



County of Fairfax, Virginia

ADDENDUM

DATE: May 25, 2023

ADDENDUM NO. 2

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP2000003489

TITLE: Continuous Duty Nursing and Temporary Health Care Services

DUE DATE/TIME: June 2, 2023, on or before 10:00 AM through Bonfire

The referenced Request for Proposal is amended as follows:

1. Refer to ATTACHMENT 1 of this Addendum for the answers to questions received.
2. The RFP – Special Provisions Sections 5.7 – 5.12 are revised as follows:

5.7 Behavioral Health Nurse/Case Manager

- a. [Any combination of education, experience, and training equivalent to the following:](#)
(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for “Any combination, experience, and training equivalent to”)
Graduation from an accredited college or university with an associate degree in nursing; plus two years of post-licensure experience as a nurse.

CERTIFICATES AND LICENSURES REQUIRED:

Possession of a current license to practice as a Registered Nurse in the Commonwealth of Virginia or a multistate licensure privilege to practice as a Registered Nurse in Virginia.

5.8 Behavioral Health Specialist I

- a. *Contingent upon the area of assignment, some positions within this class may require specific certification(s) and/or the ability to acquire necessary certification(s) within a specified time period.*

First Aid and CPR certification, within 90 days of appointment and maintained throughout CSB employment; MANDT Certifications within six (6) months of appointment and annually thereafter; Medication Administration Assistance Certification within 90 days of appointment; Valid Motor Vehicle Driver's license with fewer than six demerit points (or the equivalent in another State) at time of appointment and maintained throughout appointment.

5.9 Behavioral Health Specialist II

- a. Graduation from an accredited college or university with a Bachelor's degree in psychology, social work, nursing, counseling or a related field, plus one year of clinical experience or Bachelor's degree and a valid Qualified Mental Health Professional (QMHP) certification plus one year of clinical experience.

CERTIFICATES AND LICENSES REQUIRED:

Contingent upon the area of assignment, some positions within this class may require specific certification(s) and/or the ability to acquire necessary certification(s) within a specified time period.

MANDT Certifications within six months of appointment and annually thereafter; First Aid and CPR certification, within 90 days of appointment and maintained throughout CSB appointment; Medication Administration Assistance Certification within 90 days of appointment; Valid Motor Vehicle Driver's license with fewer than six demerit points (or the

equivalent in another State) at time of appointment and maintained throughout appointment with CSB.

5.10 Administrative Assistant

- a. Any combination of education, experience and training equivalent to high school graduation and two years of experience providing administrative support in the assigned functional area(s).

5.11 Developmental Disability Specialist I

- a. [Any combination of education, experience, and training equivalent to the following:](#)
(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")
Graduation from an accredited four-year college or university with a bachelor's degree in psychology, social work, or a related field.

Contingent upon the area of assignment, some positions within this class may require a bachelor's degree in a human services field or be a registered nurse and may require specific certification(s) and/or the ability to acquire necessary certification(s) within a specified time period.

CERTIFICATES AND LICENSES REQUIRED:

Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout appointment with CSB, for positions in residential and case management programs.

- b. For positions in CSB residential services:
MANDT Certifications within required timeframe after appointment and annually thereafter;
First Aid and CPR certification within the required timeframe after appointment and maintained throughout CSB appointment; Medication Administration Assistance Certification within required timeframe after appointment.

5.12 Developmental Disability Specialist II

- a. Graduation from an accredited college or university with a bachelor's degree and one year of experience working with individuals with developmental disabilities.
Contingent upon the area of assignment, some positions within this class may require specific certification(s) prior to appointment and/or the ability to acquire necessary certification(s) within a specified time period.

CERTIFICATES AND LICENSES REQUIRED:

Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout appointment with CSB, for positions in residential and case management programs.

- b. For positions in CSB residential services:
MANDT Certifications within required timeframe after appointment and annually thereafter;
First Aid and CPR certification within the required timeframe after appointment and maintained throughout CSB appointment; Medication Administration Assistance Certification within required timeframe after appointment.

All other terms and conditions remain the same.

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.

ATTACHMENT 1

Questions and Answers:

1. Please look on page 1 of the General Conditions and Instructions to Bidders Item 3 and item 7. These are opposite what we have been instructed to do by only submitting through Bonfire, Please clarify.

Answer:

Per the RFP – Special Provisions Section 19, the RFP – Special Provisions supersede the General Conditions and Instructions to Bidders. As a result, please reference the RFP – Special Provisions Section 14: Proposals must be received electronically through Fairfax County’s online Procurement Portal at <https://fairfaxcounty.bonfirehub.com>, on or before the Submittal Deadline of June 2, 2023 at 10:00 AM ET. Submissions will only be accepted through the portal. Fairfax County will not accept proposals submitted by paper, telephone, facsimile (“FAX”) transmission, or electronic mail (i.e., e-mail) in response to this RFP.

2. Is there an official RFP document that provides an overview of the project and its objectives?

Answer:

An overview of the project and its objectives can be reviewed in the RFP – Special Provisions Sections 1 and 3.

3. Are there any specific formatting or documentation requirements for the proposal outside of the addendum and attachment forms?

Answer:

All County Forms (the Cover Sheet, Attachment A, and all Addenda) must be completed and uploaded to Bonfire as a PDF using the format already established when the files are downloaded from Bonfire. The Cost Proposal format should remain the same as when downloaded from Bonfire. There are no specific Technical Proposal formatting requirements.

