



County of Fairfax, Virginia

ADDENDUM

DATE: December 13, 2023

ADDENDUM NO. 4

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 reviewed regarding referenced request for proposal:

1. Page 60 of the RFP states that the Cost Proposal should have a table of contents; however, it appears the Cost Proposal only includes the budget template in Excel and the budget narrative. Is that correct?

Answer to Question 1: No table of contents is required for the cost proposal.

2. On Attachment 2 "Cover Sheet", the Embry Rucker Community Shelter is listed with the "Adults Only" shelters. Since that shelter serves both households with and without children, shouldn't that shelter be listed in a separate category for shelters that serve both households with and households without children?

Answer to Question 2: On Attachment 2 under "Emergency Shelter Serving Households with Children", The following wording is removed:

"IF PROPOSING EMBRY RUCKER SHELTER, YOU MUST ALSO PROPOSE SERVICES FOR: •
Embry Rucker Community Shelter Adult Only – Region 3 • Homeless Healthcare Program – Region 3 •
Medical Respite Program – Region 3"

And replaced with the following:

"IF PROPOSING EMBRY RUCKER SHELTER, YOU MUST ALSO PROPOSE SERVICES FOR: •
Embry Rucker Community Shelter – Region 3 • Homeless Healthcare Program – Region 3 • Medical
Respite Program – Region 3"

3. On Attachment 2 "Cover Sheet", when applying for the Embry Rucker Community Shelter serving Households with Children, the description states that you must also apply for Embry Rucker Community Shelter Adult Only. When applying for the Embry Rucker Community Shelter serving Adults Only, it does NOT state that you must also apply for the Embry Rucker Community Shelter serving Households with Children. Please clarify if Attachment 2 will be updated to show that the two projects must be proposed together.

Answer to Question 3: See response to question 2.:

4. Will all of the current ESG and VHSP funding be pooled together and awarded to the 4 recipients of the Homeless Prevention and Rapid Rehousing Program?

Answer to Question 4: Fairfax County does not intend to make any changes to the Virginia Homeless Solutions Program (VHSP) application and award process at this time. Fairfax County's Emergency Solutions Grant (ESG) funding designated for homelessness prevention and rapid rehousing will be allocated to the Successful Offeror(s) through this solicitation process. Based on the nature of the work and federal ESG requirements, the Successful Offeror(s) will be required to execute a Federal Subaward Agreement which will detail the federally mandated award elements, additional terms & conditions and reporting requirements. (see page 4 of the RFP).

5. If an organization is a current ESG or VHSP recipient and does not get awarded one of the Homeless Prevention and Rapid Rehousing programs, do they lose their current ESG and VHSP funding?

Answer to Question 5: Fairfax County does not intend to make any changes to the Virginia Homeless Solutions Program (VHSP) application and award process at this time. However, any current Emergency Solutions Grant (ESG) subrecipient that does not get awarded one of the Homelessness Prevention or Rapid Rehousing program contracts may lose their current ESG subaward. The ESG funding designated for homelessness prevention and rapid rehousing will be allocated to the Successful Offeror(s) and will be required to execute a Federal Subaward Agreement.

6. Does the County require fireproof file cabinets for both open files that are kept on-site and closed files that may be kept off-site in a storage unit?

Answer to Question 6: Due to the high cost of fireproof cabinets, the County requires all files be kept in metal filing cabinets with locks. Fireproof cabinets are NOT required.

7. Considering the significant cost of purchasing fireproof cabinets, several thousand dollars per program, will the county be providing fireproof file cabinets to each program? Or is this something we can include in one-time start-up costs?

Answer to Question 7: See response to question 6.

8. How many days a week can each Operation Stream Shield program expect to work? Currently it is 2 days a week, but the RFP mentions some work sites are 3 days a week (Monday, Wednesday, Friday) and one is exclusively on Thursday. It appears that the number of workdays is being increased.

Answer to Question 8: Crews will go out the same two days a week for four hours. In addition, there will be an opportunity to have expanded tasks with a specified number of clients and supervisory staff. Those expanded opportunities will have more hours and days added to them. Specify in your application if you do or don't want the expanded opportunities.

