REQUEST FOR PROPOSAL

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL
RFP# 2000004219
FISCAL YEARS 2027-2028

IMPORTANT NOTICE

THIS IS AN ELECTRONIC PROCUREMENT (eBID)

SUBMISSIONS WILL ONLY BE ACCEPTED ELECTRONICALLY VIA THE EUNA PROCUREMENT/BONFIRE PORTAL (https://fairfaxcounty.bonfirehub.com)

Fairfax County Government uses a procurement portal powered by Euna Procurement/Bonfire for accepting and evaluating proposals. To register, visit https://fairfaxcounty.bonfirehub.com. For technical questions related to a submission contact Euna Procurement/Bonfire at support.bonfire@eunasolutions.com or click on the link "Contact Bonfire Support here" under Need Help?

Submitting proposals via the Euna Procurement/Bonfire portal is **mandatory**. Fairfax County will not accept proposals submitted by paper, telephone, facsimile ("FAX") transmission, or electronic mail (e-mail) in response to this RFP. Reference Special Provisions, How to Apply, for additional information.

Fairfax County strongly encourages Applicants to submit proposals well in advance of the proposal submission deadline. A proposal submission is not considered successful unless all necessary files have been uploaded and the 'Submit & Finalize' step has been completed. Applicants are responsible for the consequences of any failure to plan ahead in the submission of its Proposal.

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INTRODUCTION:

This Request for Proposal is to solicit applications from eligible nonprofits to provide health, housing and human services to residents within one or more regions of the County of Fairfax for the Consolidated Community Funding Pool (CCFP). Funding in the CCFP is available from a combination of local and federal sources:

- Federal and State Community Services Block Grant (CSBG)
  (approximately 13% of total funds)
- Federal Community Development Block grant (CDBG)
  (approximately 9% of total funds)
- Fairfax County General Fund
  (approximately 78% of total funds)

All awards are subject to the County of Fairfax General Conditions and Instructions to Bidders found in the Resource Manual, pages 19-28 and Special Provisions also in the Resource Manual, page 4.

All programs receiving funds from the Community Services Block Grant and Community Development Block Grant will be subject to all Federal and State laws, regulations and guidelines governing those grants. Awards utilizing these federal funds may result in a subrecipient designation and as such must comply with Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

ELIGIBLE APPLICANTS:

a. Organizations with non-profit 501(C) 3 tax exempt status or organizations that have established their 501(C) 3 tax exempt status by February 20, 2026, including faith-based or religious organizations. If funded, proof of 501(C) 3 certification will be required.

b. Applicants may be located in other jurisdictions, however, the proposed program(s) **must** serve **only** eligible residents of Fairfax County, depending on the funding source, as defined below:

   i. Programs funded through the **Fairfax County General Fund** may only serve residents of Fairfax County, City of Fairfax, the Towns of Clifton, Herndon or Vienna.

   ii. Programs funded through the **Community Services Block Grant (CSBG)** may serve residents of Fairfax County, the Towns of Clifton, Herndon or Vienna and may also serve residents of the City of Fairfax and Falls Church. Awards funded through the CSBG must benefit residents at CSBG income levels referenced in the Resource Manual, page 44. Awards made with CSBG funds may be designated for housing, education, employment, childcare and emergency programs.

   iii. Programs funded through the **Federal Community Development Block Grant (CDBG)** may serve residents of Fairfax County, the City of Fairfax, City of Falls Church or the Towns of Clifton, Herndon or Vienna.

c. Organizations that are in receivership status or debarred by the U.S. Government and/or Fairfax County are not eligible to apply.

PRE-PROPOSAL CONFERENCE:

a. An optional Pre-Proposal Conference will be held via MS Teams on October 16, 2025 at 1:30 p.m. Participants must register for the pre-proposal conference using the link https://events.gcc.teams.microsoft.com/event/8e554a71-8d2e-4626-a167-a3c8441c4947@a26156cb-5d6f-4172-9d7d-934eb0a7b275. Participants will be asked to wait in the waiting room until the host allows them to join the meeting.

b. The purpose of the Pre-Proposal Conference is to give potential Applicants an opportunity to ask questions and obtain clarification regarding any aspect of this RFP. Due to the importance of all

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Applicants having a clear understanding of the requirements of this solicitation, attendance at this conference is strongly encouraged. This will be the only conference held on this solicitation.

c. A recorded copy of the pre-proposal conference will be available within 10 business days via the Internet at: https://www.fairfaxcounty.gov/procurement/sponsoredprograms/fundingpool. Applicants may view the pre-proposal conference by clicking on the appropriate link.

QUESTIONS AND ADDENDA:

a. Questions regarding this solicitation can be submitted to Karin Ventura, Contract Analyst, Department of Procurement and Material Management via email at: DPMMCCFP@fairfaxcounty.gov.

b. Offerors are reminded that questions/responses and changes to the RFP, in the form of an addenda, are often issued between the RFP issue date and five (5) business days before the due date. The final date to submit questions is **November 12, 2025 at 2:00 PM**. All addenda shall be signed and submitted before the due date/time and must accompany the proposal submission.

c. Notice of addenda will be posted on Euna Procurement/Bonfire. It is the Offeror's responsibility to monitor the web page for the most current addenda at https://fairfaxcounty.bonfirehub.com.

BACKGROUND:

In 1997, Fairfax County began a competitive process to fund human services programs run by nonprofit organizations; this evolved to be the Consolidated Community Funding Pool (CCFP). In 1998, the Board of Supervisors established the Consolidated Community Funding Advisory Committee (CCFAC) to spearhead the CCFP. The CCFAC, comprised of representatives from nine Fairfax County Human Services Boards and Commissions and several community sectors, helps plan and develop the funding categories. The CCFAC also works in partnership with the Community Action Advisory Board (CAAB) to determine the program areas for CCFP awards funding through the Community Services Block Grant (CSBG). They also collaborate with the Fairfax County Redevelopment and Housing Authority (FCRHA) to allocate CDBG funding in the County's Consolidated Plan.

Throughout this history, the CCFAC has strategically adjusted the categories to better meet the county's evolving needs and to acknowledge the changing nature of the nonprofits. These categories reflect the communities' needs and align with health and human services priorities. Each outcome statement has a broad community focus and includes everyone to include income levels, abilities and ages.

The FY2027-2028 funding cycle offers seven funding categories, listed on pages 4-6 under the Proposal Instructions of this RFP. The funding pool categories and requirements reflect the county's emphasis on equity of services, addressing the social determinants of health, and upward mobility.

For information on previously funded programs, visit https://www.fairfaxcounty.gov/procurement/sponsoredprograms/fundingpool**.** Information on funded programs for the FY2025-2026 award cycle can be viewed on the county's contract register at: https://www.fairfaxcounty.gov/cregister/ by entering "CCFP" into the description of contract, service or commodity field.

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PROPOSAL INSTRUCTIONS:

All proposed programs should address no more than two of the funding categories listed below. In the case of programs for which multiple organizations are collaborating on a joint proposal, the proposal may target up to a maximum of three categories. **FUNDING CATEGORIES ARE NOT RANKED IN ANY ORDER OF IMPORTANCE**. *Service examples may include but are not limited to the examples listed in each category area below.*

CCFP Categories Overarching Statement

These categories were identified as community needs and are aligned with health and human services determinants. Programs and services that meet these needs reduce barriers, provide recipients with opportunities for stability and contribute to the upward mobility of individuals and their families. Each outcome statement focuses on a broad community definition and specifically includes all individuals, families, communities, income levels, abilities, and ages.

Where appropriate, providing legal services, case management (to include bilingual case management), transportation, high-quality and affordable childcare, linguistically (interpretation and translation), culturally and developmentally appropriate services, trauma-informed frameworks, and/or other resources that remove barriers and allow participation, may be included in all seven categories of CCFP RFP.

