



County of Fairfax, Virginia

ADDENDUM

DATE: November 29, 2007

ADDENDUM NO. 4

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP08-939123-31
FOR: Consolidated Community Funding Pool
DATE/TIME OF CLOSING: December 4, 2007 at 2:00 P.M.

The referenced Request for Proposal (RFP) is amended as follows:

1. The following are answers to questions recently submitted regarding the RFP:

Q1. Please clarify the difference in the 3 columns (actual fiscal year 2007, proposed fiscal year 2009, and proposed fiscal year 2010) on forms 4 and 3. As I understand the County's funding, it begins July 1, 2008 through June 30, 2009 (year 1 of the grant period) and July 1, 2009 through June 30, 2010 (year 2 of the grant period). So we are confused about what goes in the 2008 column or is that only for existed programs that you fund? Since this is a new grant and a new sub program of our services, we will not have budget numbers to report until the grant would actually begin.

A1. If a nonprofit organization is seeking funding for a program, regardless if it is being funded by the county, and if the program was operating in FY 2008, they should put in the budget figures that they used to support that program in 2008 regardless of the funding source. They would put zero in the "Current CCFP support" column if we did not fund it in 2008. If it is a brand new program that will be starting up in FY 2009, there would be zeroes in both columns. They will then provide budget estimates for FY 2009 and FY 2010.

Q2. For a housing capital project that involves acquisition of housing units and some rehabilitation work, where in Form 13 do the acquisition costs and the construction/rehabilitation costs go?

A2. Acquisition costs would go under the "Land/Acquisition/Development Costs" section, #2 "Cost of Land/Acquisition." Construction/rehabilitation costs go either under "Land Acquisition/Development Costs" section, #3 "Other" and indicate "Rehabilitation," **or** put it under the "Contract Costs" section, #2 "Structures, "a. "Residential" and indicate "Rehabilitation."

Department of Purchasing & Supply Management

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Phone 703-324-3201, **TTY:** 1-800-828-1140, **Fax:** 703-324-3228

- Q3. We are not set to sign forms on the computer so the proposal sheet will be signed in the 3 hard copies, but not on the disk format. Unless we scan the forms. Do you want us to scan them or can we just have the signed copies in our hard copies?
- A3. The signature page should be scanned and included with the disk.
- Q4. When I have scan a few of our documents such as 501(c) 3 certificate and the such, they come up in a picture format not a word document. Will that be a problem when they are to be opened by the county to review the proposal?
- A4. This should not be a problem.
- Q5. Do we 2 disk and 3 hard copies per category? For example, if we are asking for funds under Self-sufficiency, we need all the forms on 2 disks and 3 hard copies properly labeled and ready to be turned in on 12/04/07, and then the same things again if we are asking for funds under crisis intervention, etc?
- A5. Two disks and one original document with a signature and two additional paper copies for each submission. Each submission must be complete in itself, including all appropriate forms and attachments.
- Q6. On the disks, do you want the forms saved individually or all on the same document?
- A6. Either way is acceptable.
- Q7. Page 6 of the Application Package, Section 2 reads in part "...submit two (2) CD's/Discs and two (3) hard copies of the proposal...". How many CD's/Discs and how many hard copies are actually to be submitted for this proposal?
- A7. See A5 above.

All other terms and conditions remain unchanged.

Mary R. McMahon

Mary McMahon, CPPB
Purchasing Supervisor

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

TWO SIGNED COPIES OF ADDENDUM MUST BE RETURNED PRIOR TO DATE/TIME OF CLOSING OR MUST ACCOMPANY PROPOSAL.



County of Fairfax, Virginia

ADDENDUM

DATE: November 28, 2007

ADDENDUM NO. 3

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP08-939123-31
FOR: Consolidated Community Funding Pool
DATE/TIME OF CLOSING: December 4, 2007 at 2:00 P.M.

