



# County of Fairfax, Virginia

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

TO: All Interested Parties  
DATE: August 24, 2011  
SUBJECT: Strengths-based Training Request for Proposals

Fairfax County is accepting proposals from qualified organizations and individuals to provide strengths-based training for Human Services staff and to develop agency-specific courses to build on the program.

If you are interested in providing these services, please submit a proposal as outlined in the attached Request for Proposals, no later than **2:00 PM, Thursday, September 15, 2011** to:

Fairfax County Department of Administration for Human Services  
12011 Government Center Parkway  
Contracts Management, Suite 738  
Fairfax, Virginia, 22035  
**Email:** [rebecca.hoffman@fairfaxcounty.gov](mailto:rebecca.hoffman@fairfaxcounty.gov)

Any questions regarding this solicitation may be submitted in writing to Rebecca Hoffman at the above email address, **no later than noon, September 12, 2011.**

Sincerely,

Becky Offutt  
Business Area Manager



Department of Administration for Human Services  
12011 Government Center Parkway, Suite 942  
Fairfax, VA 22035  
Phone: 703-324-5630 Fax: 703-324-7572 TTY: 711  
[www.fairfaxcounty.gov/admin](http://www.fairfaxcounty.gov/admin)

# Request for Proposals – Strengths-based Training

## 1. SCOPE:

- 1.1 Fairfax County is seeking a qualified trainer to provide strengths-based training and related courses for county employees. Trainings are primarily for Human Services (HS) agencies, but any county agency may use the contracted services.
- 1.2 Strengths-based training is a measure of personal talent that identifies areas where an individual's greatest potential for building strengths exists. Related supporting materials help individuals discover how to build upon their talents to develop strengths within their roles.

## 2. PERIOD OF CONTRACT:

- 2.1 The term of the contract is from the date of award through September 30, 2016 or for an amount up to \$50,000 for the entire term of the contract, whichever comes first.
- 2.2 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 Request for Proposal 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 shall not extend the contract into a fiscal year in which sufficient funds have not been appropriated.

## 3. BACKGROUND:

- 3.1 Fairfax County, Virginia is a diverse and thriving urban community. It is the most populous jurisdiction in both Virginia and the Washington metropolitan area with a population in excess of 1,000,000.
- 3.2 There are approximately 12,000 full-time county employees serving a highly educated and diverse population. Fairfax County has long been recognized for excellence in management by leading national associations. Fairfax County maintains the highest standards for ensuring the overall quality of its workforce. These standards are sustained through the recruitment, development and retention of a high quality and representative workforce. The county is committed to providing professional development opportunities to its workforce.
- 3.3 All Fairfax County training activities are focused on competencies that promote continuous learning. The Countywide Competency Model has five tracks identifying more than 30 competencies. Basic strengths-based ~~Finder~~ training addresses the

following competencies: Leveraging Diversity and Continual Learning. Courses which build on the initial training address these competencies: Teamwork; Collaborative Leadership; Partnering; Team Building; and Talent Management.

4. TASKS TO BE PERFORMED:

4.1 Courses:

- 4.1.1 Provide strengths-based training, to include all related materials. Training should allow participants to explore their talents and use them to identify their strengths. Knowledge gained through training will enable participants to hone exemplary individual and team performance.
- 4.1.2 Provide additional classes that build on the initial training (for example, team building and leadership). These will be established with approval of the Human Services Professional Development Manager (HSPD manager). Contractor may be asked to modify classes to fit the needs of a specific Human Services program area.

4.2 Instructors:

- 4.2.1 Contractor shall furnish qualified instructor(s) capable of delivering required training.
- 4.2.2 Substitutions. The contractor shall maintain the exact workforce that was part of his/her proposal. Any necessary staff changes shall be reported to the county along with the substitute's resume. The county may elect to interview the substitute and retains the right to approve or reject any substitutions.