FUNDING CATEGORY	OUTCOME STATEMENT	SERVICE EXAMPLES
I. FINANCIAL STABILITY **Financial Assistance to Financial Empowerment**	To have the ability to possess and maintain sufficient income to consistently meet their basic needs – with no or minimal financial assistance or subsidies from private or public organizations.	• Financial literacy/management training and counseling to foresee and prevent financial crises • Financial counseling • Financial asset formation • Affordable, accessible, quality childcare for family members transitioning into the workforce • Employment assistance, job and entrepreneurship training • Financial exploitation prevention services • Programs that support economic mobility and reduce dependency
II. FOOD AND NUTRITION	To have reliable and consistent access to sufficient, affordable, fresh and nutritious food. This includes food reflecting the cultural, religious, and situational needs of recipients. To have access to information and education about healthy and nutritious food and the opportunity to develop the knowledge and resources to practice healthy eating.	• Nutrition education programs • Farmers markets, food co-ops, mobile markets, neighborhood distribution sites, community gardens, and urban agriculture • Food provision programs that offer case management services towards self-sufficiency • Supplemental food programs (e.g., backpack programs)

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FUNDING CATEGORY	OUTCOME STATEMENT	SERVICE EXAMPLES
III. HEALTH	To have access to primary, specialty, oral, behavioral, and long-term health care, particularly prevention services. To develop the knowledge and resources to practice healthy behaviors and to take action to prevent and manage disease and adverse health conditions.	• Healthcare affordability and accessibility services, particularly oral, visual and auditory • Behavioral health services (e.g. suicide prevention, mental health, drug misuse prevention and recovery) • Primary medical/dental services and specialty care • Senior/Older adults' health care including dementia • Hospice, homecare • Programs and services that increase access to health services for individuals with limited English proficiency and those with all levels of ability • Health fairs and health screening clinics, dental clinics, inoculations, nutrition education
IV. HOUSING	To have safe, stable, and accessible living accommodations along with other basic necessities. To have access to affordable, accessible housing with the supportive services necessary to live as independently as possible in a community setting.	• Services to support housing stability and to maximize tenants' ability to live independently (e.g., case management, mental health, alcohol and substance abuse, independent living, home health visits, home share programs, vocational, health, furniture and other household goods, peer support and social activities) • Services to assist individuals transitioning from institutional to home or community-based care • Services to assist individuals and families to locate housing in communities with adequate support networks and services including opportunities for seniors and persons with special needs
V. LITERACY/EDUCATIONAL DEVELOPMENT/ATTAINMENT	To have the ability to read, write, and communicate effectively in order to manage finances, and attain employment goals through academic and vocational achievement. To have access to quality childcare and education and supports to develop employment and independent living skills.	• English proficiency services and/or instruction • Early childhood development services including ASL and Cued speech training for parents • Educational supports including tutoring and/or family literacy • Services that provide employment and training skills to effectively assist individuals with disabilities to live independently • Adult education, credentialing

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FUNDING CATEGORY	OUTCOME STATEMENT	SERVICE EXAMPLES
		• Supportive employment and education • Digital access and literacy programs • Services that address the specific needs of individuals with disabilities to meet these outcomes
VI. POSITIVE BEHAVIORS AND HEALTHY RELATIONSHIPS	To 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.	• Counseling services • Conflict resolution and anger management training and counseling • Youth-based prevention programs and services focusing on positive behaviors and healthy relationships • Trauma recovery services • Domestic violence and sexual abuse prevention and recovery services • Programs and services that address the needs of individuals with limited English proficiency and/or those with all levels of ability • Programs and services that address acculturation
VII. SUPPORT/COMMUNITY/ SOCIAL NETWORKS	To have access to local services, including community-based transportation and childcare, and the ability to establish and maintain intergenerational, communal and social relationships.	• Courses that teach language or culture to help groups interact positively • Mentoring programs • Language and cross-cultural assistance • Social environments for isolated/homebound individuals • Respite services to help caregivers • Affordable, accessible, quality childcare to help parents/guardians stay employed • Affordable transportation, especially for vulnerable populations • Supportive programs for persons with disabilities • Access to recreational activities (rec centers, classes) • Wi-Fi/Internet access and computer support

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BASIS FOR AWARDS:

A Selection Advisory Committee (SAC) comprised entirely of Fairfax County residents is appointed by the Deputy County Executive for Health and Human Services to recommend proposals for awards. Individuals on the SAC serve on a volunteer basis and must reside in Fairfax County. SAC members may not be a current officer, employee, or Board member of an Applicant's agency, a current County employee, member of the Consolidated Community Funding Advisory Committee (CCFAC) or member of Community Action Advisory Board (CAAB).

The SAC evaluates proposals according to the established evaluation criteria and will conduct a preliminary evaluation and rating of the program information contained in each proposal on the basis of the criteria listed in the chart below. Not all members of the SAC review all proposals. Rather, due to the high number of proposals historically received in response to this RFP, the proposals are distributed across the four SAC teams for evaluation. Cost information will be evaluated and rated only for the proposals with the highest preliminary ratings.

Applicants will be notified of the SAC's funding recommendations and action by the Board of Supervisors in in the spring of 2026. Approved programs will be awarded funds through a contractual agreement with the county, subject to negotiations of final terms and conditions conducted in May and June of 2026. The terms of the contract will begin July 1, 2026. Unsuccessful applicants may request a meeting to receive feedback on proposals after awarded contracts have been signed, after August 1, 2026 by contacting Karin Ventura at DPMMCCFP@fairfaxcounty.gov.

EVALUATION CRITERIA:

The SAC will use established evaluation criteria to rank each proposal submitted. Each criterion element is rated separately. Proposals may receive up to the maximum points allowed based on the response to each criterion element. A detailed description of each criterion is included in this RFP.

Funding allocations are based on the Applicant's ability to adequately address the following:

All APPLICATIONS will be considered on the following Criteria:		
TECHNICAL PROPOSAL:		
Criterion A	Demonstration of Need	10 points
Criterion B	Approach	30 points
Criterion C	Outcomes	15 points
Criterion D	Organizational Capacity	25 points
COST PROPOSAL:		
Criterion E	Budget and Budget Justification	20 points
TOTAL		**100 points**

ELECTRONIC SUBMISSION OF PROPOSAL:

Proposals must be received electronically through Fairfax County's online Procurement Portal at: https://fairfaxcounty.bonfirehub.com, on or before the Submittal Deadline. 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 solicitation. Proposal submissions and registration are free of charge. Offerors can register for a free account at: https://fairfaxcounty.bonfirehub.com, which will be required when preparing a submission. Documents may be uploaded at any time during the open period. The official time used for receipt of proposals/modifications is the time stamp within the Euna Procurement/Bonfire portal. No other clocks, calendars or timepieces are

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recognized. If, at the time of the scheduled proposal closing Fairfax County Government is closed due to inclement weather or another unforeseeable event, the proposal closing will still proceed electronically through the Euna Procurement/Bonfire system.

For technical questions related to a submission contact support.bonfire@eunasolutions.com or click on the link "Contact Bonfire Support here" under Need Help? (Note: it takes an average of 16 minutes to an hour for a response). Therefore, offerors shall take the necessary steps to submit their proposals in advance.

Listed below are some helpful guides that will assist offerors regarding Submission:

- Vendor Registration
- Creating and Uploading a Submission
- Vendor Registration and Submission [VIDEO]

It is the Offeror's responsibility to clearly identify and describe the services being offered in response to the solicitation. Offerors are cautioned that the organization of their response, as well as thoroughness is critical to the County's evaluation process. The solicitation forms must be completed legibly and in their entirety; and all required supplemental information must be furnished and presented in an organized, comprehensive and easy to follow manner.

a. Technical Information: Uploading large documents may take time, depending on the size of the file(s) and your Internet connection speed. You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission***. Minimum system requirements for the Euna Procurement/Bonfire portal - Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. JavaScript must be enabled. Browser cookies must be enabled.***

b. There is no limit to the number of program proposals an organization may submit in response to this solicitation. However, each proposal must be submitted separately in Euna Procurement/Bonfire. Applicants submitting multiple proposals must upload organization documents such as financial statements, audit, etc., only one time.

c. Proposals should be prepared electronically using appropriate software applications. The proposal narrative should not exceed seventeen (17) pages.

d. Proposals must be received no later than **11:30 p.m. on December 8, 2025**, by the Fairfax County Department of Procurement and Material Management via Euna Procurement/Bonfire.

e. Documents to assist in the development of your proposal, are available for downloading on the CCFP website: https://www.fairfaxcounty.gov/procurement/sponsoredprograms/fundingpool.

