



County of Fairfax, Virginia

MEMORANDUM

DATE: April 29, 2016

TO: Potential Bidders

FROM: Sara Brinkmoeller, CPM Division Director
Department of Administration for Human Services

SUBJECT: SCYPT Informal RFP for Meeting Facilitation Services

Neighborhood and Community Services (NCS) is seeking facilitation services from a prospective provider that specializes in the collective impact process. The facilitation services are being sought for the Successful Children and Youth Policy Team (SCYPT).

The SCYPT first convened in May 2013 and is comprised of leaders from multiple sectors within Fairfax County. The team's role is to set community-wide goals and priorities for public policy as it relates to children, youth and families. The focus of the group is to collaborate with the county, schools, community and families, develop a plan and deliver top-quality services, which overcome traditional boundaries. This plan will manifest in children that are confident individuals, effective contributors, successful learners and responsible citizens. All of Fairfax County's children need to be safe, nurtured, healthy, achieving, active, included, respected and responsible.

Membership on the team is divided equally among representatives from Fairfax County Government, [Fairfax County Public Schools](#) and the community. Two members from both the Board of Supervisors and the School Board participate. Community members are identified to provide the perspective of various sectors impacting youth well-being, including health care, nonprofit, faith and philanthropy. For additional information regarding the SCYPT, please refer to the following website: <http://www.fairfaxcounty.gov/living/healthhuman/scypt/>.

Please submit responses to this Informal Request for Proposals electronically to: DAHSSolicitations@fairfaxcounty.gov. 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.*

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.

Attachments:
RFP# HSRFP420178



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