4. Is there a limit on the proposal's length or any specific sections that need to be included?

Answer:

There is no limit on the proposal's length. Please reference the RFP – Special Provisions Sections 7 and 9 for details regarding what must be included in the Technical and Cost Proposals, respectively.

5. Can you provide a more detailed breakdown of the project's scope and deliverables if not in the RFP document?

Answer:

Please reference the RFP – Special Provisions Section 1 for a description of the scope of services.

6. What factors will be considered during the evaluation of proposals?

Answer:

Please reference the RFP – Special Provisions Section 17 for information about considerations to be made during the evaluation of proposals.

7. Are there any specific weighting or scoring criteria for each evaluation factor?

Answer:

Please reference the RFP – Special Provisions Section 17.5 for information about the weighting each evaluation factor.

8. Will there be an interview stage as part of the evaluation process?

Answer:

Please reference the RFP – Special Provisions Section 17.4 for information about interviews.

9. Will the contract be awarded based on a fixed price, cost-plus, or another pricing model?

Answer:

Please reference the RFP – Special Provisions Section 10 for information on pricing.

10. Are there any specific terms or conditions that will apply to the contract?

Answer:

Yes. All terms and conditions contained in RFP will apply to the contract.

11. Is there a need for insurance coverage or bonding for this project?

Answer:

Please reference the RFP – Special Provisions Section 18 for information about insurance coverage.

12. Are there any potential conflicts of interest or ethical considerations we should be aware of?

Answer:

Please reference Attachment A-7, Certification Regarding Ethics in Public Contracting for information about potential ethical considerations.

13. Is it possible to only fill the community service board and FCPS roles, and not the Adult Detention Center roles? Also, on the positions we are not filling, do we just put N/A on the cost proposal?

Answer:

Offerors are only expected to submit pricing for those services they plan to offer. Cost Proposal line items not offered can be left blank or marked "N/A".

14. Who is the incumbent contractor and their prices?

Answer:

Reference Contract numbers 4400008084, 4400008085, 4400008086, 4400008087, 4400008088, and 4400010901 using the Fairfax County Contract Register at <https://www.fairfaxcounty.gov/cregister/> to view the incumbent vendors. Rates are listed first on the Notice of Award and any increases are listed by contract amendment.

15. I am registered in Florida, will I be allowed to bid?

Answer:

Yes. Please reference the RFP – General Conditions and Instructions to Bidders Section 61 for information about requirements for authorization to conduct business in the Commonwealth of Virginia as well as the RFP – Special Provisions Section 35 for information about what must be submitted with a proposal as it pertains to this authorization.

16. Are the rates we submit for this bid fixed, or can they be raised?

Answer:

Please reference the RFP – Special Provisions Section 10 for information about pricing.

17. What are the total working hours of the consultants?

Answer:

Fairfax County departments have the ability to work with vendors currently contracted by the Commonwealth of Virginia in addition to those contracted directly with the County for needed services. As a result, determining the total number of Full-Time Equivalent hours required per job title at each location is not possible.

18. How do we submit exceptions and deviations to the terms/conditions of the RFP and contract?

Answer:

This information can be submitted as part of the Technical Proposal.

19. Can we submit Business License upon award?

Answer:

Per Attachment A-6, all offerors must complete and return form A-6 or provide a copy of a current Fairfax County Business License with their proposals.

20. Do you plan on having an extension for the due date of 6/2/23?

Answer:

No extension on the proposal submission deadline is anticipated. Proposals must be received electronically through Fairfax County's online Procurement Portal at <https://fairfaxcounty.bonfirehub.com>, on or before the Submittal Deadline of June 2, 2023 at 10:00 AM ET.

21. Do we need to provide sample or actual resumes for the below mentioned positions? Please suggest

- 5.1. Registered Nurses.
- 5.2. Licensed Practical Nurses.
- 5.3. Certified Nursing Assistants.
- 5.4. X-Ray Technicians.
- 5.5. Pharmacists.
- 5.6. Pharmacy Technicians.
- 5.7 Behavioral Health Nurse/Case Manager
- 5.8 Behavioral Health Specialist I
- 5.9 Behavioral Health Specialist II
- 5.10 Administrative Assistant
- 5.11 Developmental Disability Specialist I
- 5.12 Developmental Disability Specialist II
- 5.13 Case Aide
- 5.14 Case Worker

Answer:

Per the RFP – Special Provisions Section 7.5, the Statement of Qualifications must include resumes of proposed staff indicating education, background, and recent relevant experience with the subject matter of the project in accordance with Section 5, Minimum Service Provider Qualifications.

22. Is it mandatory to provide the State Corporation Commission (SCC) Identification No at the time of submission or Can we provide it at the time of award notifications? Please suggest.

Answer:

Per the RFP – Special Provisions Section 35, offerors are required to include in their proposal the identification number issued by the SCC.

23. How many Continuous Duty Nursing RN, Continuous Duty Nursing and LPN needed?

Answer:

While the number of students requiring Continuous Duty Nursing services varies and has historically been divided among several vendors, prior school years have averaged about 50 students requiring the services of a Continuous Duty RN or LPN.

24. What is the initial term of this assignment?

Answer:

This contract will begin on July 1, 2023, or date of award, whichever is later, and terminate on June 30, 2028.