



County of Fairfax, Virginia

ADDENDUM

DATE: November 18, 2015

ADDENDUM NO. 2

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP2000001690
TITLE: Consolidated Community Funding Pool
DUE DATE/TIME: December 3, 2015 @ 2:00 p.m.

The referenced Request for Proposal is amended as follows:

1. REPLACE Form 3 with ATTACHMENT 1. A fillable form version of the replacement will be available for download at: <http://www.fairfaxcounty.gov/solicitation>.
2. REVISE the RFP, Section 2, PROPOSAL SUBMISSION, (Page 8) to read as follows:
“a. All pages of the proposal (I.e. technical and cost, including attachments), must be numbered consecutively (“1 of 30,” etc.). Technical and cost proposals should be numbered separately...”
3. REVISE ATTACHMENTS, Paragraph f., of the RFP (Reference Page 13) as follows:
“Fiscal Year 2016 organization-wide budget...”
4. REVISE the Resource Manual, Special Provisions, Paragraph 1.2. with the following:
“If the contractor expends in excess of \$750,000 annually in combined Federal awards, it shall be the responsibility of the contractor to obtain a Federal OMB Circular A-133 audit.”
5. Refer to ATTACHMENT 2 of this Addendum for the answers to questions, which were received in writing via email and verbally at the pre-proposal conference.

All other terms and conditions remain unchanged.

Christopher D. Cheney, CPPO, CPPB
Contract Specialist II

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

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED IN THE TECHNICAL PROPOSAL OR RETURNED PRIOR TO DATE/TIME OF CLOSING.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

- Q1. Please clarify the point total discrepancy on Page 7 of the RFP. How many possible points can be earned?
- A1. Human service programs can receive up to 100 points, as shown under the ALL APPLICATIONS heading. Affordable housing projects must address three criteria – worth 40 points – in addition to the ALL APPLICANTS criteria. Accordingly, affordable housing projects can earn up to 140 points for their submissions.
- Q2. Are more points allocated to offerors that can show greater leveraging?
- A2. The offerors that propose greater leveraging will receive more points for those sections that evaluate leveraging. Please keep in mind that there is a limit on the number of points that can be granted in every evaluation section, as specified in the RFP.
- Q3. Do the “Cost Section” answers count in the 15-page limit for the narrative? Are the "Cost Section" answers completely separate from the "Narrative"?
- A3. The Cost Section narrative will not count as part of the 15-page limit.
- Q4. Please provide documentation of local policy that sets the indirect rate at 13%. Our Healthy Families Fairfax grant already allows for recovery of our full indirect cost rate, which exceeds 13%. If we would not be allowed to bill our full costs, our program would run a deficit, while providing services to the county’s citizens. Could the county reconsider the indirect cap?
- A4. The county is following their Department of Management and Budget’s guidance, which sets our allowable Indirect Cost Rate for county agencies at 12.84% (13% when rounded) for this fiscal year (County Fiscal Year 2016). County program managers use this rate as a guide that is provided to the Selection Committee when reviewing the proposed budget. Each budget is reviewed on a case-by-case basis. In some instances, the committee will deem a higher rate reasonable if justified. More than likely, the budget will be discussed during contract negotiations.
- Q5. The Consolidated Community Funding Pool includes federal funding. The new Uniform Grant Guidance, located at CFR 200, is effective for all federal awards after December 26, 2014, as well as for modifications made to existing awards for additional funding. To the extent federal funds make up the total funding: the UGG requires that grantees be allowed to bill their full, federally-negotiated indirect cost rate.
- A5. Local county dollars fund 79% of the CCFP. This guidance would be applicable only if a specific program receives CSBG or HUD dollars, then the county would adhere to the policy.
- Q6. We will submit a timeline for the program's major activities with our proposal. Is this timeline considered an attachment to the proposal and, therefore, not part of the 15-page narrative limit?
- A6. The timeline is considered an attachment; the timeline not subject to the 15-page narrative limit.
- Q7. How do you know if your organization's CCFP contract will be funded through CSBG? How do you know if your contract will be funded through the Fairfax County General Fund? This would be valuable information.
- A7. CSBG funded programs must meet income guidelines at or below 125% of poverty and fall into one of the priority designated areas set by the Community Action Advisory Board (CAAB). Reference Page 6 of the RFP. If awarded a contract, the decision is made by the CAAB at the end of the award process. Programs fall within the general county fund, as it accounts for the larger percentage of the pool.

