



County of Fairfax, Virginia

ADDENDUM

DATE: January 16, 2024

ADDENDUM NO. 5

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP2000003702

TITLE: Programs to Prevent and End Homelessness

DUE DATE/TIME: **February 9, 2024 at 2:00 pm (EST)**

The following are responses to questions received as of the date of this posting:

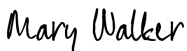
1. **Q.** Bonfire indicates the deadline for proposals is February 9th. The issued addenda states it's February 19th. Which date is correct. Thank you.
A. The last day to submit questions: Wednesday January 31, 2024, 2:00 PM EST; Last day for County to post an addendum to Bonfire: February 6, 2024, 2:00 PM EST; Closing date of RFP/Proposal Due in Bonfire: Friday February 9, 2024 2:00 PM EST.
2. **Q.** Bonfire does not provide a slot to upload the statement regarding the management of program data responsibilities as outlined in section 6.3.m. Where should we upload this information? Thank you.
A. A new slot called "Additional information – Technical Proposal" has been added. Clearly mark any information submitted in this slot with the name and section number. No cost/pricing information should be submitted in this slot.
3. **Q.** Is the Street Outreach program limited only to Region 2 of the county or can services extend beyond?
A. Offerors may propose to operate the Street Outreach program in one or more (or all) Human Services Regions. The project is not limited to just one region.
4. **Q.** The RFP references partnering with First Christian Church. Does the county/OPEH have a contract with this church? If yes, are you able to share this? The County does not have a contract with First Christian Church.
A. The County does not have a contract with First Christian Church. Currently, the Safe Haven program operated at the church is supported by the existing contract with New Hope Housing for Programs to Prevent and End Homelessness.
5. **Q.** What level of project management (administrative) is required by awardees? For example, invoicing, etc.
A. The offerors should read the requirements outlined in the RFP, Standard Operating Guide Manual, Coordinated Entry System Manual, and HMIS Procedure Manual to determine the level of project management they would like to propose to operate the programs.
6. **Q.** What are the parameters for scope of this project e.g. targeted number of individuals to be served, staffing capacity, etc. In short, is this a program that could have as few as one outreach staff, or is there a minimum number of staff that is higher?
A. The offerors should read the requirements outlined in the RFP, Standard Operating Guide Manual, Coordinated Entry System Manual, and HMIS Procedure Manual to determine the staff capacity they would like to propose to operate the programs. In the fiscal year 2023, the following number of households were served per region: Region one served 133, Region 2 served 153, Region 3 served 194, and Region 4 served 213. The total unduplicated number of individuals served in Street Outreach was 675.

7. **Q.** Is the “detailed staffing plan” that is requested in each of the Technical Proposals the Staffing Plan chart that is included in the Cost Proposal Template? If the county is expecting something different, can the county provide a sample Staffing Plan that includes all of the requested elements?
A. The offeror should submit a detailed narrative explaining the staffing plan and cost proposal. The County does not have a template.
8. **Q.** Can the Housing Focused Case Managers at the Community Emergency Shelters provide stand-alone case management services to households after they move to permanent housing programs, such as Housing Choice Voucher holders, or are their services exclusively limited to households experiencing homelessness in the emergency shelters?
A. The Community Emergency Shelter program requires Housing Focused Case Managers to serve **only** the Community Emergency Shelter program participants.
9. **Q.** Should offerors include overflow hotel funding for families on the Cost Proposal for Community Emergency Shelter or does the county have another way of distributing that funding?
A. Offerors proposing to operate Community Emergency Shelters for households with children should include overflow hotel funding in their cost proposals.
10. **Q.** 6.3d and 6.3e of the Technical Proposal on page 50 of the RFP seem to have some of the same wording. Can you clarify the difference between what these two questions are asking?
Section 6.3d is specifically asking for the offeror to describe the qualifications and experience of **senior level leadership staff**. Offerors must describe their qualifications and experience to perform the work described in this Request for Proposal. Information about experience should include direct experience with the specific target population, program structure, and best practices as well as demonstrating leadership abilities to utilize data analysis tools to evaluate and improve program performance. Offerors should include details on how they will coordinate with other organizations providing the different components of the program (if appropriate). Offerors must describe the current diversity of the Board of Directors, organizations leadership, and staff and describe how the organization identifies and addresses diversity at all levels of the organization. Offerors should include organizational charts, Board of Directors and leadership resumes and Board of Directors bylaws. Section 6.3e is specifically asking for the offeror to describe the qualifications and experience of the **non-senior level leadership staff**.
A. Offers must describe their qualifications and experience to perform the work described in the Request for Proposal. Information about experience should include direct experience with the specific population, program structure, and best practices. Further, the Offerors must provide details on how they will coordinate with other organizations providing the different components of the program (if appropriate).
11. **Q.** Do applicants need to apply for more than one of the 9 projects listed in the RFP?
A. Several projects and programs are grouped and require the offeror to submit a proposal to operate all the programs in the group. For projects and programs that are not grouped together offerors may propose to operate just one program. See Section 6 (Technical Proposal Instructions)
12. **Q.** The Supporting Documentation includes Attachment 4 - Subrecipient Risk Analysis. The Requested information does not include this attachment. Is it not applicable or optional?
A. Attachment 4 must be completed and returned with proposal as stated in 6.4.a.7. A new slot called “Attachment 4 – Subrecipient Risk Analysis” has been added where this completed form can be included for submission.
13. **Q.** Section 6, Technical Proposal Instructions, includes 6.3.m, Management of Program Data Responsibilities. This is not listed in the requested information or in the Bonfire upload. Should it be in both of those places?
A. A new slot called “Management of Program Data Responsibilities (6.3.m)” has been added to Bonfire under Requested Information.