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PROPOSAL INSTRUCTIONS & CHECKLIST:

TECHNICAL PROPOSAL:

☐ FORM 1 – Proposal Cover Sheet (DPMM32) must include Offeror authorized signature.

a. By executing the cover sheet (DPMM32), Offeror acknowledges that they have read this Request for Proposal, understand it, and agree to be bound by its terms and conditions.
b. Applicant's legally authorized representative must sign a Proposal Cover Sheet for each proposal submitted. Proposals without signed cover sheets may be deemed non-responsive and may not be considered for funding. If the proposal is submitted jointly by multiple organizations, the Proposal Cover Sheet should identify one organization as the primary contact.
c. Applicants must list the name of the Executive Director or Chief Executive Officer of the organization as the contact person on the Proposal Cover Sheet (DPMM32).

☐ FORM 2 - Applicant must indicate the funding categories that can best be met by the proposed program.

☐ TECHNICAL NARRATIVE FORM - Applicants must respond to all questions of the Technical Narrative Form which includes the Program Abstract, Demonstration of Need, Approach, Outcomes, and Organizational Capacity.

☐ FORM 3 - Program Outcome Worksheet

a. Applicants are required to select from a list of standardized program outcomes which must be included on Form 3 of each proposal submitted. (See Exhibit A for a list of Standardized Outcomes & suggested Outcome Indicators)
b. Applicants should select at least one of ***the standardized program outcomes*** and should, where applicable, include additional program outcomes that are relevant to their proposals.
c. Applicants may submit a maximum of five (5) Form 3 – Outcome Worksheets in response to the Request for Proposal.
d. Form 3 – Section A. Service Provided – Applicants must provide a brief description of the service activity in no more than three sentences.

COST PROPOSAL:

☐ Cost Narrative Form: Applicants are required to respond to all questions.

☐ FORM 4 - Program Budget - Applicants' "Indirect Expenditures- Management & General" expenses should not exceed 15% unless otherwise stated. If a program is awarded CSBG funding and is designated a federal subrecipient, then the organization's federally approved indirect cost rate or de minimis rate (15%) will be utilized and addressed during negotiations. If you receive CDGB funding indirect costs are not allowed.

☐ FORM 4A -Program Personnel Budget

☐ FORM 4B - Program Budget Justification

a. Failure to adequately describe and justify each line item on Forms 4A and 4B will result in a loss of points. Personnel costs must show the annual salary rate and the percentage of time devoted to the program for each employee paid through CCFP funds.

☐ FORM 5 – Estimated Program Revenues

a. Cash resources include donations, grants, contracts, and awards. Non-cash resources include volunteers, in-kind contributions, and goods, supplies and service donations. Non-professional volunteers are to be valued at $34.79 per hour based on the current Independent Sector https://independentsector.org/resource/value-of-volunteer-time/ established rate. The hourly value of

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a professional volunteer's service is to be determined based upon the normal hourly rate charged by the professional volunteer for paid services. The hourly values must be justified in the written narrative.

b. Applicants are to disclose whether they have pending applications for other Fairfax County funds that include requests for funding to support the same program being proposed under this RFP that will cover any of the cost items outlined in the budget narrative and budget forms. This also includes current contracts that cover any of the identified program costs.

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ATTACHMENTS:

- ☐ Program Position Descriptions include required skills, program management and fiscal staff positions assigned to work on the program.
- ☐ Current staff resumes for key personnel assigned to work on the program.
- ☐ Program Organizational Chart
- ☐ Audited Financial Statements - The most recent financial audit and management letter that adheres to the required schedule of submitting the audit within (180) days after the end of Applicant's fiscal year. Applicants whose fiscal year ends June 30th must submit a financial audit and management letter for period ending June 30, 2024. Applicants whose fiscal year ends December 31st must submit a financial audit and management letter, if available, for the period ending December 31, 2024. Audits for the periods ending June 30, 2025, or December 31, 2025 (based on the organization's fiscal year), will be collected from successful applicants during contractual monitoring after the execution of the contract.

  Applicants who do not have an audit at the time of submission must provide written justification for lack thereof. If funded, the organization will be required to submit an audit following the first year of operation.
- ☐ Federal Tax Form 990 (If not available, explain why and submit the most recent filing.)
  Applicants unable to provide a 990 must submit a 501C (3) certification.
- ☐ Attachment 1 - Affirmation of Legally Required Contract Terms
- ☐ Attachment 2 - Business Classification Schedule
- ☐ Attachment 3 - Certification of Financial Solvency for Non-Profit Organizations
- ☐ Attachment 4 - Virginia State Corporation Commission (SCC) Registration Information Form
- ☐ Attachment 6 - Certification Regarding Ethics in Public Contracting
- ☐ Attachment 7 - Request for Protection of Trade Secrets or Proprietary Information (if applicable)
- ☐ Attachment 8 - Subrecipient Risk Analysis (if applicable)
- ☐ Attachment 9 - Cyber Insurance Questionnaire
- ☐ Attachment 5 - Certification Regarding Debarment or Suspension
- ☐ Funding requests must be ***rounded up*** to the nearest whole dollar amount.
- ☐ All issued addenda signed.

All documents to assist in proposal development are available for downloading on the Euna Procurement/Bonfire and CCFP website.

TRADE SECRETS/PROPRIETARY INFORMATION:

- ☐ Trade secrets or proprietary information submitted by an offeror in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, offerors must invoke the protections of this section prior to or upon submission of the data or other materials.
- ☐ The offeror must identify the data or other materials to be protected and state the reasons why protection is necessary. Disposition of material after award(s) should be stated by the offeror.
- ☐ Request for Protection of Trade Secrets or Proprietary Information (Attachment 7) is provided as a courtesy to assist offerors desiring to protect trade secrets or proprietary information from disclosure under the Virginia Freedom of Information Act.

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FAIRFAX COUNTY VIRGINIA

DEPARTMENT OF PROCUREMENT & MATERIAL MANAGEMENT
12000 GOVERNMENT CENTER PARKWAY, SUITE 427
FAIRFAX, VIRGINIA 22035-0013

www.fairfaxcounty.gov/procurement

TELEPHONE: (703) 324-3201 **FAX:**(703) 324-3228 **TTY:** 771

ISSUE DATE: September 26, 2025	**REQUEST FOR PROPOSAL:** RFP 2000004219	**TITLE:** Consolidated Community Funding Pool
DEPARTMENT: Neighborhood & Community Services, Housing and Community Development	**DATE/TIME OF CLOSING:** December 8, 2025 @ 11:30PM	**CONTRACT ADMINISTRATOR:** Karin.Ventura@ DPMMCCFP@fairfaxcounty.gov

Fairfax County Consolidated Community Funding Pool

Fiscal Years 2027-2028

PROPOSAL COVER SHEET

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, at the price set opposite each item, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

Fairfax County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or Applicant because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

Organization Name:	**Contact Person:** ***(Executive Director, CEO, Board Chair)***
Address:	**Telephone:**
City, State, Zip:	**E-Mail:**
Program Title:	**Federal Tax ID #:**
State Corporation Commission ID #:	**Date Incorporated:**
Identify if proposal(s) is being submitted in collaboration with other nonprofit organization(s) Yes ☐ No ☐	**List other organization(s) by name**:

By signing this proposal, Applicant certifies, acknowledges, understands and agrees to be bound by the conditions set forth in the General Conditions and Instructions to Bidders and as described in the Resource Manual, and all Attachments.

Vendor Legally Authorized Signature	**Date**
Print Name	**Title**

Sealed proposals subject to terms and conditions of this Request for Proposal will be received by the Fairfax County Purchasing Agent by way of upload to Fairfax County's procurement portal at https://fairfaxcounty.bonfirehub.com until the date/time specified above.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION

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FORM 2

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION
FISCAL YEARS 2027-2028
RFP# 2000004219

1. Program Title:
2. Organization Name:
3. Please check the appropriate box: ☐ New Program ☐ Previously or Currently CCFP funded

FUNDING CATEGORY: Choose no more than two (2) of the categories listed below. (See pages 4-6, Proposal Instructions)

FINANCIAL STABILITY
Outcome: To have the ability to possess and maintain sufficient income to consistently meet their basic needs – with no or minimal financial assistance or subsidies from private or public organizations.

