon award of contract. If so designated, the contractor shall be required to execute a Fairfax County Business Associate Agreement and must adhere to all relevant federal, state, and local confidentiality and privacy laws, regulations, and contractual provisions of that agreement. These laws and regulations include, but are not limited to: (1) HIPAA – 42 USC 201, et seq., and 45 CFR Parts 160 and 164; and (2) Va Code – Title 32.1, Health, § 32.1-1 et seq. The contractor shall have in place appropriate administrative, technical, and physical safeguards to ensure the privacy and confidentiality of protected health information. Further information regarding HIPAA compliance is available on the County's website at <http://www.fairfaxcounty.gov/HIPAA>.
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:

43.1 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
Director/County Purchasing Agent

Date

BUSINESS CLASSIFICATION SCHEDULE

DEFINITIONS
<p>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.</p>
<p>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.</p>

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: _____