4.3 Course Delivery:

- 4.3.1 Hours. Official county business hours are from 8:00 AM to 4:30 PM, Monday through Friday, but to accommodate employees, some services may be required at alternative times at the same rate. When alternative scheduling is necessary, it will be determined by the needs of the county and times negotiated with the contractor.
- 4.3.2 Facility and Materials. The contractor shall notify the county of any special site requirements, at least 14 days in advance of any scheduled training.
- 4.3.3 Pre-Work. Contractor will notify the county of any required pre-course materials at least 30 days in advance of any scheduled training.
- 4.3.4 Attendance and Evaluations. The contractor shall be responsible for making sure that participants sign the attendance sheet by the end of the class. The contractor shall also note who came late, left early or failed to show up for a class. Evaluation forms (provided by the county) shall be completed by each participant upon the conclusion of the class. The contractor shall collect all evaluations and deliver them to the designated county contact.
- 4.3.5 Group Size. Usual training class size may range from 15 to 30 participants. In general, if registration falls below 15, a class may be canceled as late as two days prior to the scheduled date or rescheduled as negotiated by the county and the contractor.

4.3.6 Length of training; Frequency of training. Each strengths-based training class is approximately four hours. Training may be requested as frequently as monthly.

4.3.7 Cancellations due to Weather or Other Emergencies. When the Fairfax County Executive declares "Unscheduled Leave" or "Emergency Administrative Leave" all classes will be cancelled. Information about county closings is available in the following ways:

- The county's Web site will feature an announcement during weather emergencies with a link to more detailed information;
- Call the Fairfax County Government Emergency Information Line, 703-817-7771, for the latest emergency closing information;
- An emergency announcement will be featured on Fairfax County Government Channel 16;
- The Office of Public Affairs provides information to local radio and television stations. Watch or listen to local news media announcements for the county's operating status;
- Community Emergency Alert Network (CEAN) messages are sent to anyone who is registered with CEAN about the county's status. You can register at <https://www.fairfaxcounty.gov/cean/>

4.3.8 Course Close-Out. Once training has been completed, the contractor shall submit an invoice (per Section 6) for services. If requested by the county, a brief summary of the training shall be submitted to the HSPD manager.

5. COUNTY RESPONSIBILITIES:

5.1 Facility and Materials. The county will provide a site suitable for the training. Basic equipment, such as an easel with flip charts, DVD/ monitor, or overhead/LCD projector will be provided by the county.

5.2 Participant Roster and Pre-Work. Prior to course delivery dates, the county will send copies of the roster to date, along with any contractor-required pre-course materials.

5.3 Attendance and Evaluations. The county will provide the contractor with an updated participant roster and attendance sheet. Evaluation forms, to be completed by each participant, will be provided by the county.

6. SUBMISSION OF PROPOSAL:

6.1 Offerors must submit their proposal with the following information:

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

- 6.1.2 Contact name, phone number and email for this proposal.
  - 6.1.3 Resume(s) of all persons that are proposed to provide training. Specifically include information on previous training experience and/or experience in developing training classes. Provide detailed information and descriptions. Include education, background and recent relevant experience.
  - 6.1.4 A minimum of two references with full contact information. Special notation must be made of similar or related programs performed and must include organization names, addresses, and names of contact persons, their title, telephone numbers and email addresses for each reference.
  - 6.1.5 A detailed description of how offeror will provide the services outlined in Section 4, Tasks to Be Performed.
  - 6.1.6 Brochures, flyers, or other information describing similar training that offeror has provided and/ or developed. Provide detailed information and descriptions.
  - 6.1.7 Offeror should demonstrate an awareness of difficulties in the completion of this undertaking, and a plan for surmounting them.
  - 6.1.8 The offeror must submit a summary of proposed costs fully supported by pricing data adequate to establish the reasonableness of the proposed fee. Offeror should complete the Price Summary page (refer to Price Summary Instructions).
- 6.2 One (1) original and four (4) copies of the proposal are due to the receptionist at the following address:
- Fairfax County Department of Administration for Human Services  
12011 Government Center Parkway  
Contracts Management, Suite 738  
Fairfax, Virginia, 22035
- Attention: Rebecca Hoffman, Contracts Analyst
- 6.3 Proposals may also be emailed to: [rebecca.hoffman@fairfaxcounty.gov](mailto:rebecca.hoffman@fairfaxcounty.gov)
  - 6.4 Proposals must be received at the above address by **2:00 PM, Thursday, September 15, 2011**. Proposals received after the due date and time will not be considered.
  - 6.5 It is the Offeror's responsibility to clearly identify and to describe the services being offered in response to this Request for Proposal. Offerors are cautioned that organization of their response, as well as thoroughness, is critical to the county's evaluation process. The proposal, and all supplemental information, must be furnished and presented in an organized, comprehensive and easy to follow manner.

