



County of Fairfax, Virginia

ADDENDUM

DATE: January 30, 2024

ADDENDUM NO. 6

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.** Section 5.a. Staff Background Check Requirements states that a driving record check should be completed for all employees with a valid driver's license. If an organization only authorizes certain positions to drive agency vehicles, is it acceptable to complete driving record checks on employees in these positions only?
A. Section 5.10.5 BACKGROUND CHECKS of the RFP is replaced with the language below:
 - a. Successful offeror is expected to satisfactorily complete a driving record check for all employees with a valid driver's license, this applies to all employees regardless of their position in the agency.
 - b. Staff Background Check Requirements – Non-County Facilities
 - Successful Offerors are expected to have a written background screening criteria. The criteria should include what reports will be run, what findings may cause the applicant to be denied, an appeal process for the applicant, and it should also include how often will backgrounds be checked.
 - Successful Offeror is expected to satisfactorily complete a criminal background check through the National Criminal Information Center or equivalent source on all applicants. Background check results are expected to be maintained for audit purposes, for the duration of the resulting contract.
 - All checks must be completed on applicable staff prior to their starting employment for staff not yet hired by the contractor upon award of contract.
 - Successful Offeror is required to run Child Protective Services background check for employees working in programs serving children.
2. **Q.** Section 5.b. Staff Background Check Requirements does not list Child Protective Services background checks as a requirement. Shouldn't this be required for programs that serve households with children?
A. See response to question 1.
3. **Q.** If an organization proposes to operate Expanded OSS Tasks, does the organization have to choose which tasks they are interested in doing or will the organization be assigned all of the Expanded OSS Tasks?
A. Offerors should specify which tasks they are interested in providing.
4. **Q.** The Coordinated Entry Policy & Procedures Edition 3.0 mentions two positions that are not mentioned in the RFP: 1) STARSS Specialist for Adult-Only Shelters and 2) Regional Homeless Referral Coordinator (RHRC) for the Emergency Shelters for Households with Children & Pregnant Persons. Should these two positions be included in emergency shelter staffing plans?
A. These two positions should not be included in the emergency shelter staffing plans. The CES Manual will be updated, and the mention of these positions will be removed from the manual.

5. **Q.** Each program's technical proposal instructions require the offerer to provide a statement demonstrating an understanding of the requirements for each component of the program. Do you want a statement summarizing our understanding of the tasks to be performed, or must we address each task.
A. Offerors should provide a detailed statement demonstrating their understanding of every requirement and task for each component of the program(s) for which you are proposing.
6. **Q.** Can the Rapid Rehousing Case Managers provide case management services to households in the VHSP rapid rehousing program?
A. Yes, Rapid Rehousing Case Managers may provide case management services to households in the VHSP Rapid Rehousing program.
7. **Q.** If we are partnering with an organization who will do a portion of the required work, do they need to provide things like organizational charts, Board of Directors bylaws, etc., recruitment and succession plans, etc., or should we just describe their experience/qualifications in the Consultants and Subcontractors section (Section 6.3.h)?
A. If an offeror is proposing to utilize another vendor to do a portion of the work as part of their proposal, that vendor would be a subcontractor to the offeror. The County can only award to one organization, therefore an offeror must be identified as the primary offeror and may identify other organizations as potential subcontractors. The required information for Consultants and Subcontractors is identified in Section 6.3.h.
8. **Q.** According to Addendum 4: "The shelter staff (residential staff, case managers, etc.) should not be included in the Medical Respite Program budget." Question #2 of the Technical Proposal states: Offerors should submit a detailed staffing plan that demonstrates how you propose to meet the program expectations for the Medical Respite Program(s) you are proposing to operate. The plan should include, but is not limited to, daily operations, program hours and staff capacity. Clearly identify indirect service staffing demonstrating the percentage of salary and time dedicated to the project. The Cost Proposal for the MRP program also includes a line item for staff salaries including a proposed budget and % of salary dedicated to the program. This information seems to be contradictory. Are we to assume that we should create a staffing plan but consider the proposed budget and % of salary for each staff person that is involved in operating this program as leverage?
A. Offerors should submit a cost proposal outlining the cost for staffing for two scenarios; one where they leverage the shelter staff, and the other where they include staffing in the MRP cost proposal. The detailed budget narrative should clearly explain the cost for both scenarios. For example, if they are going to leverage shelter case management staff, how many hours per week will the staff work for MRP and the salary amount.
9. **Q.** As our organization does not collect resumes from its Board of Directors, may applicants submit Board of Directors bios in place of their resumes?
A. Yes, bios for Board of Directors are acceptable.
10. **Q.** If an applicant applies for Prevention/RRH (ESG federal funding), can applicants utilize their negotiated indirect cost rate in the proposed budget?
A. Offerors should respond using the instructions in Section 7 of the RFP - Cost Proposal Instructions. If offeror is awarded a contract and designated as a federal subrecipient, then the offeror's federal approved indirect cost rate or de minimis rate will be utilized and addressed during negotiations.
11. **Q.** Are required financial statements (6.3c.) FY23 audited financial statements?
A. Provide your most recent available audited financial statements.
12. **Q.** Unless otherwise indicated, are performance benchmarks to be met by the end of the contract period or annually?
A. Performance benchmarks are to be met annually.

All other terms and conditions remain the same.

DocuSigned by:

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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.