9. Operation Stream Shield employs 10 individuals at a time. The RFP states that some of the worksites only require 5 workers. Will the other 5 workers be provided with a different worksite on those days?

Answer to Question 9: There will still be 10 individuals who can go out for the two days/four-hour workdays. The additional 5 will be for expanded work opportunities listed in the RFP.

10. The staffing for Operation Stream Shield lists a part-time Employment Specialist and two part-time OSS Worksite Supervisors. Currently, our Employment Specialist is on-site for the entire work assignment to monitor attendance and punctuality, observe work performance and work ethic, and to provide on-site support and live coaching. The Employment Specialist also meets with the workers on the off days to assist with job search and placement. It appears that the number of days that OSS is meeting is increasing from 2 days a week and the number of hours per day is increasing from 4 hours a day to 8. Considering these changes, is it possible to propose a full-time Employment Specialist?

Answer to Question 10: If you choose to propose to do the additional/expanded work, there is room for this opportunity to have a full-time employment specialist. There will need to be two worksite supervisors, which will not be full-time.

11. If a household is referred to Homeless Prevention but their housing cannot be saved and they request Emergency Shelter, do they have to be referred to CSP and go through the Diversion process to be screened for Emergency Shelter? Or can the Homeless Prevention worker refer them directly to the Emergency Shelter in their region?

Answer to Question 11: As stated in the RFP, offerors must demonstrate how they will operate the awarded programs in a manner consistent with the Coordinated Entry Manual (CE Manual). The CE

Manual states in the "Access, Assessment and Referral" section that if a household is determined not to be eligible for prevention services, a connection to mainstream resources should be provided. The provider should inform CSP that they consider that the referral was ineligible by sending an email to the Regional Team Lead and the Coordinated Entry System Manager (CESM) and the referral to an appropriate emergency shelter".

12. Considering the Medical Respite Program is utilizing some of the shelter staff (residential staff, case managers, etc.) to operate the program, should a portion of these staff's salaries be included on the MRP budget?

Answer to Question 12: The shelter staff (residential staff, case managers, etc.) should not be included in the Medical Respite Program budget.

13. The adult only shelters are required to submit an initial draft of an emergency preparedness plan within 6 months of contract award. The family shelters are required to create and implement a plan, but the RFP does not say that they can submit the initial draft within 6 months of contract award. Are the family shelters required to submit the plan with the proposal? If the shelter serves both adults and families, is the plan submitted with the proposal or within 6 months of contract award?

Answer to Question 13: Offerors submitting proposals for any of the programs are NOT required to include the draft of an emergency preparedness plan in the RFP proposal. Draft emergency preparedness plans are required within six months of contract awards.

14. In the beginning of the conference, the County provided background information/context for each of the 9 projects presented in the RFP. Will you share the background information/context that she provided for the Homelessness Prevention and Rapid Rehousing project?

Answer to Question 14: The RFP includes nine projects as outlined in section 1.1. The current contracts for Programs to Prevent and End Homelessness have Case Management with Children and Case Management without Children programs. These programs include the case management and supervisory staff who support prevention, outreach, shelter case management, and rapid rehousing case management. The Case Management with and without children programs were dissolved and are not included in this RFP. The current structure separated the programs by project type and staff were added to their respective project type. For example, the prevention staff currently included in the Case Management with and without Children programs are now part of the Homelessness Prevention and Rapid Rehousing Program. Offerors proposing to operate Homelessness Prevention and Rapid Rehousing, Street Outreach, Hypothermia Prevention Program, or Operation Stream Shield, are NOT required to submit a proposal for a Community Emergency Shelter.

15. Can the Rapid Rehousing Case Managers provide stand-alone case management services to households in other permanent housing programs, such as Housing Choice Voucher holders, or are their services exclusively limited to rapid rehousing referrals that come through Coordinated Entry?

Answer to Question 15: The Rapid Rehousing Case Managers will provide case management services to households enrolled in the rapid rehousing program only.

