



County of Fairfax, Virginia

ADDENDUM

DATE: November 4, 2015

ADDENDUM NO. 1

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. DISREGARD the term, “mandatory,” in reference to standardized outcomes.
2. REVISE Paragraph 3.a. (reference Page 6) of the RFP as follows:
“... in the Resource Manual, page 3Z. Consolidated Community Funding Pool awards made with CSBG funds may be designated for housing, childcare, education, employment, and emergency programs.”
3. REPLACE Section D, Organizational Capacity, Paragraph 5 (Reference Pages 13 and 22) in the RFP with the following:
“Describe, in detail, plans to sustain the program during and beyond the funding period. This sustainability plan should describe the applicant’s ability to provide sufficient supporting resources to sustain and grow the program over and above county funding commitments. The plan should also include a demonstrated ability to increase program leveraging (all resources) from FY2017 to FY2018.

NOTE: If awarded a contract, the applicant’s actual reported leverage, including the expected increase during FY2017 through FY 2018, may be considered in future evaluations of the program’s effectiveness.”

4. REVISE the RFP, Section D, Organizational Capacity, Paragraph 5.c. (Reference Page 23) to read as follows:

“...NOTE: Successful Applicants must submit, if available, unaudited financial statements from July 1, 2015 through the period ending October 31, 2015.”

OR

The most recent audit and management letter that adheres to the required schedule of submitting the audit within 180 days after the end of the Applicant’s fiscal year, prior to May 15, 2016. Successful Applicants, whose fiscal year ends June 30th, must submit a financial audit and management letter, if available, for the period ending June 30, 2015. Successful Applicants, whose fiscal year ends December 31st, must submit a financial audit and management letter, if available, for the period ending December 31, 2014. The audit for the period ending December 31, 2015 will be collected during contractual monitoring after the execution of the contract.

If you are a start-up organization and/or do not have an audit at the time of submission, please note this in the application and provide, in lieu of an audit and management letter, financial statements for the period ending October 31, 2015...”

5. REVISE the Evaluation Criterion B., OUTCOMES, for Proposal Narrative B, from 20 points to 25 points. (Reference Page 25)
6. 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.)...”

Applicants are required to submit one (1) original (duly marked) printed copy of their technical and cost proposals, along with an exact electronic copy on one (1) CD. The technical and cost proposals should be contained in separate and unique electronic files on the CD. The Applicant must also include a notarized statement that the CD version is a true copy of the original, printed version.”

7. REVISE the first answer at the top of the Resource Manual, “Frequently Asked Questions,” (Reference Page 46) as follows:

“Q. How is the volunteer hourly rate determined?

A. The hourly rate for non-professional volunteers is based on the average hourly wage for non-agricultural workers determined by the Bureau of Labor Statistics. The rate changes yearly and does not include supervisors/managers. The hourly rate for professional volunteers is determined by the applicant and justified in the Budget Form 5.

8. REPLACE Organizational Capacity criteria on Page 18 of the RFP, as well as the Organizational Capacity criteria on Page 27 of the RFP, with ATTACHMENT 1 of this addendum.
9. REPLACE Approach criteria on Page 26 of the RFP with ATTACHMENT 2 of this addendum.
10. Refer to ATTACHMENT 3 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.

D. Organizational Capacity:

20 Points

The proposal demonstrates the Applicant’s organizational skills, experience and resources necessary to implement and manage the program. Two or more nonprofit organizations may choose to submit a collaborative proposal.

	CRITERIA	Points Per Element
1	The proposal describes the program’s organizational structure and operations. The description includes the management/staffing patterns that are connected to the program design and the roles/responsibilities of key program staff. For organizations new to the CCFP, the proposal includes organizational and/or program staff experience effectively implementing programs of similar design. (Section D1)	4
2	Proposal describes the work to be performed by professional and non-professional volunteers and anticipated number of hours they will work each year. (Section D2)	3
3	Proposal describes how clients with disabilities will have access to the program service; and explains in detail how the organization complies with the Americans with Disabilities Act (ADA). (Section D3)	4
4	Proposal describes the plans for fiscal accountability and management of the proposed program funding. The proposal explains how CCFP funds will be tracked separately from other funding streams and any use of outside accounting and/or payroll services. (Section D4)	3
5	Proposal describes detail plans to sustain the program during and beyond the funding period. The plans include a demonstrated ability to increase program leveraging (all resources) from FY2017 through FY2018. (Section D5)	6