FOOD AND NUTRITION
Outcome: To have reliable and consistent access to sufficient, affordable, fresh, and nutritious food. This includes food reflecting the cultural, religious, and situational needs of recipients. To have access to information and education about healthy and nutritious food and the opportunity to develop the knowledge and resources to practice healthy eating.

HEALTH
Outcome: To have access to primary, specialty, oral, behavioral, and long-term health care, particularly prevention services. To develop the knowledge and resources to practice healthy behaviors and to take action to prevent and manage disease and adverse health conditions.

HOUSING
Outcome: To have safe, stable, and accessible living accommodations along with other basic necessities. To have access to affordable, accessible housing with the supportive services necessary to live as independently as possible in a community setting.

LITERACY/EDUCATIONAL DEVELOPMENT/ATTAINMENT
Outcome: To have the ability to read, write, and communicate effectively in order to manage finances, and attain employment goals through academic and vocational achievement. To have access to quality childcare and education and supports to develop employment and independent living skills.

POSITIVE BEHAVIORS AND HEALTHY RELATIONSHIPS
Outcome: To 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.

SUPPORT/COMMUNITY/SOCIAL NETWORKS
Outcome: To have access to local services, including community-based transportation and childcare, and the ability to establish and maintain intergenerational, communal and social relationships.

4. Provide two references from any of the following entities: federal, state, local government, foundations, corporations and/or philanthropic organizations that have provided funding to your organization. References should include the name of funder/grantor, email of point of contact, and length of time the organization has been funded.

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Please refer to the Resource Manual for CSBG and CDBG income guidelines to determine the percentage of clients to be served in these categories.

5. Of the clients served, estimate the percentage that meets the Community Services Block Grant (CSBG) income level (200% of poverty). See page 44 of the Resource Manual.

   i. Programs receiving CSBG funds will most likely be designated a subrecipient of federal funds. Implications include a restriction that clients served with CSBG funds meet CSBG income eligibility guidelines, a reimbursement payment schedule, additional pass-through terms and conditions, and modified reporting requirements (see pages 14-15 of the Resource Manual). Please indicate whether the applicant will accept CSBG funding for the provision of program services to eligible Fairfax County residents upon award. ☐ Yes ☐ No

   ii. If yes, complete Attachment 8 - Subrecipient Risk Analysis and submit required supporting documentation. NOTE: If a document is requested twice in accordance with both the RFP and the Subrecipient Risk Analysis form, submit (1) copy of such document.

6. Of the clients served, estimate the percentage that meets the Community Development Block Grant (CDBG) income levels (extremely low, low, low/moderate). See page 46 of the Resource Manual.

7. **PROGRAM TYPE:** (Please check one)
   a. ☐ Human Service Program (Non-Capital)
   b. ☐ Administration of Affordable Housing Project

8. **HUMAN SERVICE REGION(S):** In what region(s) do most of the clients to be served reside? Please check all that apply; see page 29 of the Resource Manual for map.

REGION 1 ☐ REGION 2 ☐ REGION 3 ☐ REGION 4 ☐

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TECHNICAL NARRATIVE FORM

To aid in answering the RFP questions, please watch the video Becoming One Fairfax – An Introduction to Key Concepts, review the One Fairfax Policy, and the upward-mobility framework described by the Urban Institute.

One Fairfax is a joint racial and social equity policy of the Fairfax County Board of Supervisors and School Board adopted in November 2017. It commits the county and schools to intentionally consider equity when making policies or delivering programs and services. This policy is a declaration that all residents deserve equitable opportunity to succeed regardless of their race, color, sex, nationality, sexual orientation, religion, disability, income, or where they live. In addition, an Upward Mobility Framework is an important approach to understand, measure and foster the economic and social mobility within a community. It offers a structured approach to identifying the key factors that influence an individual's ability to improve their life circumstances and well-being over time.

When crafting your responses to the technical narrative, draw upon these frameworks and prioritize the use of census-level data (e.g., census tracts or block groups over zip-code data, as the latter can obscure inequality). Utilizing census-level data allows for a more precise identification of patterns of disparity and a deeper evaluation of community level impacts, providing critical insights into structural and systemic factors that shape outcomes.

PROGRAM ABSTRACT (800 character maximum)

Identify the funding category for this proposal. Provide a description of the proposed program, how it will be implemented, program goals and objectives. Include how it aligns to the focal area(s) of One Fairfax policy.

A. DEMONSTRATION OF NEED — Total = 10 Points

Describe the need for your program and how it will address inequity in Fairfax County. Your response must include the following.

1. Provide statistics, to include use of census tract data, and/or research relating to the problem (local, community, state or national).

2. Identify the population, neighborhoods, and/or geographic area that will be served in this initiative.

3. Identify gaps in existing services.

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TECHNICAL NARRATIVE FORM

B. APPROACH — Total = 30 Points

Describe the program you plan to deliver and how it will address the specific needs identified. Your response should include the following:

1. Describe, in detail, the program you will implement and how it will address the anticipated barriers community members may face in accessing services. Include a timeline that displays major tasks, assigned responsibility for each, and outlines the completion of each task by month or quarter during the contract period, using "Year 1", "Month 1", "Quarter 1", etc. (not calendar dates).

2. Describe how the program services/activities contribute to the transformation of systemic structures to reduce inequity and contribute to the upward mobility, power and autonomy, of the community members served.

3. Describe how the program will leverage other community groups/organizations/ resources/Coordinated Services Planning (CSP) to maximize service delivery and minimize duplication.

4. Describe how you prioritize creating welcoming and inclusive environments, specifically focusing on accessibility of programs and facilities to serve community members with diverse cognitive, behavioral, physical, and sensory abilities, ensuring both compliance with the American with Disabilities Act and creating a sense of belonging in your programs.

C. OUTCOMES — Total = 15 Points

Describe the program outcome(s) and anticipated impact on the population served. Your response should include completed Form 3(s) and the following:

1. Describe how the outcome(s) selected (standardized or agency-developed) align with the proposed program.

2. Describe your data collection process and explain how the outcome(s) will be measured, including information on assessment tools.

3. Describe the anticipated impact on the population and/or community served.

4. Describe past performance of the proposed program or another program you've operated, including success, failures and any lessons learned and how you will integrate those lessons into the proposed design and delivery. If you are a new organization describe how you would measure the success of the program to ensure successful outcomes.

Information Only

D. ORGANIZATIONAL CAPACITY — Total = 25 Points

Describe the organizational structure and management of the program to include the following:

1. Describe the program's organizational structure, to include details about all key staff (paid or unpaid employees, consultants, contractors or volunteers), their roles, responsibilities, and how they align with the program's goals. Include organizational and/or program staff experience supporting successful program management or sustaining programs of similar design. Provide a program organizational chart. Include any staff positions that will need to be filled after contract award, and the projected hiring date.

2. Includes details on volunteer contributions, such as their anticipated number, roles, and hours worked. If no volunteers are utilized, explain why.

3. Describe the organization's financial and accounting systems, including internal controls in place to ensure accuracy and accountability, internal controls and federal management practices used to track and separate funding streams with their matching expenditures, and, if applicable, methods for accounting for gift card use, including how they are distributed, tracked and reported to ensure compliance and proper use.

Information Only

FORM 3

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION

FISCAL YEARS 2027-2028

RFP# 2000004219

PROGRAM OUTCOME WORKSHEET

(*Complete a separate form for each proposed program service/outcome*.) Outcome # of

Organization:
Program:

A. Service Provided:

B. Choose One: ☐ Standardized Outcome ☐ Agency Developed Outcome

C. Measurement System:

D. Outcome Indicators:

E. Total Estimated Number of Individuals & Households to Receive Service:
FY 2027
Total Individuals: Total Households:
FY 2028
Total Individuals: Total Households:

F. Estimated Number & Percentage of Individuals & Households to Achieve Outcome:

FY 2027	*Number*	*Percentage*		*Number*	*Percentage*
Individuals:			Households:		
FY 2028	*Number*	*Percentage*		*Number*	*Percentage*
Individuals:			Households:		

Information Only

COST NARRATIVE FORM

Applicants are required to use the Budget Forms to respond to the following sections. Budget forms can be downloaded at Bonfire website.