7. PRICING:

- 7.1 The subsequent contract will be a firm-fixed price agreement. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of the contract during the first 365 days. Changes in cost for any subsequent contract years may be based on the Consumer Price Index (CPI-U), Table 10, U.S. City Averages, or other relevant indices.
- 7.2 The request for a change in the unit price shall include as a minimum, (1) the cause for the adjustment; (2) proposed effective date; and (3) the amount of the change requested with documentation to support the requested adjustment (i.e., appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U), change in manufacturer's prices, etc.)
- 7.3 Price decreases shall be made in accordance with paragraph 43 of the General Conditions and Instructions to Bidders found:  
<http://www.fairfaxcounty.gov/dpsm/pdf/generalconditions.pdf>

8. BASIS OF AWARD:

- 8.1 A Selection Advisory Committee will review and evaluate all proposals submitted in response to this Request for Proposals. No offeror, including any of their representatives, subcontractor, affiliates and interested parties, shall contact any member of the Selection Advisory Committee or any person involved in the evaluation of the proposals. Selection Advisory Committee members will refer any and all calls related to this procurement to Rebecca Hoffman (as named in 6.2, above). Failure to comply with the directive may, at the sole discretion of the county, result in the disqualification of an offeror from the procurement process.
- 8.2 Proposal Evaluation Criteria. The information provided in response to paragraph 6.1, Submission of Proposal, will be considered in the award of this contract. The following factors will be evaluated:
  - 8.2.1 Resumes and detailed information submitted regarding the offeror's qualifications and experience in **providing** strengths-based training classes
  - 8.2.2. Resumes and detailed experience submitted regarding the offeror's qualifications and experience in **developing** strengths-based training classes
  - 8.2.3 References describing related programs performed
  - 8.2.4 Detailed response to Tasks to be Performed to include:
    - a. Capability to provide the courses requested
    - b. Capability to provide qualified instructors
    - c. Capability to deliver training courses per county requirements
  - 8.2.5 Other information (such as brochures, flyers) describing similar training by offeror
  - 8.2.6 Demonstration of awareness of difficulties and plan for surmounting them
  - 8.2.7 Reasonableness of Cost

- 8.3 The county may contact offerors to clarify information included in their proposal.
- 8.4 Based on the results of the preliminary evaluation, the highest rated offeror(s) may be invited by the county to make oral presentations to the Selection Advisory Committee. This committee will then conduct a final evaluation of the proposals. 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. 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.
- 8.5 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. INDEMNIFICATION/ INSURANCE:
- 9.1 The contractor will 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 whether owned by the contractor or by the county. The contractor assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted work.
- 9.2 The contractor shall, during the continuance of all work under the contract maintain/provide the following:
- 9.2.1 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, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.
- 9.2.2 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, 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. The insurance will include coverage for claims arising from copyright infringement and advertising.
- 9.2.3 Owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence/aggregate, include property damage, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the contractor.

- 9.2.4 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. European markets, including those based in London, and the domestic surplus lines markets that operated 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 exceeds the financial strengths associated with the A.M. Best's rating of A: VI or better.
- 9.2.5 No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five day written notice to the County Purchasing Agent and/or Risk Manager. 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.
- 9.2.6 Precaution shall be exercised at all times for the protection of persons (including employees) and property.
- 9.2.7 The County of Fairfax, its employees and officers shall be named as an additional insured in the Automobile and General Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage the county may possess.
- 9.3 INDEMNIFICATION - Contractor shall indemnify, keep and save harmless the county, its agents, officials, employees and volunteers against claims of injury, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the county in consequence of 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. 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.

## 10. INVOICES:

- 10.1 Contractor shall submit an invoice to the county by the 10<sup>th</sup> of each month following the month the contractor provided the training.
- 10.2. Invoice format will be provided to the contractor, but at a minimum, each invoice shall contain the following information:
- Title of Training Provided
  - Location, Time and Place of Training Provided
  - Name of County Department receiving training
  - Itemized costs

11. PAYMENTS:

11.1 The County will pay the contractor based upon completion, acceptance, and approval by the county of each training provided as outlined paragraph 4, Tasks To Be Performed.

