



County of Fairfax, Virginia

ADDENDUM

DATE: November 8, 2017

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP2000002372

TITLE: Consolidated Community Funding Pool (CCFP)

DUE DATE/TIME: December 4, 2017 @ 2:00 p.m.

The referenced Request for Proposal is amended as follows:

1. Replace Section 2d, Proposal Submission, on page 11 of the Application Package as follows:
 - 2d. Proposals should be prepared electronically using appropriate software applications. The proposal narrative, exclusive of requested forms and attachments, should not exceed fifteen (15), single sided, 8.5 by 11 inch pages and should be in a standard 12-point font or larger **single spaced**, preferably Times New Roman. Proposal forms, attachments, and Table of Contents are exempt from the page limitation count.
2. REVISE the RFP, Funding Application Package, Proposal Narrative Form 2-A, Page 26 to include the funding priority area "**POSITIVE BEHAVIORS AND HEALTHY RELATIONSHIPS** and the **Outcome:** Families and individuals of all ages, abilities and income levels will develop positive behaviors and healthy relationships that are safe and free from abuse, neglect and trauma and promote physical, emotional, mental and social well-being."
3. REVISE the RFP, Funding Application Package, Proposal Narrative Form 2-B, Page 29 to include the funding priority area "**POSITIVE BEHAVIORS AND HEALTHY RELATIONSHIPS** and the **Outcome:** Families and individuals of all ages, abilities and income levels will develop positive behaviors and healthy relationships that are safe and free from abuse, neglect and trauma and promote physical, emotional, mental and social well-being."
4. Remove the "if applicable" designation from 501(c) 3 on Page 51, Proposal Checklist, of the Funding Application Package.
5. Add ATTACHMENT 5, Request for Protection of Trade Secrets or Proprietary Information, to the Funding Application Package. A copy of this form is provided as Attachment 1 of this addendum
6. 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.



Derek D. Solomon
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.

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- Q1. The priorities listed in the RFP are different from the past award cycle. If an organization currently receives funding under the CCFP but makes changes across its programs, how does it answer the question about current funding across programs? How can we reflect the changes in the budget if we submitted three programs under old priorities?
- A1. Provide an explanation in the budget justification that clearly articulates how previously funded programs will be re-configured to fit with this cycle's RFP priorities, and how the reconfiguration impacts the proposed program's total program and requested CCFP budget. Increases in CCFP budget requests over 5% from the previous cycle do not automatically disqualify or downgrade your application.
- Q2. Form 3 under "E" lists total estimate of individuals served. Our program will serve more individuals than the CCFP funding covers. Do you want all individuals or only the ones funded under this program?
- A2. List only the individuals to be covered by the CCFP funding in FY19 and FY20.
- Q3. What is appropriate percentage of total program budget should an agency request for funding?
- A3. The decision is made by the offeror and may vary based on each request.
- Q4. On page 8 of the Funding Application Package, it states that programs funded by CSBG and CDBG may serve residents of Fairfax County, or the towns of Clifton, Herndon, Vienna, cities of Fairfax and Falls Church. Is there a benchmark for what percentage of individuals served that have to be CSBG?
- A4. There are no benchmark percentages for individuals served that must be CSBG eligible.
- Q5. On forms 2A and 2B, there are only 5 priorities listed. Where is the sixth one?
- A5. The sixth priority was an omission from the Application Package. Please refer to Item 2 and 3 above. The downloadable forms list all six priority areas. Always use the downloadable forms to provide your responses to the RFP.
- Q6. Is a proposal stronger if it enhances or supports a program that already receives other county or state funding?
- A6. No, each proposal is evaluated on its own merit.
- Q7. The standardized program outcomes are not aligned under the priority areas. Does that mean a proposal can highlight any outcome(s) under a priority area providing it can make a compelling case for doing so? For example, if priority #3 or #5 is chosen, can an agency also highlight an outcome that may fall under #4 such as emergency food programs which might strengthen the proposal?
- A7. Correct, the priorities and outcomes do not align one to one. If an offeror, cannot identify one of the standardized outcomes for its program(s), it may propose an agency developed outcome.