16. Since the Embury Rucker Community Shelter serves both households with children and adult only households, can both programs share the same program manual, with separate sections for households with children and adult only households, or are they required to have separate program manuals?

Answer to Question 16: Embury Rucker Community Shelter may have one manual that includes sections for households with children and adult only households.

17. Can the County share the number of family households and the number of adult-only households served in Prevention and in Rapid Rehousing for each Region in FY23?

Answer to Question 17: See response to question 19.

18. How many single (not family) households were referred to prevention throughout the County? I'm also trying to identify potentially how many single RRH cases to anticipate. How many single households received RRH assistance last year in Regions 2 and 4?

Answer to Question 18: See response to question 19.

19. Can the county give an estimate of the number of rapid rehousing and homeless prevention cases that are expected per year per region to help determine the number of staff and financial assistance needed?

Answer to Question 19: See tables below.

Fiscal Year 2023 Emergency Shelter, Outreach, Prevention and Rapid Re-Housing (w/ move in dates)

*Prevention numbers do not necessarily match Coordinated Service Planning referrals these numbers represent households enrolled in prevention programs.

**Some RRH programs do not have a specific region associated with it.

Type/Region	Adult Only Households	Households with Children (household count)	Households with Children (Individual count)
Emergency Shelter	1510	252	875
R1	358	57	204
R2	284	58	219
R3	579	43	153
R4	289	94	299
Outreach	673	11	20
R1	133	0	0
R2	149	2	4
R3	192	1	2
R4	199	8	14
*Prevention	20	125	451
NVFS	20	28	95
R1	0	44	173
R2	0	23	69
R3	0	5	25
R4	0	25	89
*Rapid Re-Housing	187	14	26
*Family NHH	1	1	3
R3	64	5	9
R4	55	5	8
*Single FACETS	12	2	3
*Single NHH	55	1	3
Grand Total	2390	402	1372

Fiscal Year 2023 Coordinated Service Planning Referrals

*It is important to note that adult only household referrals were served by NVFS from March 2021 until March 12, 2023, therefore, the data cannot be disaggregated by human service region.

Households with Children Referrals FY23 by Human Service Region

Date	Fiscal Year	RG1	RG2	RG3	RG4	NVFS	Total
7/1/2022	2023	27	18	13	16	0	74
8/1/2022	2023	27	11	12	18	7	75
9/1/2022	2023	39	9	10	14	2	69
10/1/2022	2023	37	12	10	11	18	88
11/1/2022	2023	15	6	11	13	14	59
12/1/2022	2023	24	9	6	17	25	81
1/1/2023	2023	25	13	10	8	17	73
2/1/2023	2023	18	8	9	3	36	74
3/1/2023	2023	10	6	9	12	27	64
4/1/2023	2023	18	12	13	11	12	66
5/1/2023	2023	21	10	10	15	9	65
6/1/2023	2023	25	11	12	11	3	62
	Total	286	125	125	149	170	850

Adult only Households Referrals FY23 by Human Service Region

Date	Fiscal Year	RG1	RG2	RG3	RG4	Total
7/1/2022	2023	0	0	0	0	0
8/1/2022	2023	0	0	0	0	0
9/1/2022	2023	0	0	0	0	0
10/1/2022	2023	0	0	0	0	0
11/1/2022	2023	0	0	0	0	0
12/1/2022	2023	0	0	0	0	0
1/1/2023	2023	0	0	0	0	0
2/1/2023	2023	0	0	0	0	0
3/1/2023	2023	0	0	0	0	0
4/1/2023	2023	0	0	0	0	0
5/1/2023	2023	3	2	1	0	6
6/1/2023	2023	1	1	0	1	3
	Total	4	3	1	1	9

The following is additional information regarding referenced request for proposal.

20. Successful offerors may be required to sign a License Agreement with the Fairfax County Facilities Management Department for occupancy during the period of the contract.
21. Appendix E has been updated and the new version – Appendix E Homeless Programs Standard Operating Guidance FY 23 2023 Version is available on Bonfire. This version should be used herein.
22. 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.

All other terms and conditions remain the same.

DocuSigned by:

Mary Walker

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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.