- Q8. The budget forms require justification for any increase in funding greater than five percent (5%) over previous contracts. (a) Does that justification apply to each line item of the budget versus the prior contract? Does it apply to the overall amount of the request?
(b) Where should that added justification be placed on the form?
- A8. (a) The justification applies to the overall budget. (b) The justification should be included in Form 4 and any additional information can be added as an attachment to the form -- labeled as such.
- Q9. Outcomes: (a) Should each outcome have separate answers to each of the questions in this section? Should each question be answered once and address all the outcomes in the one answer?
(b) Is there a minimum or maximum number of Outcomes expected or required per Priority?
- A9. Applicants should respond to all questions as deemed appropriate with the most detail as possible.
- Q10. Is a volunteer grant writer considered a professional or non-professional volunteer?
- A10. This depends on the task that is being performed by the grant writer. If the writer is writing a proposal for a specific grant, it would be considered professional. However, the hours and value would only be considered for one specific proposal vs. the organization.
- Q11. Can electronic signatures be used or must all required signatures be original?
- A11. Original signatures are preferred. Electronic signatures ("cryptographic signatures") must carry all pertinent details that would normally be included with such a certificate (i.e. source, etc.).
- Q12. Page numbering: #6 of the Addendum No. 1 conflicts with Q&A #5 in the same addendum. Please clarify and confirm if the Technical and Cost sections should be separately numbered.
- A12. The technical and cost proposals should be numbered separately. In order to eliminate any confusion caused by the initial posting in Addendum 1, please see #2 of this addendum, which takes precedence over all other versions.
- Q13. Concerns have been raised in the past about the ability of citizens, including clients of nonprofits, to submit a Freedom of Information Act (FOIA) request to Fairfax County for our board members' personal information and confront them in their homes. Can the organization specify an agency contact email and information for board contact for use by Purchasing and, if awarded a grant, provide a roster that could be redacted if a FOIA request does not indicate a reason?
- A13. The RFP states that the applicant must provide the names, phone numbers, and email addresses of board members. Information outlined in this section or any section of an offeror's response may be deemed proprietary as stated in the RFP. (Reference the Resource Manual, Special Provisions, Section 10, TRADE SECRETS/PROPRIETARY INFORMATION)
- Q14. Does the new language in Addendum No. 1, # 4, also apply to RFP, Section D, Organizational Capacity, Paragraph 5.d. (Reference Page 13)?
- A14. No. This language was revised for Proposal Content 2B only.

- Q15. Reference Page 13 of the RFP, Section D, Paragraph 5.d., which states, "Applicants must sign and include the 'Certification of Financial Solvency for Nonprofits' (Attachment 1), 'Certification Regarding Ethics in Public Contracting' (Attachment 2), and current exempt status as part of their proposal submission." Does this mean applicants need to sign and include a copy of their 501(c)(3) letter of determination (i.e. evidence of applicant's current exempt status) with the proposal? Is this in conflict with Paragraph 5.f., which states only NEW organizations must submit the 501(c) (3) documentation if the answer to the previous question is affirmative?
- A15. The 501(c)(3) documentation is required for new organizations that have not that have not yet obtained their 501(c)(3) or previously applied for Consolidated Community Funding Pool funds.
- Q16. How does the county define "disabled"? Are you clearly saying that the long-term self-sufficiency category is only disabled and low-income senior adults or is that a preference/target?
- A16. Disabled is defined as a person having a physical or mental condition that limits movements, senses, or activities. The priority area relates to individuals, who have continuing long-term needs, and, therefore, might not become fully self-sufficient, achieve, and/or maintain healthy, safe, and independent lives to the maximum extent possible. The county is seeking proposals that address the targeted focus area.
- Q17. The federal threshold for an A-133 Audit has been increased from \$500,000 to \$750,000, beginning in 2015. Will Fairfax County Government be updating this section of the solicitation documents? (Reference Resource Manual, Special Provisions, Paragraph 1.2.)
- A17. Please refer to #4 of this addendum.
- Q18. Will the offer be designated as a Business Associate of a Fairfax County agency if an organization is awarded a contract to provide workforce training? (Reference Resource Manual, Special Provisions, Section 22, HIPPA COMPLIANCE)
- A18. A successful offeror would only be required to enter into a Business Associate Agreement for compliance with HIPPA if the contractor is expected to handle personally identifiable health information, as determined by the county's HIPPA Manager and the program manager(s).