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- Q8. In the health priority, it states that children have access to supplemental food year-round, 7 days per week. Does this program priority vary significantly from previous years? Is the current priority referenced to supplemental food intended only for programs for children?
- A8. The health priority has not varied significantly from prior years. The current priority also includes supplemental and emergency food for individuals.
- Q9. If two programs previously funded are combined into a new program, does it need to be treated as a new program?
- A9. Yes, it should be submitted as a new program.
- Q10. If an existing program adds new elements, including expansion into new geographic areas, does it need to be treated as a new program?
- A10. No. The program will still be considered an existing program.
- Q11. Our existing program does not fall under a well-defined new priority area as it has in the past. Can we combine two priority areas with a single set of outcomes or do we need different sets of outcomes for each priority area?
- A11. A different set of outcome(s) must be provided for each priority area.
- Q12. We provide workforce development and financial stability; in addition, our agency also provides education and training as well which falls under priority area 2. Can we focus on how employment and training leads to full financial stability and keep it under that single priority area?
- A12. Yes.
- Q13. Is there a required cost match?
- A13. There is no required cost match.
- Q14. With reference to aligning the narrative with the specific questions in the RFP, should the questions be included in the narrative or should it flow like that of a story form?
- A14. Offeror should provide a response in the fillable fields in the forms provided and not in story form.
- Q15. Is there a character or page limit?
- A15. Please refer to Item 1 above.
- Q16. If the expansion of a program will now meet the new priority areas and the program have been funded in the past under the previous priority areas. Do I need to extract the program somehow to show that the expansion meets the new priority areas?
- A16. The offeror should provide detailed responses to the questions in the narrative of the technical proposals based on the identified priority area(s) and may also elaborate on the expansion of the program/service to align with the new priority area(s).
- Q17. How do you estimate the rates for professional services?
- A17. The Offeror should make the determination for the hourly rate per professional service.

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- Q18. Regarding justification of an increase over 5% of the budget, should the increase be based on the actual award or what was requested?
- A18. The justification for an increase over 5% should be based on the amount the program was previously awarded.
- Q19. Is there any distinction as to why an agency may request under 50K or over 50K? Why was the threshold identified? It implies that there are different paths the proposals take for review.
- A19. Yes. Applicants requesting less than \$50k will complete a shorter response package than those that are requesting more than \$50k. The Consolidated Community Funding Advisory Committee (CCFAC) wanted to ensure that organizations requesting an amount less than \$50k would not be burdened with completing the same number of questions as those requesting more than \$50,000. All proposals follow the same format for SAC reviews and evaluations.
- Q20. Please define professional volunteer. Some confusion as to what qualifies.
- A20. A professional volunteer is someone volunteering at an organization in their professional capacity for example, a doctor providing medical care, a lawyer who is providing professional advice, an accountant who is providing bookkeeping. A non-professional volunteer is an individual providing voluntary service in a capacity other than their professional trade for example, a lawyer providing administrative support or an architect stocking/distributing food at food pantry.
- Q21. What about pantry volunteers who may be considered professionals since the individuals have been performing this type of service activity for many years. Do you mean someone with a particular certification or licensing?
- A21. For the purposes of the RFP, professionals are deemed to be individuals who are licensed and or certified in a particular trade.
- Q22. Since the priorities have changed as compared to previous years, would the County consider offering a crosswalk to help those submitting applications between the preceding priorities and the new ones? Can you offer us a guide?
- A22. No, a crosswalk was not included in the current funding application package and the County will not provide a guide.
- Q23. Should the applications be notarized?
- A23. No, the printed version of the technical and cost proposals does not need to be notarized. However, the electronic copy must be notarized that it is a true copy of the printed version.
- Q24. In the last application, we had to submit a succession plan. Is that a requirement this year?
- A24. Yes, a succession plan, which is part of the emergency preparedness plan, is a requirement of an organization awarded a contract but is not required as part of the proposal. Please refer to Section 2d., Program Award Provisions, on page 8 of the Funding Application Package.
- Q25. Regarding program definition, if a program was not funded in this current cycle but was funded two cycles ago, is it considered a new program?
- A25. Yes.

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- Q26. Regarding the outcome list for households or individuals, is that a percentage or number?
- A26. Reference Form 3, section "E" requires the applicant to list the total number of individuals and households to be served while section "F" requires both the number and percentage of individuals and households to achieve the outcome.
- Q27. Regarding professional services, in a law office that has interns who are in law school or undergraduates would they have a professional services rate?
- A27. No.
- Q28. What is definition of fiscal year?
- A28. Fairfax County defines its fiscal year as July 1 through June 30.
- Q29. Is there a maximum percent of indirect cost?
- A29. The most recent Fairfax County indirect cost rate was approximately 12%. This is meant for informational purposes and applicants, as applicable, are encouraged to submit the indirect cost rate associated with their organization and required to operate the program. While there is not a maximum or minimum percent of allowable indirect cost, justification is required in Form 4B and applicants are encouraged to submit supporting documentation that would aid in substantiating the request for CCFP funds for this purpose (i.e. documentation regarding Federally Approved Indirect Cost rate)
- Q30. Our current program, which is currently funded, was absorbed by a new organization. Is it considered a new program?
- A30. Yes.
- Q31. Is the pot of money available through the CCFP about the same as in previous cycles?
- A31. Yes.
- Q32. Is the prerequisite for this opportunity a 501(c) 3?
- A32. Yes, an offeror must be a non-profit with 501(c) 3 status to be eligible.
- Q33. Requesting clarification on the difference between Priority IV Health and Priority VI Positive Behaviors and Healthy Relationships. We provide integrated primary behavioral health. One program has two combined priorities. Should we submit two proposals under priority #4 or two separate proposals under two priorities?
- A33. The decision on which priority area(s) and the format in which to submit the proposals is determined by the offeror. If a proposal is addressing two priority areas, it must indicate the percentage of funding being requested for each priority area on Form 2A or 2B.
- Q34. The proposal checklist at the end of the RFP includes a checkbox for 501(c) 3, if applicable. What do you mean "if applicable...? Does that mean if you sent it in previously, do you need to send it in again?
- A34. All offerors should provide their 501(c) 3 certifications. Please refer to item 4 above.