12. SAFEGUARDS OF INFORMATION:

12.1 Unless approved in writing by the County Purchasing Agent, the contractor may not sell or give to any individual or organization any information, reports, or other materials given to, prepared or assembled by the contractor under the final contract.

13. NEWS RELEASE BY VENDORS:

13.1 As a matter of policy, the county does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of the county. All proposed news releases will be routed to the Purchasing Agent for review and approval.

14. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:

14.1 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.

15. GENERAL TERMS AND CONDITIONS:

15.1 The offeror awarded a contract will be expected to abide by all applicable provision of the Fairfax County General Terms and Condition and Instructions to Bidders. This document is available for review at:

<http://www.fairfaxcounty.gov/dpsm/pdf/generalconditions.pdf>

**PRICE SUMMARY**

<b>1. DIRECT LABOR (Specify labor categories)</b>	<b>ESTIMATED HOURS</b>	<b>HOURLY RATE</b>	<b>ESTIMATED COST</b>	<b>TOTALS</b>
		\$	\$	
<b>DIRECT LABOR TOTAL</b>				\$
<b>2. INDIRECT COSTS (Specify indirect cost categories)</b>	<b>RATE</b>	<b>x BASE =</b>	<b>ESTIMATED COST</b>	
	\$		\$	
<b>INDIRECT COST TOTAL</b>				\$
<b>3. PROFIT (BLOCKS 1 + 2) x ___%</b>				\$
<b>4. OTHER DIRECT COSTS</b>				
			ESTIMATED COST	
a. TRAVEL				
1. Transportation			\$	
2. Per Diem			\$	
(check current County Travel Policy)				
<b>TRAVEL SUBTOTAL</b>			\$	
b. EQUIPMENT, MATERIALS, SUPPLIES (Specify categories)	QUANTITY	COST	ESTIMATED COST	
		\$	\$	
<b>EQUIPMENT SUBTOTAL</b>			\$	
c. SUBCONTRACTS				
<b>SUBCONTRACTS SUBTOTAL</b>			\$	
d. OTHER (Specify categories)	QUANTITY	COST	ESTIMATED COST	
			\$	
<b>OTHER SUBTOTALS</b>			\$	
<b>OTHER DIRECT COSTS TOTAL</b>				\$
<b>5. TOTAL PRICE</b>				\$

## PRICE SUMMARY INSTRUCTIONS

1. Direct Labor – Block One
  - a. The offeror must provide labor classifications and the average hourly rates which will be paid for each classification expected to work on the project. This schedule shall not disclose employee names.
  - b. Direct Labor costs are defined as actual salaries and wages paid principals and employees for time directly chargeable to the project. Direct labor costs do not include fringe benefits such as social security contributions, unemployment, excise and payroll taxes, workmen's compensation, health and retirement benefits, sick leave, vacation, holiday pay, etc.
2. Indirect Costs (Overhead) – Block Two
  - a. Overhead costs shall include fringe benefits, indirect salaries and wages, plus general and administrative expenses.
  - b. Overhead costs shall not include the following disallowable costs: bad debts, contingencies, donations, entertainment, fines and penalties, interest expense, marketing and promotion, legislative lobbying costs, defense of fraud, alcoholic beverages, and dividend distribution to employees. Indirect salaries must be salaries paid only to active employees and principals. Bonuses are generally allowed.
3. Profit – Block Three
  - a. Fees or profits shall be expressed as a percentage of the Total Estimated Cost minus consultant costs.
4. Other Direct Costs – Block Four
  - a. Travel: The costs of travel and transportation (County mileage rates) will be entered in blocks 4a (1) and (2). These items will be broken down into separate costs and rates associated with each item (i.e., mileage rates, airfare cost, vehicle rental fees, lodging and / or meal rates, County per diem, etc.). Lodging and / or meal rates shall be consistent with the County's current Travel Policy in effect at the time the proposal is submitted.
  - b. Equipment, Materials, Supplies: Block 4b
  - c. Subcontracts: Block 4c
  - d. Other: Block 4d
5. Total Price: Block 5 is the sum of blocks 1, 2, 3, 4a, b, c, and d.