F. BUDGET AND BUDGET JUSTIFICATION — Total = 20 Points

1. Provide a brief narrative that links project activities and services to their associated costs. Describe how program management will maximize cost effectiveness of the requested funds, detailing the methods used to estimate and calculate all costs and demonstrating their relevance to the successful completion of the proposed program.

2. Program Budget: Complete **Forms 4, 4A, and 4B**.
   The budget justification must explain how all estimated costs were calculated, providing detailed computations for each line item and listing the cost of each expense. Budget figures should reflect cash expenditures only and should not include non-cash resources. Applicants' "Indirect Expenditures-Management & General" expenses should not 15% unless otherwise stated. If a program is awarded CSBG funding and is designated a federal subrecipient, then the organization's federally approved indirect cost rate or de minimis rate (15%) will be utilized and addressed during negotiations. If you receive CDGB funding indirect costs are not allowed.

3. Estimated Program Financial Match: Complete **Form 5**
   The Estimated Financial Match should identify all resources that support and sustain the program both during and beyond the funding period. This includes leveraged financial contributions, the value of volunteer hours, in-kind support, and donations of goods, supplies and services.

4. Provide a detailed description of the funding plans to sustain the program during and beyond the requested funding period. This sustainability plan should describe the applicant's capacity to secure sufficient resources to not only maintain but also expand the program beyond the County's funding commitments. Additionally, the plan should demonstrate a clear strategy to increase program leveraging - incorporating all resources from FY2027 to FY2028.

Information Only

STANDARDIZED PROGRAM OUTCOMES	SAMPLE OUTCOME INDICATORS*
• Persons feel a sense of connectedness to the community as a result of services	• Percent of program participants who report feeling better connected with people or organizations in ways that bolster health and well-being
• Children and youth are provided with safety net or community resources that promote stability	• Percent of households receiving services with outcomes contributing to a child's stable living environment
• Adults are provided with safety net or community resources that promote stability	• Percent of adults receiving case management who are successfully connected to needed services
• Persons in need receive emergency basic needs assistance	• Percent of households whose emergency basic needs are met
• Persons have improved basic English skills after completing English language instruction	• Percent of persons who complete English language instruction who report their language proficiency improved.
• Persons enroll in or graduate from post-secondary courses or credentialing programs	• Percent of persons receiving supportive services who gain professional accreditation
• Persons complete job skills training	• Percent of persons served who obtain new or improved job skills
• Persons gain employment as a result of services	• Percent of persons who gain employment as a result of receiving employment assistance services
• Persons remain employed for at least 90 days after job placement	• Percent of persons receiving employment services who obtain and maintain employment for at least 90 days
• Persons complete financial literacy instruction	• Percent of persons served who complete financial literacy instruction and demonstrate increased understanding of financial concepts
• Persons demonstrate evidence of improved financial situation	• Percent of program participants who demonstrate improved capacity to manage finances (e.g., improved credit score, increased savings, adherence to budget, etc.)
• Adults have stable or improved physical health (Self-reported or Professionally Assessed**)	• Percent of participants who experience a positive impact on their physical health as a result of receiving services
• Adults have stable or improved behavioral health (Self-reported or Professionally Assessed**)	• Percent of individuals served who demonstrate noticeably improved mental, emotional/ behavioral health

Information Only

• Children and youth have stable or improved behavioral health (Self-reported or Professionally Assessed**)	• Percent of children and youth receiving services who show functional improvement in school and home-based behaviors
• Adults have stable or improved oral health	• Percent of adults receiving dental treatment services (e.g. dental visits, teeth cleaning, periodontal disease treatment, etc.) who maintain or improve their oral health
• Children and youth have stable or improved health	• Percent of youth receiving dental treatment services (e.g. preventive dental visits, teeth cleaning, dental caries treatment, dental sealants, etc.) who maintain or improve their oral health • Percent of children and youth who received any preventive dental service in the past year
• Children have a dental home	• Percent of children with a dental home or designated dental care provider
• Persons demonstrate increased health literacy (i.e. maternal health, nutrition, etc.)	• Percent of persons who attend nutrition classes and demonstrate knowledge of healthy eating habits • Percent of caregivers (including expectant parents) who received oral health education and demonstrate knowledge about adequate oral health care for children and/or older adults
• Persons demonstrate improved social skills	• Percent of program participants who meet or exceed identified social skills goals by year end or at program exit
• Persons demonstrate improved family functioning	• Percent of households receiving services who demonstrate increased quality of relationships with children and spouse/partner
• Persons have decreased levels of risk of abuse, neglect or exploitation	• Percent of youth served with decreased risk for abuse or exploitation as a result of intervention
• Persons are able to plan for their safety as a result of gained skills, awareness, and knowledge	• Percent of households who report feeling safer as a result of having their own individualized safety plan
• Older adults and individuals with disabilities have options that support their physical, behavioral, and cognitive needs	• Percent of program participants who continue to reside in their homes one year after initiating services or at program exit
• Caregivers receive health and well-being benefits from support services	• Percent of program participant caregivers who report experiencing less stress as a result of the program

Information Only

• Individuals with disabilities participate in meaningful and accessible activities of their choice	• Percent of individuals with mental illness or substance misuse disorders receiving services who have increased engagement in meaningful activities
• Children have a medical home	• Percent of children who have a medical home or designated primary care provider
• Children reach benchmarks supporting school readiness	• Percent of preschool aged students who have emergent literacy and numeracy skills
• Youth demonstrate improved academic performance	• Percent of youth receiving after-school support who demonstrate improved academic performance on their school report card evaluations at program entry and exit
• Youth attend school, graduate, or receive a GED at program completion	• Percent of youth exiting foster care who were enrolled in high school, or earned a high school diploma or GED
• Individuals and/or families are successfully housed	• Percent of households receiving housing support services that remain housed one year after initial lease up
• Persons move into permanent housing	• Percent of individuals/families who exit homelessness to permanent housing destinations

* ***Sample indicators are provided as examples and are not intended to be a prescriptive or exhaustive list of indicators***

** ***Service provider must communicate whether assessment of condition was reported by self or reported by a professional service provider***

Information Only

FORM 4B

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION
FISCAL YEARS 2027-2028
PROGRAM BUDGET JUSTIFICATION

PROGRAM: 0 **ORGANIZATION:** 0

BUDGET	FY 2027 CCFP BUDGET REQUEST	FY 2028 CCFP BUDGET REQUEST	BUDGET JUSTIFICATION Explain and justify each proposed budget line item for which CCFP funds are being requested. The justification must relate the proposed line item to the appropriate project activity. Increases in requests from 2027 to 2028 must be explained. Failure to provide a detailed justification may result in a significant loss of points.
B. DIRECT COSTS			
Rent/Mortgage	$0.00	$0.00	
Space Utilities/Maintenance	$0.00	$0.00	
Audit	$0.00	$0.00	
Financial Services	$0.00	$0.00	
Consultants	$0.00	$0.00	
Insurance	$0.00	$0.00	
Equipment Purchase/Lease	$0.00	$0.00	
Supplies	$0.00	$0.00	

Information Only

PROGRAM: 0 **ORGANIZATION:** 0

BUDGET	FY 2027 CCFP BUDGET REQUEST	FY 2028 CCFP BUDGET REQUEST	BUDGET JUSTIFICATION Explain and justify each proposed budget line item for which CCFP funds are being requested. The justification must relate the proposed line item to the appropriate project activity. Increases in requests from 2027 to 2028 must be explained. Failure to provide a detailed justification may result in a significant loss of points.
Telecommunications	$0.00	$0.00	
Printing/Copying	$0.00	$0.00	
Postage	$0.00	$0.00	
Training	$0.00	$0.00	
Travel	$0.00	$0.00	
Direct Assistance	$0.00	$0.00	
Software Purchase/License	$0.00	$0.00	
Other (Explain)	$0.00	$0.00	
C. Indirect Expenditures			
Management & General	$0.00	$0.00	