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- Q35. Regarding addendums, in the past we had to make copies of all the addenda to submit. Do we need to submit them? It is not on the checklist at the end of the packet.
- A35. All addenda should be signed and accompany the proposals.
- Q36. On page 8 of the Funding Application Package regarding eligible applicants and residents, it states programs funded through Fairfax County “may only serve clients in Fairfax County or the towns of Clifton, Herndon and/or Vienna”. Does this include City of Fairfax residents?
- A36. Yes, it includes the City of Fairfax.
- Q37. In the number or points awarded, are we given more points for the number of outcomes awarded? Do we get more points if we use standardized outcomes?
- A37. No, there are only six (6) possible points regardless of what type or how many outcomes are submitted.
- Q38. We have two locations, one in Fairfax and one slightly outside jurisdiction of Fairfax County. Can we use the funds for the program located outside of Fairfax County if serving Fairfax County residents along with other jurisdiction residents?
- A38. The CCFP grant must serve the citizens of Fairfax County only. A program located outside of Fairfax County can only use CCFP funds to serve Fairfax County residents.
- Q39. What is the line spacing? Single or double?
- A39. Please refer to item 1 above.
- Q40. Are margins required to be of a particular length?
- A40. No.
- Q41. The proposal checklist on page 51 of the Funding Application Package there are many attachments listed. Is a Letter of Support acceptable? Cooperative agreement and MOA are listed if applicable.
- A41. Letter of Support is not required but is acceptable.
- Q42. Does it make a difference if an agency submits a Letter of Support vs. a Memorandum of Agreement?
- A42. It will depend on the type of agreement an offeror has with another organization.
- Q43. Define Letter of Support vs. Memorandum of Agreement?
- A43. A Letter of Support provided on behalf of an entity/foundation usually shows support for the services being provided by an offeror. A Memorandum of Agreement (MOA) is a legal document describing the terms and details of the partnership between two or more entities. An example is an afterschool program having an MOA with a local church for use of its space to operate the program on certain dates and times during the week.
- Q44. Where will the questions and answers be posted?
- A44. The addendum, reflecting all questions and answers, will be posted on the Department of Procurement and Material Management’s (DPMM) website <https://www.fairfaxcounty.gov/solicitation/> under the heading Consolidated Community Funding Pool.

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- Q45. When is the last day to submit questions?
A45. Reference page 12, #5, Questions of the Application Package, the final date to submit questions is November 24, 2017 at 2:00 p.m.
- Q46. How frequently will the answers be provided?
A46. It will depend on how frequently questions are received. A final addendum will be posted five days before the responses to the RFP are due, if necessary.
- Q47. Where should the addendum be placed in the proposal?
A47. There is no specific location to place it in the proposal.
- Q48. On Form 4-Program Expenses, are these just the expenses for the proposed program?
On Form 5-Program Revenue, does the full amount of the revenue go on this page?
A48. Place the full amount of funds requested for expenses relating to the proposed program on Form 4. Also, list the full amount of revenue sources under each resource category on the Form 5.
- Q49. Can a program requests more than 5% of what it was previously awarded?
A49. Yes. The program must provide a detail justification for the increase in its request.
- Q50. Should an organization submit multiple copies of the proposals, or just one paper proposal and one electronic?
A50. Reference page 11, #2 PROPOSAL SUBMISSION of the Funding Application Package applicants must submit one printed original (duly marked) of the technical and cost proposals along with an exact electronic copy on one CD/USB.
- Q51. Where do we mark on the proposal if we have proprietary information?
A51. Organizations should complete the Request for Protection of Trade Secrets or Proprietary Information form and submit as part of the technical proposal. (Please refer to Item 5 above)
- Q52. Are the forms accessible with a screen reader?
A52. Yes
- Q53. Does Priority IV. Health intend to include short-term (up to 9 months) food assistance to families and individuals? If yes, then which Standardized Program Outcome would apply (clients are households, not just adults and not just children)?
A53. Priority IV. Health includes short-term (up to 9 months) food assistance to families and individuals. If none of the standardized outcomes listed on page 14 of the Funding Application Package align with an offeror's program service, the offeror can instead submit an agency developed outcome.

