ADDENDUM NO. 4

DATE: November 15, 2019

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP2000002877

TITLE: Consolidated Community Funding Pool (CCFP)

DUE DATE/TIME: December 3, 2019 @ 2:00 p.m.

The referenced Request for Proposal is amended as follows:

1. Replace Page 9, Proposal Instructions, of the Application Package in its entirety with revised version in Attachment 1 of this Addendum.


3. Replace Page 40, Proposal Checklist, of the Application Package in its entirety with the revised version in Attachment 2 of this Addendum.

4. Refer to ATTACHMENT 3 of this Addendum for the answers to questions which were received in writing via email and at the pre-proposal conference.

All other terms and conditions remain unchanged.

Derek D. Solomon
Contract Specialist

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

_________________________________________________________ _______________________
Name of Firm (Signature) (Date)

A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED IN THE TECHNICAL PROPOSAL OR RETURNED PRIOR TO DATE/TIME OF CLOSING.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.
ATTACHMENT 1

PROPOSAL INSTRUCTIONS (Revised)

Applicants must include the following in the order listed below in their proposal submission:

TECHNICAL PROPOSAL:
- Form 1: Proposal Cover Sheet (DPMM32) must include offeror authorized signature
- Table of Contents
- Form 2A or 2B: Proposal Narrative Form
  - Demonstration of Need
  - Outcomes
  - Form 3: Program Outcome Worksheet
  - Approach
  - Organizational Capacity
- Current Board of Director’s Roster (including phone numbers and email addresses)
- Program Position Descriptions including required skills, program management and fiscal staff positions. NOTE: Criminal background checks are required for individuals providing indirect or direct services within public schools, afterschool programs, etc. via state police and Child Protective Services. Employees working with other vulnerable populations (such as persons with disabilities, senior citizens, etc.) must also have criminal record checks.
- Program staff resumes for key personnel assigned to work on the program.
- Applicants must submit, if available, unaudited financial statements for the month of October 31, 2019 to include a Balance Sheet, Statement of Cash Flow and Profit/Loss Statement.

AND

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, prior to May 15, 2019. Applicants whose fiscal year ends June 30th must submit a financial audit and management letter, if available, for the period ending June 30, 2018. Applicants whose fiscal year ends December 31st must submit a financial audit and management letter for the period ending December 31, 2018. The audit for the periods ending after May 15, 2019 will be collected 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.

- 2018 Federal Tax Form 990 (If not available, explain why and submit the most recent filing.)
- Fiscal Year 2020 organization-wide budget
- Attachment 1 - Affirmation of Legally Required Contract Terms
- Attachment 2 - Certification of Financial Solvency
- Attachment 3 - Certification Regarding Ethics in Public Contracting
- Attachment 4 - Certification Regarding Debarment or Suspension
- Attachment 5 - Virginia State Corporation Commission (SCC) Registration Information Form
- Attachment 6 - Request for Protection of Trade Secrets or Proprietary Information
- Attachment 7 - Subrecipient Risk Analysis & Compliance Record (if applicable)
- Cooperative Agreement or Letter (if applicable)
- Memorandum of Agreement or Letter (if applicable)
- Applicants must submit a copy of the 501 (c) 3 certification or the proposal for 501 (c) 3 status.
- Notarized statement indicating the CD/USB is a true copy of the original proposal
- Completed Proposal Checklist
- All Addenda (signed)

COST PROPOSAL:
- Budget and Budget Justification, located in Form 2A or 2B
- Form 4: Program Budget
- Form 4A: Program Personnel Budget
- Form 4B: Program Budget Justification
- Form 5: Estimated Program Revenues

All form templates are available at: http://www.fairfaxcounty.gov/solicitation.
PROPOSAL CHECKLIST (Revised)