“C. Approach: 20 Points”

*Proposal describes the strategies that will be implemented, operated and administered within a realistic time period; how it will be provided within a cooperative service delivery approach; and how readily targeted clients will access services. **Proposals that address one or more targeted focus areas may receive up to 5 points. Proposal that do not address a targeted focus area can only up to 3 points. Refer to Element 1 below.***

	CRITERIA	Points Per Element
1	Proposal describes specific plans or methodology to be used to implement the services to achieve the goals/objectives. The proposal includes information (if applicable) on how the program addresses one or more of the targeted focus areas. (Section C1)	5
2	Proposal describes any anticipated limitations and barriers to client access to the services (i.e. transportation, language/culture, client fees, disabilities, etc.). (Section C2)	3
3	For programs awarded a CCFP contract in previous cycles, the proposal describes how the program was successful in implementing its design to achieve service and outcome goals. OR If the proposed program is new to the Funding Pool or a startup program, the proposal includes a program timeline that displays major tasks assigned responsibility for each and outlines the completion of each task by month or quarter during the contract period using “Year 1”, “Month 1”, “Quarter 1”, etc. (not calendar dates). (Section C3)	4
4	For existing programs, the proposal describes past performance. OR For startup programs, the proposal describes the level of success of a similar program and includes any statistical data that supports successful performance. (Section C4)	4
5	Proposal describes cooperative approaches and how they will benefit the program to maximize service delivery. (Section C5)	4

- Q1. Is there a different review committee for the two types of proposals -- more than \$50,000 and less \$50,000? Will the same group decide the funding? Will the funds come from the same pool of money or are there different funds set aside for each category?
- A1. There is only one Selection Advisory Committee appointed to review all of the proposals. Additionally, all funds allocated are from the same pool of money. One of the recommendations from the steering committee was to streamline the application process that would be more efficient for requests that are more limited in nature. For the first time, we are offering an application that is less paper intensive for applicants requesting funds for a program requesting \$50,000 or less. There are other changes between the two (Proposal Content A and Proposal Content B). It is important that offerors read the solicitation documents carefully.
- Q2. Are original signatures required for the Certification Regarding Ethics in Public Contracting and the Certification of Financial Solvency for Nonprofit Organizations forms that require board chair and executive director signatures?
- A2. One original copy of all documents is required with submissions.
- Q3. We have a federal grant that covers all counties in NOVA. Is the requirement to estimate the percentage of a grant that would be used toward the project in Fairfax County? Would you want the offerors to include the full amount and state what would be shared between counties in Northern Virginia?
- A3. Please note the full amount, but also the percentage that would be used for the program administered in Fairfax County.
- Q4. Can you explain the question regarding the 5% increase on Form 4B? I do not understand.
- A4. If the program is currently being funded by a resource, other than the Consolidated Community Funding Pool (CCFP), the offeror will need to explain why CCFP funds are needed. If funded in the previous cycle and the amount requested represents a substantial increase (over 5%), you are required to justify the requested increase in funds. If your organization is not funded, the offeror should explain why they are requesting CCFP funding.
- Q5. On the proposal submission, in the past all the pages are numbered. It states in the RFP that the County is requesting the budget to be proposed on the same CD, but saved onto a separate file. Do you want two files on one CD? Will the page numbering be sequential? Should the numbering for the budget start a new counting sequence that is not a part of the main proposal?
- A5. The County prefers two distinct electronic and paper original files -- one for the technical proposal and one for the cost proposal. Please number the technical proposal separately from the cost proposal, including all addenda, attachments, and supporting documents, with your technical proposal in sequential order. The cost proposal should also be numbered separately, but both files should be on the same CD.