14. **Q.** Attachment 1C in the Supporting Documentation is for Protection of Trade Secrets. In the Requested Information and in the Bonfire upload, it is labeled as FOIA. Should there be a different form, or should the name of the attachment be different in the Requested Information and Bonfire?
A. Under Requested information in Bonfire, the name of the slot for Attachment 1C has been changed to "Attachment 1C - Protection of Trade Secrets".
15. **Q.** We noticed Alternative Approaches 6.3.j appears in Section 6 as 6.4.j.
A. Under Requested information in Bonfire, the name of the slot for addressing possible alternative approaches has been changed to "Alternative Approaches (6.4.j) optional"
16. **Q.** For the Expanded OSS Tasks, is the county going to provide two (2) F-350 trucks to offerors that propose "Bus Stop & Commuter Lot Bag Removal" or should the offerors put the cost of the trucks in their budget for purchase?
A. The offerors should include the vehicles in their proposal.
17. **Q.** If an organization proposes to operate the Expanded OSS program, will they get work assignments every Monday, Wednesday, and Friday? Or will the Expanded OSS days be 1-2 days a week?
A. Each additional task under 5.8.d - **General Scope of the Work Being Conducted for Expanded OSS Tasks**, specifies hours that are to be worked.
- Noman Cole Wastewater Plant: one, seven-hour workday.
 - Bus Stop & Commuter Lot Bag Removal: three days a week for up to eight hours
 - Mowing Commuter Lots, County Facilities, and Pedestrian Trails: three days a week for up to eight hours each day
 - Zero Waste Latex Paint Recycling & Disposal Program: Monday, Wednesday, and Friday for eight hours
 - Snow Removal: Exact dates and times cannot be determined in advance.
- The County is not specifying days at this time for Bus Stop & Commuter Lot Bag Removal or for Mowing Commuter Lots, County Facilities, and Pedestrian Trails: Offerors may propose days in their response to this section.
18. **Q.** If an organization proposes to operate both the Traditional and Expanded OSS programs, how many hours a week can each of the OSS Worksite supervisors expect to work considering 2 Traditional days and potentially 3 Expanded days?
A. Yes. 4 hours for traditional workdays and up to 8 for the expanded.
19. **Q.** Section 6.3.k. of the RFP concerns indirect administrative costs and states "offeror shall provide a statement describing indirect administrative costs to include experience and qualifications of key personnel." Is it necessary to include key personnel's experience and qualifications in this statement, or is this a typo?
A. Offers are not required to address 6.3.k in their proposal. Offerors response to 6.3.f should address qualifications of this staff.

All other terms and conditions remain the same.

DocuSigned by:



76B395CD3CD242A...

Mary Walker, CPPB
Contract Specialist III

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 SHOULD BE INCLUDED IN THE PROPOSAL PACKAGE OR RETURNED PRIOR TO DUE DATE/TIME. FAILURE TO DO SO MAY RESULT IN THE REJECTION OF THE PROPOSAL.

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