Information Only

FORM 5

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION
FISCAL YEARS 2027-2028
ESTIMATED PROGRAM REVENUE
(Excluding Consolidated Community Funding Pool Funds)

PROGRAM: 0 **ORGANIZATION:** 0

RESOURCE (List each resource by name)	FY 2026	FY 2027	FY 2028	Resource Status	RESOURCE JUSTIFICATION *Briefly describe each proposed leveraged resource. Identify whether the resource will be used specifically for this program or shared between other agency programs. If not committed, when is the resource projected to be obtained.*
CASH RESOURCE					
Federal					
State					
County (Non-CCFP)					

Information Only

PROGRAM: 0 **ORGANIZATION:** 0

United Way					
Foundations					
Fund Raising/Donations					
Client Payments					
Financing/Loans					
Other					
TOTAL	$0.00	$0.00	$0.00		

Information Only

PROGRAM: 0 **ORGANIZATION:** 0

	FY 2026	FY 2027	FY 2028	RESOURCE JUSTIFICATION
NON-CASH RESOURCE				***Explain how the value of non-cash resources was determined. If not committed, when is the resource projected to be obtained.***
Donations				
Space				
Other				
TOTAL	$0.00	$0.00	$0.00	
				RESOURCE JUSTIFICATION
VOLUNTEERS				***Briefly describe the functions to be performed by volunteers supporting this program. Non-professional volunteers are to be valued at $34.79 per hour based on the current Independent Sector established rate. Professional volunteers' hourly value is to be determined by the Applicant and justified below.***
Number of Professionals				
Number of Professional Hours				
Value of Volunteer Hours				
Number of Non-Professionals				
Number of Non-Professional Hours				
Value of Volunteer Hours ($34.79/hr)	$0.00	$0.00	$0.00	
TOTAL PROGRAM REVENUE	$0.00	$0.00	$0.00	

Information Only

PROGRAM: 0 **ORGANIZATION:** 0

Percent of Total Budget as Presented on Form 4	#DIV/0!	#DIV/0!	#DIV/0!

Information Only

PROGRAM: 0 **ORGANIZATION:** 0

BUDGET	FY 2027 CCFP BUDGET REQUEST	FY 2028 CCFP BUDGET REQUEST	BUDGET JUSTIFICATION Explain and justify each proposed budget line item for which CCFP funds are being requested. The justification must relate the proposed line item to the appropriate project activity. Increases in requests from 2027 to 2028 must be explained. Failure to provide a detailed justification may result in a significant loss of points.
TOTAL DIRECT COSTS	$0.00	$0.00	
TOTAL BUDGET	$0.00	$0.00	

1) If the program is currently being funded by a resource other than CCFP, explain why CCFP funds are needed. If funded in the previous cycle and the amount requested represents a substantial increase (over 5%), please justify the requested increase in funds.

Information Only

AFFIRMATION OF LEGALLY REQUIRED CONTRACT TERMS

BY SIGNING THIS AFFIRMATION, THE OFFEROR REPRESENTS THAT IT UNDERSTANDS THAT THE FOLLOWING CONTRACT TERMS ARE REQUIRED BY LAW AND CANNOT BE VARIED, REVISED, AMENDED, CHANGED, OR OTHERWISE NEGOTIATED:

1. Funding: The obligation of the County to pay compensation due the Contractor under the contract or any other payment obligations under any contract awarded pursuant to this contract is subject to appropriations by the Fairfax County Board of Supervisors to satisfy payment of such obligations. The County's obligations to make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, the contract shall terminate effective at the end of the fiscal year for which funds were appropriated and the County will not be obligated to make any payments under the contract beyond the amount appropriated for payment obligations under the contract. The County will provide the Contractor with written notice of non-appropriation of funds within thirty (30) calendar days after action is completed by the Board of Supervisors. However, the County's failure to provide such notice will not extend the contract into a fiscal year in which sufficient funds have not been appropriated.
2. Non-discrimination: During the performance of this contract, the Contractor agrees as follows:
    a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
    b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
    c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
    d. The Contractor will include the provisions of the foregoing paragraphs a, b, and c above in every subcontract or purchase order of over $10,000 so that the provisions will be binding upon each subcontractor or vendor.
    e. Contractor shall, throughout the term of this contract, comply with the Human Rights Ordinance, Chapter 11 of the Code of the County of Fairfax, Virginia, as reenacted or amended. Contractor shall further require that all of its subcontractors will comply with the Human Rights Ordinance, Chapter 11 of the Code of the County of Fairfax, Virginia, as reenacted or amended.
3. Authorization to Conduct Business in the Commonwealth: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a Fairfax County pursuant to the Fairfax County Purchasing Resolution shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. Fairfax County may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
4. No Indemnification by the County. The parties agree that under applicable law the County cannot indemnify or defend the Contractor. To the extent any promise or term contained in this Contract, including any exhibits, attachments, or other documents incorporated by reference therein, includes an indemnification or obligation to defend by the County, that promise or term is stricken from this Contract and of no effect.
5. Contractual Disputes:
    a. Any dispute concerning a question of fact as a result of a contract with the County which is not disposed of by agreement shall be decided by the Purchasing Agent, who shall reduce her decision to writing and mail or otherwise forward a copy to the Contractor within ninety (90) days. The decision of the Purchasing Agent shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A Contractor may not institute legal action, prior to receipt of the Purchasing Agent's decision on the claim, unless the Purchasing Agent fails to render such decision within the time specified.
    b. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and

Information Only

AFFIRMATION OF LEGALLY REQUIRED CONTRACT TERMS

acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

6. Drug Free Workplace: During the performance of a contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract of over $10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in conjunction with a specific contract awarded to a Contractor in accordance with this section, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
7. Immigration Reform and Control Act: Contractor agrees that it does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.
8. Audit of Records: The parties agree that County or its agent must have access to and the right to examine any books, documents, papers, and records of the Contractor involving transactions related to the Contract or compliance with any clauses thereunder, for a period of three (3) years after final payment. The contractor must include this requirement in all subcontracts related to this Contract.
9. Nonvisual Access: All information technology, which is purchased or upgraded by the County under this contract, must comply with the following access standards from the date of purchase or upgrade until the expiration of the Contract:
    a. Effective, interactive control and use of the technology (including the operating system), applications programs, and format of the data presented, shall be readily achievable by nonvisual means;
    b. The technology equipped for nonvisual access shall be compatible with information technology used by other individuals with whom the blind or visually impaired individual interacts;
    c. Nonvisual access technology shall be integrated into networks used to share communications among employees, program participants, and the public; and
    d. The technology for nonvisual access shall have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired. A covered entity may stipulate additional specifications in any procurement.
    e. Compliance with the nonvisual access standards set out this Section is not required if the Board of Supervisors determines that (i) the information technology is not available with nonvisual access because the essential elements of the information technology are visual and (ii) nonvisual equivalence is not available.

Signature/Date:_____/_____

Printed Name/Title:_____/_____

Company Name:_____

Information Only

FAIRFAX COUNTY'S BUSINESS CLASSIFICATION SCHEDULE

PLEASE CLASSIFY YOUR BUSINESS/ORGANIZATION BY MARKING IN STEP 1. STEP 2 IS OPTIONAL. This designation is requested of all businesses/organizations including publicly traded corporations, non-profits, employment services organizations, government organizations, partnerships, sole proprietorships, etc. Fairfax County does not certify business classifications nor does it establish preferences or set-asides for specific classifications.

Examples:

- A small, Asian women-owned business would mark "Small" in Step 1, then "Women-Owned" and "Minority- Owned" in Step 2
- A small, service-disabled veteran and women-owned business would mark "Small" in Step 1, then "Women- Owned" and "Service-Disabled Veteran-Owned" in Step 2
- A government agency/public body would ONLY mark "Government/Public Body" in Step 1

NAME OF BUSINESS: _____LAST 4 DIGITS OF TIN/EIN: _____

Step 1: Please indicate the classification of your business/organization. Select ONLY one (1) option.