- Q6. Can you please elaborate more on standardized program outcomes versus agency developed? How much detail in the explanation is required, particularly agency developed outcomes?
- A6. Please see #1 of this addendum. The expectation is for applicants to select at least one of the standardized outcomes that apply to the program. If you are unable to do so, an explanation is needed in the narrative as to why one was not chosen. During the negotiation process, the county may talk to your organization more about whether any of the standardized outcomes are applicable to your program. Standardized outcomes were one of the recommendations outlined in the county's steering committee report. The intent is to enable the county the ability to demonstrate overall impact of CCFP funded programs.
- Q7. Can you provide more explanation on the measurement system for outcome indicators with respect to monthly reporting?
- A7. The outcome form has not changed. Each outcome should be completed on a separate sheet. Offerors must have an objective way to measure the effectiveness of the proposed program. The measurement system is the method used to show impact of the services proposed. The outcome indicators are measures that describe how well the outcomes are being achieved to determine whether outcomes are as intended.
- Q8. Are there anticipated changes in the WebR reporting of outcomes and measurements?
- A8. This cycle, nothing will change in the WebR reporting. All reports and the schedule will remain the same.
- Q9. Will you be given a better opportunity for higher points if you choose more than one of the standardized outcomes?
- A9. No. There is only a maximum of 5 points for this evaluation criterion. Your organization will not receive higher points by virtue of selecting more than one outcome.
- Q10. Is the county looking for a subjective survey or more concrete outcomes?
- A10. The county does not want to be prescriptive concerning measurement of your programs' outcomes. The Resource Manual (Reference Page 65) provides examples of program types that might fall within the standardized outcomes – the county recommends using them.
- Q11. Is there a maximum percentage or limit on the indirect budget costs? Are they capped at a certain percentage of the whole budget?
- A11. Yes. Indirect costs are limited to 13% of the budget, which is the county standard.
- Q12. Is the \$50,000 baseline aggregated over the two possible contract years or is it that amount each year?
- A12. The funding amounts are per county fiscal year (July 1 through June 30).

- Q13. For the standardized outcomes concerning improved educational achievements, our organization has a dropout prevention program aimed at keeping kids in school. Is keeping kids from dropping out of school considered an educational improvement? Do we have to show an improvement in the student's grades?
- A13. It is essential that the applicant defines what they consider to be improvements in the students' academic performance.
- Q14. We are looking to partner with another organization that receives a cash grant to help with the expenses of the program, but we are the lead agency applying for CCFP funding. Does the partner organization's cash grant count towards the cash match even though it is handled by the partner organization?
- A14. Yes. All grant funding received through a partner (subcontractor) organization must be included in your proposal.
- Q15. Will the county clarify the Certification Regarding Ethics in Public Contracting for basic needs organizations that serve public employees in the regular course of their business? Our organization will know the client's employer (i.e. FCPS), but we are not likely to know that client's specific responsibility.
- A15. Please fill out the form to the best of your organization's knowledge.
- Q16. Please clarify the page limit for the narrative. Will a logic model attachment be considered part of the narrative?
- A16. There is a 15-page (single-side only) limit for the narrative; however, the attachments are not included in that 15-page limit.
- Q17. Please explain the required percentage of the replacement reserve on Form 12.
- A17. There is not an exact amount required. The required percentage will be based on the individual organization's projection. It is required that 25% of the net income profit that is greater than \$200 should be reserved for the repairs and replacement of county-financed properties.
- Q18. Does Form 11 apply to new organizations if we are buying existing units and converting them into affordable housing?
- A18. The form applies to all organizations whether new or existing. All categories may apply to all of the organizations, but offerors must complete what applies to them.
- Q19. Is all acquisition money federal/CDBG (Community Development Block Grant) funding for total financing in Form 13?
- A19. Yes. All funding is CDBG for capital projects.
- Q20. Can funds be used for existing property expansion like additional rooms?
- A20. Yes. The offeror will need to provide additional information with a feasibility study in order to justify the application request.
- Q21. Do offerors have to include documentation with the application if you have the county's approval for rezoning, expansion, and licensing?
- A21. Yes. Please provide all of the documentation with the application in order to improve selection committee understanding and resultant scoring.