TECHNICAL SECTION

☐ FORM 1 – Proposal Cover Sheet (DPMM32)
☐ Table of Contents
☐ FORM 2A or 2B – Proposal Narrative
  ☐ Demonstration of Need;
  ☐ Outcomes, Approach, Organizational Capacity)
☐ FORM 3 - Program Outcome Worksheet
☐ Approach
☐ Organizational Capacity
☐ Current Board of Director’s Roster (including phone numbers and email addresses)
☐ Program Position Descriptions
☐ Program Staff Resumes
☐ Unaudited Financial Statements, if available, for the month of October 31, 2019 to include a Balance Sheet, Statement of Cash Flow and Profit/Loss Statement.
☐ 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, prior to May 15, 2019.
☐ 2018 Federal Tax Form 990
☐ FY 2020 Organization-wide Budget
☐ Attachment 1 - Affirmation of Legally Required Contract Terms
☐ Attachment 2 - Certification of Financial Solvency
☐ Attachment 3 - Certification Regarding Ethics in Public Contracting
☐ Attachment 4 - Certification Regarding Debarment or Suspension
☐ Attachment 5 - Virginia State Corporation Commission (SCC) Registration Information Form
☐ Attachment 6 - Request for Protection of Trade Secrets or Proprietary Information
☐ Attachment 7 - Subrecipient Risk Analysis & Compliance Record (If Applicable)
☐ Cooperative Agreement or Letter (if applicable)
☐ Memorandum of Agreement (if applicable)
☐ 501 (c) 3 or the proposal for 501 (c) 3 status
☐ Notarized statement indicating the CD/USB is a true copy of the original proposal
☐ Completed Proposal Checklist
☐ All Addenda signed

COST SECTION

☐ Budget and Budget Justification, located in Form 2A or 2B
☐ FORM 4 - Program Budget
☐ FORM 4A - Program Personnel Budget
☐ FORM 4B - Program Budget Justification
☐ FORM 5 – Estimated Program Revenues

Late proposals (after 2:00 p.m.) will not be accepted or considered for contract award and will be returned to the applicant.
ATTACHMENT 3

Q1. If the 90-day employment question is a standard outcome, how can an organization ever meet its annual outcomes since it can only use hiring information from the first, second and third quarters? For example, someone hired in the fourth quarter will not be able to achieve the 90-day employment outcome by the end of the reporting period.
A1. Based on the measurement for the 90-day employment outcome, the program would not be able to achieve 100% for the annual reporting period and would therefore project a realistic achievable outcome percentage for example 75% or less for the two-year contract cycle.

Q2. Do proposal reviewers have access to previous proposals and/or previous contracts?
A2. The previous proposals and contracts are available to the reviewer upon their request.

Q3. Is it acceptable to change the name of a current program if we intend to mark it as a currently funded program? Should we indicate anywhere the current name of the program under the FY19/20 funding cycle?
A3. It is acceptable to change the name of a current program and mark it as a currently funded program. The applicant may indicate on the Form 2A or 2B, Proposal Narrative Form, #5, and or the section A. Demonstration of Need that the program has been funded and note the current name change.

Q4. Our organization's proposal will have 7 outcomes, requiring 7 separate copies of Form 3. Form 2A is locked and does not allow me to duplicate the Form 3 that is contained in it or insert the additional copies I need. Do you want the first outcome on Form 3 in the middle of Form 2A and the rest immediately following?
A4. Applicants may use the downloadable Form 3 to complete all outcomes and place them after the response to Section B. Outcomes.

Q5. Would the county be willing to extend the deadline for proposal submission to December 9, 2019?
A5. No. As stated in Addendum #3, the proposal deadline was extended to 2 p.m. on December 3, 2019.

Q6. Where should we include the notarized statement that says CD/USB is a true copy of the original?
A6. See Attachment 1 of this Addenda.

Q7. Which pagination would attachments go in if technical and cost proposals numbering are separate?
A7. Attachments are included with the technical proposal and would be numbered accordingly.

Q8. For applications with collaborating organizations - How should we order the attachments? Should they be all organization #1 attachments, followed by all organization #2, or do we need to submit them back to back?
A8. Applicants should order the attachments for each organization separately for example organization #1 attachments followed by all organization #2.

Q9. With the new order of assembling our proposals for the CCFP RFP mean that Form 3 will be considered a part of the page count for Form 2, project narrative? For example, if the page count for Form 2, exclusive of Form 3 is 14 pages, would the addition of three outcome sheets (Form 3) mean that the narrative is now 17 pages and over the limit allowed?
A9. No. The proposal narrative is limited to the 15-page count and does not include any forms attachments or Table of Contents. See RFP page 10, 1 (d) Proposal Submission.