The referenced Request for Proposal (RFP) is amended as follows:

1. The following are answers to questions recently submitted regarding the RFP:
 - Q1. In the Addendum No. 1, item 1.e, the phrase reads, "...the audit engagement letter must be provided to Fairfax County no later than November 1, 2008 for fiscal Year 2008..." Now, in the Proposal Content, item F.6 Attach the following: has a list of items to be attached. The item e reads "Current financial audit and management letter." Is this letter for the Year 2006 or 2007? Is this required for the new offeror?
 - A1. Offerors should submit their most recent audit. Offerors should submit their fiscal year 2007 audit if it has been completed. If it has not been completed, offerors should submit their fiscal year 2006 audit, with an explanation of when they expect the 2007 audit will be completed. The County would expect that the offeror would submit the 2007 audit if awarded a contract.
 - Q2. For the Addendum No.1 and No.2, it is indicated that two signed copies must be returned respectively. Is this meant to be three (3) instead of two(2) since you requested three(3) hard copies of the proposal, requested forms, and other attachments?
 - A2. Only two signed copies are needed for addendums.

All other terms and conditions remain unchanged.

Mary McMahon, CPPB
Purchasing Supervisor

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County of Fairfax, Virginia

ADDENDUM

DATE: November 21, 2007

ADDENDUM NO. 2

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP08-939123-31
FOR: Consolidated Community Funding Pool
DATE/TIME OF CLOSING: December 4, 2007 at 2:00 P.M.

The referenced Request for Proposal (RFP) is amended as follows:

1. The following are corrections to the above referenced Request for Proposal:
 - a. Funding Application Package, Form 5 has been revised. The revised form is located on DPSM's website at the following address:
<http://www.fairfaxcounty.gov/dpsm/solic.htm>
 - b. Resource Manual, Frequently Asked Questions, "When will awards be made?" Delete the current answer and replace with the following:

"A Selection Advisory Committee recommends contract awards to the Board of Supervisor. Contract awards will be submitted to the board in April 2008 for appropriation of funding. Assuming board approval of funding, organization will be notified of approved projects in late April."
2. The following are answers to questions recently submitted regarding the RFP:
 - Q1. Who should our collaborative partners make the letters to?
A1. The letters can be address to "To Whom It May Concern" or provide a copy of the cooperative letters/agreements with your proposal submission.
 - Q2. Should the proposal be printed double-sided?
A2. Printed pages can be double-sided but should adhere to the 10 page limit.
 - Q3. Funding Application Package, Form 3, Program Outcome Worksheet, for some of the text we have in the different boxes, example, Service provided, measurement system etc. are over 4 lines of text. The longer text turns the Program Outcome Worksheets into 2 pages. Is that a problem or should we keep the Program Outcome Worksheet to 1 page?
A3. While the County would prefer one page, two pages is acceptable.

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- Q4. When a position is partially funded by a non-county source and I am asking for funds from CCFP to complete the entire salary, do I need to name the other source in the budget justification when I describe the request? Or do I just list the income on Form 5 only?
 - A4. An explanation of all costs is need in the budget justification. If you are asking the County to partially fund a position, there is no need to name the source; however indicate that the other portion is being supported with other funds. The source of funds supporting the program is still listed on Form 5.
 - Q5. Funding Application Package, Form 5, Estimated Program Revenue, asks for the amount of in-kind expense of volunteer hours. It appears this is counted as part of our income. Listing them as income, does not present a real picture of the funds available to spend on our projects. It makes it look like we have more money than we should and it makes our need look less. How should I handle this?
 - A5. As per Item 1.a of this addendum, the form has been revised and no longer includes the volunteer value in the total revenue line.
3. The last day to submit any additional questions for this Request for Proposal is noon on Monday, November 26, 2007. Please submit your questions to dpsmteam3@fairfaxcounty.gov.

All other terms and conditions remain unchanged.



Mary McMahon, CPPB
Purchasing Supervisor

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(Date)

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County of Fairfax, Virginia

ADDENDUM

DATE: November 13, 2007

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP08-939123-31
FOR: Consolidated Community Funding Pool
DATE/TIME OF CLOSING: December 4, 2007 at 2:00 P.M.