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- Q54. Priority III. Financial Stability include rental assistance and utility payments as service examples. There is no specific corresponding Standardized Program Outcome. Do you want us to use “individuals and/or families are successfully housed” or does that only pertain to housing programs?
- A54. The standardized outcome “individuals and/or families are successfully housed” aligns with programs providing housing services. If there are no specific standardized outcome(s) that aligns with rental assistance and utility payments, an applicant may submit an agency developed outcome.
- Q55. How do we measure Standardized Program Outcome “Persons feel better connected to the community as a result of participating in programs and services”?
- A55. An offeror may use a self-reporting or professional reporting measurement system.
- Q56. Are Holiday Food & Gifts for High Poverty Households in any of the CCFP FY19-FY20 Priorities?
- A56. Yes, Holiday Food & Gifts for High Poverty Households may be addressed under Priority IV Health.
- Q57. Can I request funds for rehabilitation of housing units only?
- A57. Yes.
- Q58. Attachment 1, Certification of Financial Solvency for Nonprofit Organizations, page 46 of the Funding Application Package requires two signatures. The first is from the Board Chair and the second is from the Executive Director. For newer and/or smaller organizations, in some instances, that may be the same person. How does Fairfax County interpret the request for two signatures? Is it equally acceptable to have the same person sign as the Board Chair and Executive Director? Is it preferable to have two different signatories or is it equally acceptable to have the second signature be another Board member instead of the Executive Director?
- A58. Signatures are required from both the Board Chair and the Executive Director. It is not acceptable for the same individual to sign as both Board Chair and Executive Director. In lieu of either parties’ inability to sign the document, the signature of the Chief Financial Officer will be accepted.
- Q59. Attachment 1 of the CCFP Application FY 2019-2020 RFP #2000002372 (Certification of Financial Solvency for Nonprofit Organizations) requires both the Board Chair/President and the Executive Director certify financial solvency.
- The Executive Director last official day is October 31, 2017 and currently no replacement has been appointed. Should that still be the case in December when the application is due, is there provision for a substitute signatory? Our organization’s official Organization Chart of May 2017 shows a Vice President for Finance, and at the Operation Level, a Director for Client Services. Would either one be eligible to sign in the event there is no Executive Director?
- A59. The signature of the Vice President for Finance would be accepted.
- Q60. I have a question about previous awardees for 2017-2018. Do you have a list of the previous awardees available? If not, when would it become available?
- A60. The 2017-2018 contract awardees are available on the County contract register located at: <https://www.fairfaxcounty.gov/cregister/> by typing in “CCFP” into the description of Contract, Service or Commodity field.

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- Q61. The program intended for our application is a new Emergency Shelter for victims of Human Trafficking. We noticed that this category is not listed as a service example, but did see that victims of domestic violence are included, and wondered if that would expand to include Human Trafficking.
- A61. Yes. Human Trafficking would also be a service example that falls under the priority area "Positive Behaviors and Healthy Relationships" listed on page 7 of the RFP. Service examples are not limited to the list provided on pages 5-7 and may include other examples that relate to the outcome statement provided under each priority area.
- Q62. The physical location of the Emergency Shelter will be in the City of Alexandria, but will service victims referred from Fairfax County, as well as any other region. We note the Eligible Applications section found on page 8 states: "Applicants may be based in jurisdictions other than Fairfax County provided that the **proposed program exclusively benefits eligible residents...**" Shall we infer that the program can **only** serve eligible residents (i.e. residents of eligible Fairfax County), or does this mean reimbursement from Fairfax County will only be for eligible residents? Our intent is to serve people beyond the borders of the eligible area, so if this prohibits us from qualifying for this RFP, we will not apply.
- A62. See answer to Question 38 above.
- Q63. Is it possible that someone from the County could come to our organization to go over the budget forms? We have three new finance staff who need to know how to fill them out correctly. I am the grants manager, but I've not tried to fill out the forms in the past.
- A63. No, the County cannot assist offerors with their proposals.
- Q64. I have looked through the materials in the RFP and is unsuccessful in locating the list of standardized outcomes for the Priority Areas. Where that list located?
- A64. The list of standardized outcomes is located on page 14 of the Funding Application Package.
- Q65. The instructions stated that the proposal should not fully fund an organization. What percent can it fund?
- A65. The CCFP funds program(s), not organizations. A program could possibly receive full funding.