Q10. Is it acceptable to use bold face, italics, bullets or any other graphic devices in the narratives to aid readability?
A10. No.

Q11. When I opened Forms 2A and 2B in the county website, they are the same. The forms are difficult to fill out because there are no boxes to check out. The forms are very different form the ones shown in the Instructions Manual. Where is form 2A? In the Instructions Manual there is no form 2A.
ATTACHMENT 3

Q12. **Regarding Attachment 1, what is the bottom line of the non-visual requirement? How are programs supposed to provide nonvisual data?**

A12. The County shall ensure that information technology equipment and software used by blind or visually impaired employees, program participants, or members of the general public (i) provide access (including interactive use of the equipment and services) that is equivalent to that provided to individuals who are not blind or visually impaired; (ii) are designed to present information (including prompts used for interactive communications) in formats adaptable to both visual and nonvisual use; and (iii) have been purchased under a contract that includes the technology access clause required pursuant to Code of Virginia § 2.2-3503. Offerors should include information with their proposal if the information technology (i) is not available with nonvisual access because the essential elements of the information technology are visual and (ii) nonvisual equivalence is not available.

Q13. **Regarding Attachment 7, we received funds from the county for the last two years. Were CSBG funds part of the Consolidated Community Funding Pool? Can we say no to CSBG funds?**

A13. Yes. CSBG funding is part of the total funds which makes up the Consolidated Community Funding Pool. The breakdown of the type of funding award would be clearly detailed in an existing CCFP contract. Programs that received CSBG funding in prior cycles would answer “yes” to Step 2B on Attachment 7. Applicants who serves clients that meets the income guidelines for CSBG funding may elect to receive this type of funding on Proposal Narrative A or B.

Q14. **When filling forms 4B, I noticed that the amount does not automatically transfers to Form 4 like it does in 4A. Is this a glitch?**

A14. Data inputted on Form 4B does not populate on Form 4. The CCFP dollar values being requested for FY 2021 and 2022 on Form 4 will automatically transfer to Form 4B.

Q15. **Could you please provide guidance on how to complete form 3 relative to the portion that is imbedded in form 2B? There is no ability to complete the imbedded form within 2B Should this be left intentionally blank? Would the separate form 3 be the correct form to fill out for submission? Both form 3’s have the same information.**

A15. Applicants should complete Form 3 using the form that is downloadable at [https://www.fairfaxcounty.gov/solicitation/](https://www.fairfaxcounty.gov/solicitation/) and [https://www.fairfaxcounty.gov/procurement/sponsoredprograms/fundingpool](https://www.fairfaxcounty.gov/procurement/sponsoredprograms/fundingpool) and include the completed form as part of the response to the outcome section(s).

Q16. **On downloadable Form 2B it cites the funding category as “Financial Assistance”. The RFP says the funding category is “Financial Stability”. Can we have clarification on this?**

A16. Both downloadable Form 2A and 2B has been updated to reflect the funding category “Financial Stability”.

Q17. **In reference to Form 4, line item (28 and 29), are these in reference to the participant or the staff that will be working? For instance, the staff that is working may need mileage as well as trainings to better themselves. However, the participants are issued SMART trip or Shell gas cards to travel to and from work or to psychological appointments. Should an additional line for staff or for participants be added?**

A17. No. The travel and training lines under the heading Direct Costs, on Form 4, is referencing staff and volunteers providing service to the program. SMART trip or Shell gas cards for program participants/clients would be included under line item 30: Direct Assistance.

Q18. **“2018 Federal Tax Form 990” is listed twice in the new proposal checklist under the technical section. What is the correct placement for this attachment: after the most recent financial audit and management letter, or after the 501 (c) 3 or the proposal for 501 (c) 3 status?**

A18. See Attachment 1 of this Addenda.