The referenced Request for Proposal (RFP) is amended as follows:

1. The following are corrections to the above referenced Request for Proposal:
 - a. Funding Application Package, Proposal Instructions, 2.b. Proposal Submission, offerors are requested to submit two (2) CD's/Discs and three (3) hard copies of the proposal, requested forms and attachments for each proposed program.
 - b. Funding Application Package, Form 1, Proposal Coversheet, the correct email address for Sandy Jones is sandy.jones@fairfaxcounty.gov.
 - c. Funding Application Package, Forms 5, 13 & 14, the header for these forms have been corrected. The forms are located on DPSM's website at the following address: <http://www.fairfaxcounty.gov/dpsm/solic.htm>
 - d. Funding Application Package, Form 9, has been modified to include a not applicable (N/A) section. This form is located on DPSM's website at the following address: <http://www.fairfaxcounty.gov/dpsm/solic.htm>
 - e. Resource Manual, Section 1. **AUDITS**, 1.1, delete paragraph and replace with the following paragraph:

"The contractor will provide Fiscal Years 2008 – 2009 audits of its financial statements and an auditor's opinion and management letter addressing internal controls. The audit must be conducted by an independent licensed certified public accountant. The audit, opinion and management letter addressing internal controls and the audit engagement letter must be provided to Fairfax County no later than November 1, 2008 for fiscal Year 2008 and November 1, 2009 for fiscal Year 2009, unless the County has granted a written extension. Non receipt of this audit may affect future County funding consideration."
 - f. Resource Manual, Section 32, **PERIOD THAT PROPOSAL REMAIN VALID**, 32.1, delete sentence and replace with the following sentence:

"Proposals will remain valid for a period of two-hundred and ten (210) calendar days after the date specified for receipt of proposals."
 - g. Resource Manual, CCFP Frequently Asked Questions, "How is the volunteer hourly rate determined?" delete the first sentence and replace with the following sentence:

"The hourly rate for non-professional volunteers for the Commonwealth of Virginia is \$18.76."

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2. The following are answers to questions received at the pre-proposal conference held on October 29, 2007:
- Q1. Funding Application Package, Proposal Guidelines, Board approval is explained and reference is made to page 62 of the Resource Manual regarding this item; however Board approval is actually discussed on page 67 of the Resource Manual.
- A1. The discussion of Board approval begins on page 62 and extends to page 67 of the Resource Manual.
- Q2. Funding Application Package, Proposal Content, D. Outcomes, 2.a. & 2.c., asks for submission of various measurement tools/surveys, etc. as attachments, but these are not listed on the Proposal Checklist. Should we just add a category for these items to the list? Will these items be counted toward our 10 page maximum for the narrative.
- A2. The measurement tools should be submitted as attachments, labeled and numbered accordingly. A category can be added to the checklist or included in the Table of Contents. It will not count toward the 10 page limit.
- Q3. Funding Application Package, Proposal Content, F. Organizational Capacity, 3. asks for the job descriptions for volunteers. Can this be added to the existing attachments list as an attachment category? Will these items be counted toward our 10 page maximum for the narrative?
- A3. Yes, it can be added as an attachment category. It will not count toward the 10 page limit.
- Q4. Funding Application Package, Proposal Content, F. Organizational Capacity, 6.b: Current Board of Directors' Roster and Board of Directors' roles and responsibilities, should the roster include the address of the board member? The roster includes which board members are officers and what office is held and includes the committees on which the board member serves. Is this sufficient to satisfy the requirement for roles and responsibilities or are more details required?
- A4. The list should include addresses, phone numbers and email addresses, if available. "Roles and responsibilities" refer to the roles and responsibilities of the board; not necessarily the offices that they hold. This information should be in the bylaws.
- Q5. Funding Application Package, Section VIII, Project Readiness, B, if there is no basis for zoning, how is this verified?
- A5. Offerors are only required to submit forms that apply to their particular program. Indicate what the zoning is and use Form 9 printed in the Funding Application Package. If it does not apply type in N/A.
- Q6. Funding Application Package, Form 2, Proposal Summary Sheet, does number 8 apply to those who apply for the Affordable Housing Projects?
- A6. Yes, determine the income levels of clients that will occupy the housing project that is being proposed.
- Q7. Funding Application Package, Form 3, Program Outcome Worksheet, should organizations submit their own measurement scales?
- A7. Describe a method or process to be used that would make a difference in the population that you are serving. Submit actual measurement documents to be used. Organizations can use their own measurement scales to track the proposed outcomes or a standardized measure as appropriate.