☐ **Micro** ☐ **Small** ☐ **Large** ☐ **Non-Profit** ☐ **Government/Public Body** ☐ **Employment Services Organization**

Step 2 (OPTIONAL): Please indicate what type of ownership your business/organization consists of. You may choose MORE than one (1) option.

☐ **Women-Owned** ☐ **Minority-Owned** ☐ **Service-Disabled Veteran-Owned**

DEFINITIONS

Micro Business/Organization: "Micro business" means a business that has no more than twenty-five (25) employees AND no more than $3 million in average annual revenue over the prior three-year period.

Small Business/Organization: "Small business" means a business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of $10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

Minority-Owned Business: is a business that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company, or other entity, at least 51% of the equity ownership interest in the corporation, partnership or limited company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals. Such individuals shall include Asian American, African American, Hispanic American, Native American, Eskimo, or Aleut.

Women-Owned Business: a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.

Service-Disabled Veteran: means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service - connected disability rating fixed by the United States Department of Veterans Affairs.

Service-Disabled Veteran-Owned Business: is a business that is at least 51 percent owned by one or more service -disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service-disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service-disabled veterans.

Employment Services Organization: a private non-profit, state, or local government institution that provides employment opportunities for individuals who are developmentally, physically, or mentally impaired, to prepare for gainful work in the general economy. These services may include physical rehabilitation, training in basic work and life skills (e.g., how to apply for a job, attendance, personal grooming, and handling money), training on specific job skills, and providing work experience.

Information Only

Certification of Financial Solvency for Nonprofit Organizations

In compliance with Fairfax County contracting protocols, the following certification is required by all offerors submitting a proposal, and all individuals and organizations awarded a contract:

1. The Board Chair certifies, to the best of his/her knowledge and belief, that the Applicant organization is financially solvent, and will remain so during the life of any contract awarded. The Board Chair will notify the county representative in writing of substantial solvency issues such as depletion of cash reserve accounts, use of cash reserves to meet payroll obligations, inability to meet obligations for accounts payable, evidence of deteriorating accounts receivable collection, evidence of delinquency in payment of IRS or payroll taxes, evidence of fraud or mismanagement, co-mingling of accounts, and/or use of grant funds for non-grant purposes.

2. The Executive Director certifies, to the best of his/her knowledge and belief, that the Applicant organization is financially solvent, and will remain so during the life of any contract awarded. The Executive Director will notify the county representative in writing within 5 business days of substantial solvency issues as outlined in #1 above.

3. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the applicant/contractor rendered an erroneous certification, or if at any time during the course of the contract there are indications that the financial solvency of the contractor affects its ability to complete the terms of the contract, in addition to other remedies available to Fairfax County, the county may terminate the contract for default.

Printed Name of Board Chair: _____

Signature/Date: _____/_____

Printed Name of Executive Director: _____

Signature/Date: _____/_____

Company Name: _____

Address: _____

City/State/Zip: _____

UEI No.: _____

Information Only

VIRGINIA STATE CORPORATION COMMISSION (SCC) REGISTRATION INFORMATION

The offeror:

□ is a corporation or other business entity with the following SCC identification number: _____ **-OR-**

□ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

□ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

□ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why whose contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

□ Check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals:

Information Only

CERTIFICATION REGARDING DEBARMENT OR SUSPENSION

In compliance with contracts and grants agreements applicable under the U.S. Federal Awards Program, the following certification is required by all offerors submitting a proposal in response to this Request for Proposal:

1. The Offeror certifies, to the best of its knowledge and belief, that neither the Offeror nor its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or nonprocurement programs, or are listed in the *List of Parties Excluded from Federal Procurement and Nonprocurement Programs* issued by the General Services Administration.

2. "Principals," for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

3. The Offeror shall provide immediate written notice to the Fairfax County Purchasing Agent if, at any time prior to award, the Offeror learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the Offeror rendered an erroneous certification, in addition to other remedies available to Fairfax County government, the Fairfax County Purchasing Agent may terminate the contract resulting from this solicitation for default.

Printed Name of Representative: _____

Signature/Date: _____/_____

Company Name: _____

Address: _____

City/State/Zip: _____

UEI Number: _____

Information Only

Certification Regarding Ethics in Public Contracting

In submitting this bid or proposal, and signing below, Bidder/Offeror certifies the following in connection with a bid, proposal, or contract:

Check one:

☐ 1. I have not given any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value to any public employee or official have official responsibility for a procurement transaction.

☐ 2. I have given a payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value to a public employee or official have official responsibility for a procurement transaction, but I received consideration in substantially equal or greater value in exchange.

If 2 is selected, please complete the following:

Recipient: _____

Date of Gift: _____

Description of the gift and its value:

_____

_____

_____

Description of the consideration received in exchange and its value:

_____

_____

_____

Printed Name of Offeror Representative: _____

Signature/Date: _____ /_____

Company Name: _____

Company Address: _____

City/State/Zip: _____

This certification supplements but does not replace the requirements set forth in paragraph 59, OFFICIALS NOT TO BENEFIT, of the General Conditions and Instructions to Bidders in the Resource Manual.

Information Only

Request for Protection of Trade Secrets or Proprietary Information Pursuant to Article 2, Section 4.D.3 of the Purchasing Resolution and Va. Code Ann. § 2.2-4342(F)

Request for Protection of Trade Secrets or Proprietary Information Pursuant to Article 2, Section 5.C.3 of the Purchasing Resolution and Va. Code Ann. § 2.2 4342(F)

This form is provided as a courtesy to assist vendors desiring to protect trade secrets and proprietary information from disclosure under the Virginia Freedom of Information Act. In order to receive protection, you must (a) invoke the protection prior to or upon submission of the data or other materials, (b) identify the data or other materials to be protected, and (c) state the reason(s) why protection is necessary. Each of these requirements must be met with respect to the particular information for which protection is sought.

a) Submission of this form with or without other reference to Article 2, Section 5.C.3 of the Purchasing Resolution or Va. Code Ann. § 2.2-4342(F) shall satisfy the invocation requirement with respect to data or other materials clearly identified herein.
b) Identify the specific data or other material for which protection is sought. Suggested forms of designation include listing the Proposal Section, Tab, or Page numbers; attaching to this form a copy of the table of contents from your Proposal with the relevant trade secret or proprietary contents highlighted; or identifying herein a document stamp used within the Proposal to designate the relevant materials (e.g. “all portions of the Proposal marked “Proprietary” or “Trade Secret””). NOTE: The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.
c) For each distinct section of data or other information identified in response to paragraph b), above, state the reason(s) why protection is necessary.

NOTE: Your explanation must do more than simply stating the materials are “proprietary,” or “trade secrets,” or “not publicly available.” You may attach additional sheets to this form as needed.

Use of this form does not guarantee protection. It is incumbent upon each vendor to meet the prerequisites for protection of their trade secrets or proprietary information. Provision of this form does not constitute legal advice; you are encouraged to consult with your legal counsel prior to designation of materials for protection.

DATA/MATERIAL TO BE PROTECTED	SECTION NO., & PAGE NO.	REASON WHY PROTECTION IS NECESSARY

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Subrecipient Risk Analysis & Compliance Record
Part A

NOTE: Steps 1-4 are to be completed by the non-federal entity who is applying for the CSBG subaward or who is already a County subrecipient. The County is asking these questions and requesting this information in order to assess a subrecipient's risk level and risk of non-compliance with 2 CFR Part 200. The appropriate links to the 2 CFR Part 200 citations have been included for your reference, where applicable.

Step 1: Complete all fields, shaded in light orange.

Subrecipient (Entity) Name:			
Subrecipient DUNS # *:		**Potential Federal Subaward Amount:**	
Subrecipient EIN #:		**RFP # (if applicable):**	
FAIN #:		**CFDA #:**	

*Subrecipient DUNS # must be the primary DUNS number that is used for the entities' grant and/or contractual agreements.

Step 2: Answer all questions by checking the appropriate fields, shaded in light orange.