Q19. **Will “Form 1” on the website be updated to reflect the new deadline referenced in addendum 3?**

A19. An updated Form 1 has been uploaded to the solicitation page [https://www.fairfaxcounty.gov/solicitation/](https://www.fairfaxcounty.gov/solicitation/).

Q20. **Will the “Proposal Checklist” on the website be updated to reflect attachment 2 in addendum 2? If not, should we submit the version in addendum 2 with the final proposal?**

A20. See Attachment 2 of this addendum for updated proposal checklist. This version should be submitted with the proposal.

Q21. **Where do negotiations take place, and who is expected to participate from potential grantees?**

A21. Negotiations will take place at the Fairfax County Government Center and includes County contract staff and system planners and the successful offeror.
Q22. If awarded from Federal Community Development Block Grants, what reporting requirements will grantees be required to meet? How will the reporting format vary from the current WebR reports for existing CCFP grantees?

A22. If a program is awarded Federal Community Development Block Grant funding, it would need to submit the monthly Demographic, Quarterly Program and Monthly Expenditure Reports (see pages 48-50 in the Resource Manual). There is no variation in the reporting schedule or requirements from the current WebR reports for existing CCFP grantees.

Q23. Regarding Attachments guidance, can you please clarify what the following sentence means? “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 the Applicant’s fiscal year, prior to May 15, 2018.” Our fiscal year ends 12/31 and we do have (and will provide), our financial audit for the year ending 12/31/18. Does the “May 2018” language mean that a 2017 audit (regarding the year that ended prior to May 2018) is also required?

A23. The question as submitted reflects the older version of this language. Please see Attachment 1 of this Addendum for details on the revised language.

Q24. Regarding Attachment 7, Subrecipient Risk Analysis and Compliance Record, does question 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,” refer solely to lawsuits in which the applicant is a defendant? Or are we also asked to disclose lawsuits in which the applicant is a plaintiff, such as impact litigation or class action suits?

A24. The question on Attachment 7 refers to lawsuits in which the applicant is a defendant.

Q25. The “Proposal Checklist,” Attachments list calls for the applicant’s “Unaudited Financial Statements (October 31, 2019)”. As the proposal submission deadline is only a bit over a month from that close date, it is not likely that these statements will be finalized by the time we need to submit our proposal. Would it be acceptable to submit our September 2019 unaudited statements instead?

A25. If available, the applicant must submit the unaudited financial statements for the month of October 31, 2019. If not available, provide information for the most recent period with a brief justification.

Q26. The “Proposal Checklist,” Attachments list calls for the applicant’s “2017 Federal Tax Form 990.” Is the 2017 a typo, and 2018 required instead?

A26. See Attachment 1 of this Addenda.

Q27. The “Proposal Checklist,” Attachments list calls for the applicant’s “FY 2020 Organization-wide Budget” Our agency’s final, Board-approved 2020 budget is not likely to be available by the date of submission. Would a draft version be acceptable? Or should we provide our FY2019 Budget (which is final and has been approved) an acceptable alternative?

A27. If a final version of the FY 2020 Organization-wide budget has not been finalized pending Board approval, then a draft version of the budget is acceptable and should be noted that it is a draft.

Q28. “Cost Section”, Could you please clarify – do we need to attach a separate budget narrative, in addition to completing Form 4, 4A, 4B & Form 5 with their associated line item justifications? If yes, do we include the response to #4, program sustainability plans in this narrative?

A28. Yes.

Q29. “Affirmation of Legally Required Contract Terms,” states that “9. Nonvisual Access: All information technology, which is purchased or upgraded by the County under this contract, must comply with the following access standards.” Can you please clarify: does the ICT accessibility requirement refers specifically to client/public interactions with ICT, as opposed to internal incidental day-to-day agency employee use? We would offer employee accommodations, as needed, but the breadth of this clause is not clear.

A29. See answer 12 above.

Q30. Clarify something from Addendum No. 2. Is the Budget Narrative listed as the first section of the COST PROPOSAL the same thing as E. BUDGET AND BUDGET JUSTIFICATION in Forms 2A and 2B? If so, we will not include Section E in the TECHNICAL PROPOSAL.

A30. Yes, they are the same and the budget narrative should only be submitted with the Cost Proposal.