- Q8. Funding Application Package, Form 3, do you recommend that outcome numbers be broken out into 2 fiscal years?
- A8. No, the outcome statement remains the same for both years. The number to be measured for each fiscal year is the information required in item "1".
- Q9. Funding Application Package, Form 3, please clarify or provide an example of D. Impact of Need.
- A9. The need identified for your program is the first part of your proposal narrative. You should state how your program will impact the need in a broad sense. For example, if you are providing ESOL classes, the impact might be that an increased number of individuals are able to read English at a 6th grade level. The outcome would focus more on how the lives of the people who took the class were changed. Make the distinction of what you are measuring and the overall benefit. Refine the specific steps that the client will go through to achieve the outcome, specifically, what your program will accomplish.
- Q10. Funding Application Package, Form 4, Program Budget, can cost for outside help on the proposal preparation be applicable as the other indirect costs?
- A10. No, money used to prepare or write your proposal is not an allocated cost and cannot be charged to the Consolidated Community Funding Pool.
- Q11. Funding Application Package, Form 4A, Program Personnel Budget, would you give me the sample categories of the Fringe Benefits, and any suggestion on the percentage of the budget as the Payroll Taxes?
- A11. Fringe benefits include insurance, 401K, etc. Payroll taxes will vary. You should contact with your payroll department or the company that pays the taxes.
- Q12. Are applicants allowed to use staples when submitting the proposal?
- A12. Staples are not allowed; please use paper clips, binder clips and/or rubber bands to bind your proposals.
- Q13. Are there special requirements for margins and spacing in the proposal submission?
- A13. No, there are no requirements for margins and spacing. The only requirement is that the paper should be "8^{1/2} x 11"; Arial, 12 Font and the proposal should be legible.
- Q14. When submitting the proposal on CD should the attachments be created in separate files or can the proposal be submitted in one PDF file?
- A14. The proposal can either be submitted in one PDF file or the attachments can be submitted separately. If the attachments are separate, the files must be appropriately labeled.
- Q15. Can applicants submit proposals although their audits have not been completed? What if an organization is currently undergoing an audit but it will not be completed by December 4, 2007?
- A15. Organizations can submit proposals without an audit; however, if an organization is awarded a contract, the organization must submit an audit on or before contract negotiations. If an organization is undergoing an audit that will not be completed by December 4th, they must submit a letter from the auditor stating the expected date of completion.
- Q16. Does everything including all of the attachments need to be on CD?
- A16. The County prefers for all of the attachments to be on CD, but applicants are required to submit 3 hard copies (one original and two copies) of the proposal application which includes the proposal and all copies with attachments. Indicate on the original that the CD does not include the attachments and provide a list of the items that are not included.