Question	2 CFR Part 200 Citation, if applicable	Yes	No
A. Is the entity new to managing federal awards (has not done so within the past three years)?		☐	☐
B. Within the last two preceding fiscal years, did the entity have experience with this specific federal program?	2 CFR §200.331(b)(1)	☐	☐
C. Did the entity have an audit (Single Audit and/or a financial statement audit) in both of the last two preceding fiscal years?	2 CFR §200.331(b)(2) and Subpart F	☐	☐
D. Has the entity experienced any substantial change(s) to its **financial** management system or process in the last year?	2 CFR §200.331(b)(3)	☐	☐
E. Has the entity implemented any new **(non-financial)** systems or processes that would affect the **same or similar federal programs** in the last year?	2 CFR §200.331(b)(3)	☐	☐
F. Has the entity experienced any substantial change(s) to its key management personnel or personnel administering the **same or similar federal program** in the last year?	2 CFR §200.331(b)(3)	☐	☐
G. Has the entity been subject to any Federal or state awarding agency monitoring of the **same or similar federal programs** in the past last two preceding fiscal years **and** had findings?	2 CFR §200.331(b)(4)	☐	☐
H. Is the entity based overseas (not US based)?		☐	☐
I. Has the entity been in existence for less than 10 years?		☐	☐
J. Does the entity have less than 50 employees?		☐	☐
K. Does the entity have an active governing body (e.g., Board, Council, Committee, Commission)?		☐	☐

Step 3: Provide the information in the attached Subrecipient Risk Analysis & Compliance Record Checklist.

Step 4: Execute.

i. Print out the completed document.
ii. Certify, sign & date it.
iii. Scan Part A as a pdf and submit it to the appropriate Fairfax County department, along with the requested list of documents. Maintain a copy for your files and reference.

Certification: By signing this form, I certify to the best of my knowledge and belief that the above responses and information provided in **Step 3** is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Signature of Legally Authorized Official: Date:

Printed Name of Legally Authorized Official:

Legally Authorized Official Title:

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Subrecipient Risk Analysis & Compliance Record Checklist Part A (Continued), Step 3

Subrecipient (Entity) Name:

In order to facilitate Fairfax County's subrecipient risk analysis, subrecipients (entities) must provide the following documents, as well as checking and completing the appropriate fields, shaded in light orange:

#	List of items to be provided by Subrecipient	Citation	Included	Not Applicable (N/A)	Additional comment or explanation of why it is not included
1	If you weren't subject to a Single Audit, as defined in 2 CFR 200 Subpart F, **financial statement audits** for both of the last two preceding fiscal years	2 CFR 200 Subpart F	☐	☐	
2	As part of your external audit, **management letters*** for the last two preceding fiscal years *Management letters are letters from the external auditors to inform the auditee of areas of risk, internal control weaknesses, operating inefficiencies, improvement opportunities, and other less significant audit items. The letters are intended to provide management and those charged with governance with valuable information regarding their organization. In accordance with GAS 7.43, the method used by the auditors to communicate this information is a matter of professional judgment and need not be done through a formal written management letter.	2 CFR §200.512(e)	☐	☐	
3	The detailed **corrective action plan(s)** for any noncompliance, material weakness, or significant deficiency identified in audits over the last two fiscal years	2 CFR §200.331(d)(2)	☐	☐	
4	Copies of any **monitoring reports** issued by a federal or pass-through agency of the same or similar programs over the last two preceding fiscal years	2 CFR §200.331(b)(4)	☐	☐	
5	Organizational Chart		☐	☐	
6	List of all members of the entity's **governing body** (e.g., Board, Council, Committee, Commission) and **principals*** of the entity, along with any term limits and the dates of election/hire, if applicable. Please include their full legal names. *Principals means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. division head, CEO, CFO, COO, CIO, Executive Director).	2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313	☐	☐	
7	Details of any substantial change(s) to key management **personnel** or personnel administering the same or similar federal programs	2 CFR §200.331(b)(3)	☐	☐	
8	List of all employees who have been trained on 2 CFR Part 200, including and names and titles of personnel who participated, and the **training** details (title, description, date, length of training)	2 CFR §200.331(e)(1)	☐	☐	
9	List of all pending and/or previous **lawsuits** over the last two preceding fiscal years, with detailed information regarding who filed the lawsuit, the reason for filing, and the final judgment rendered		☐	☐	
10	Explanation of any **suspension** and/or **debarments** of the entity or its principals by the federal government over the last two preceding fiscal years.	2 CFR §200.113, 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313	☐	☐	
11	Details of any known instances of **fraud, bribery, or gratuity violations** over the last two preceding fiscal years	2 CFR §200.113	☐	☐	
12	Description of your **financial management system and process**, including applicable **internal controls** and system features for federal award management	2 CFR §200.302(b)(1)-(5) and §200.303	☐	☐	
13	Details of any substantial changes made to your **financial management system and/or non-financial systems** that would affect the same or similar federal programs	2 CFR §200.331(b)(3)	☐	☐	
14	Written policy on **procurement**	2 CFR §200.318 thru §200.326			
15	Written **standards of conduct**, including **conflict of interests**	2 CFR §200.112 and §200.318(c)	☐	☐	
16	Written procedures regarding the **allowability of costs** and **payments**, including compensation, time and effort reporting, fringe benefits, and travel	2 CFR §200.302(b)(6), §200.302(b)(7), §200.430(a)(2), §200.431(b)(1),and §200.474	☐	☐	

Information Only

17	Most recent federally approved **negotiated indirect cost rate agreement**	2 CFR §200.331(a)(4)	☐	☐	

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Cyber Insurance Questionnaire

The Cyber Insurance requirement and threshold may not be applicable to all programs funded through the CCFP. Provide an answer to each question:

1. Does the proposed program require the collecting, transferring or maintaining of Protected Health Information (PHI), as detailed below, in electronic records, as part of the CCFP funded contract service delivery?

   Protected Health Information (PHI): The HIPAA Privacy Rule protects all "individually identifiable health information" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Rule calls this information "protected health information" (PHI). "Individually identifiable health information" is information, including demographic data, that relates to:

   A. individual's past, present or future physical or mental health or condition,
   B. the provision of health care to the individual, or
   C. the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

2. If you responded "Yes" to Question #1, does your organization consider itself a HIPAA Covered Entity? Per 45 CFR 160.103, a HIPAA Covered Entity is a (1) A Health Plan, (2) A health care clearinghouse, or (3) A health care provider who transmits any health information in electronic form in connection with a transaction covered by this subchapter

3. Does the proposed program require the collecting, transferring or maintaining of Protected Identifiable Information (PII), as detailed below, in electronic records, as part of the CCFP funded contract service delivery?

   Personably Identifiable Information (PII): In accordance with VA Code, "Personal Information" means the first name or first initial and last name in combination with and linked to any one or more of the following data elements that relate to a resident of the Commonwealth, when the data elements are neither encrypted nor redacted:

   A. Social security number;
   B. Driver's license number or state identification card number issued in lieu of a driver's license number;
   C. Financial account number, or credit card or debit card number, in combination with any required security code, access code, or password that would permit access to a resident's financial accounts;
   D. Passport number;
   E. Military identification number;
   F. Any information regarding an individual's medical or mental health history, mental or physical condition, or medical treatment or diagnosis by a health care professional; or
   G. An individual's health insurance policy number or subscriber identification number, any unique identifier used by a health insurer to identify the individual, or any information in an individual's application and claims history, including any appeals records.

4. CCFP Reporting requirements do not require the collection of the aforementioned PHI/PII records. Can electronic records/assessments be modified to ensure PHI/PII is not collected?

5. If you are unable to avoid the collection on PHI/PII, identify the approximate number of Sensitive Records Collected/Maintained as part of the proposed program using the Table below:

Approximate Number of Sensitive Records Collected/Maintained
Below 5,000 records
5,001 to 100,000 records
100,001 to 500,000 records
500,001 to 1,000,000 records
Above 1,000,000 records

Non-Profit Size	Gross Revenue
Small	Up to $38.5 Million
Mid-Market	Between $38.5M and $1B
Large	Over $1B

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