- Q17. Are organizations eligible to apply if they are being funded through other sources for the proposed project?
- A17. There is no restriction to the staffing or services that you submit to the County. If you have revenues that support the program, you should identify the other funding sources and list them on Form 5 of the Funding Application Package. Organizations are eligible to apply but you must provide a justification of their need for additional County funds.
- Q18. If multiple organizations submit one collaborative proposal who is authorized to sign the proposal?
- A18. Choose a partner and determine which organization will receive the funds. The organizations must delegate one agency as the fiscal agent. The Executive Director or Board member of that delegated agency would be the authorized signature on the proposal. You must show evidence that the organization has agreed to be a part of the proposed program (letter or agreement). Be sure the Board of Directors is aware of the collaborative effort.
- Q19. Please explain how the Selection Advisory Committee (SAC) made up of citizens will know about and be able to understand some of the smaller entities such as the disabled population?
- A19. Ten years ago, the Board of Supervisors appointed a group of citizens to determine how this would work. They decided that many people in Fairfax County have an interest in the community and some expertise in one or more human service areas. They are also able to use their knowledge to serve on the SAC to make appropriate funding recommendations. SAC members are chosen who are familiar with service needs in all regions of the County and who also have broad knowledge and understanding of the types of programs being proposed for specific population groups in the County.
- Q20. Are organizations required to list the how much they pay for annual audits?
- A20. Organizations that request the Consolidated Community Funding Pool (CCFP) to fund audits will need to list the cost in the budget line item.
- Q21. What does Direct Assistance mean?
- A21. Direct Assistance is the money that is given directly to the recipient of a program or service.
- Q22. Is there a place to list funding that comes from the city or other revenue sources on the budgeting forms?
- A22. Yes, this should be listed in line item labeled as "other".
- Q23. Are the forms only available in PDF format online?
- A23. The entire RFP is available in PDF format online. Forms 1 through 16 are available in either Microsoft Word or Excel.
- Q24. Should organizations with various site locations submit multiple proposals?
- A24. Not if it is for the same service; it's up to the organization to determine how to submit the application. The County will not dictate how to submit your proposal. However, consider submitting separate proposals for programs that have very different services and outcomes.
- Q25. Do addendums need to be acknowledged and signed and included in the application package?
- A25. Yes, the offeror must sign and submit all addenda with their proposal by the closing day and time.

- Q26. How can one apply for Community Development Block Grant (CDBG) funds?
A26. One must apply through the CCFP process.
- Q27. Should all questions be submitted to Sandy Jones?
A27. Yes, all questions pertaining to this RFP should be emailed to Sandy Jones at sandy.jones@fairfaxcounty.gov
- Q28. What is the consolidated plan?
A28. These are documents that are prepared every 5 years that addresses the Housing & Community Development needs. It is also a report that the County prepares for HUD.
- Q29. Can the narrative be written single-spaced?
A29. Yes
- Q30. Can tables be used in the narrative and can the text in the table be single-spaced?
A30. Yes
- Q31. Is there a value for professional volunteers?
A31. It depends on the service. For example, if you have a lawyer that is providing a service, acting in that capacity, you would use whatever the billable rate is. If that volunteer is assisting in an administrative capacity (filing, typing, etc.) you would not use the billable rate but rather the non-professional volunteer rate because the individual would not be working in a professional capacity. It really depends on the service that is being provided.
- Q32. How do we apply if we don't have site control? Can we identify sites that would become available and apply for this process?
A32. Use your prior experience for this request to explain how you plan to carry out the project. The proposal should explain how you have conducted similar projects and was successful in the past. This helps to demonstrate that you have the experience and capacity to complete the proposed project. This also helps with the readiness issue because the SAC will know that this is a part of an ongoing process or program.
- Q33. Is there a limit or general guideline for the amount of money that can be requested in the proposal?
A33. There is no limit on how much one can propose as long as it can be justified in the budget and outcomes.
- Q34. What type of flexibility do you allow for reserves if you have not identified houses that will be rehabbed? Is there any flexibility in replacement and reserves?
A34. No reserves are permitted with CCFP funds because the funds would be federal Community Development Block Grant (CDBG) funds, and CDBG regulations prohibit this. Other funding resources would have to be used for reserves.
- Q35. Who are the current contractors on the CCFP contract?
A35. The current contractors can be obtained by going to <http://www.fairfaxcounty.gov/cregister/> put in CCFP in name of contract field.
- Q36. How should applicants respond to the RFP if they have identified housing sites but have not yet purchased the property?
A36. The applicant should provide as much specific information as possible about their housing program and or plans including past success with a like project. If the specific site has not been identified the applicant should provide information on the area(s) where they plan to look for units and how the applicant has gone about successfully acquiring/developing units. Applicants must also justify their funding request.

All other terms and conditions remain unchanged.

Mary R. McMahon

Mary McMahon, CPPB
Purchasing Supervisor

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