ADDENDUM NO. 2

DATE: November 6, 2019

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP2000002877
TITLE: Consolidated Community Funding Pool (CCFP)
DUE DATE/TIME: December 2, 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.

2. Replace Page 11, Questions, of the Application Package NOTE: paragraph in its entirety with the following:

   NOTE: Any changes to the request for proposal/questions & responses will be sent in the form of an addenda. The final date to submit questions is November 18, 2019 at 2:00 PM and the final Addendum will be posted on November 21, 2019. All addenda should be signed and placed as the last page of the technical proposal. The notice of addenda will be posted on eVA and the document itself will be posted on the DPMM current solicitation webpage. It is the Applicant’s responsibility to monitor the web page for the most current addenda at http://www.fairfaxcounty.gov/solicitation.

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.
- Completed Proposal Checklist
- All Addenda (signed)

COST PROPOSAL:

- Budget Narrative
- 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.
ATTACHMENT 2

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 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
☐ 2018 Federal Tax Form 990
☐ Completed Proposal Checklist
☐ All Addenda signed

COST SECTION

☐ Budget Narrative
☐ 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.
Q1. Should applicants only submit the financial audit and management letter for the most recent fiscal year ending before May 15, 2018?
A1. Applicants are required to submit their financial audit and management letter for the most recent fiscal year ending on or before May 15, 2019. Reference Attachment 1, Proposal Instructions, of this Addendum for further details.

Q2. If an organization's fiscal year ends on June 30 should they submit the financial audit and management letter for the fiscal year ending June 30, 2017?
A2. Reference Attachment 1, Proposal Instructions, of this Addendum for further details.

Q3. The items included in the proposal instructions of the RFP (page 9) do not match the items on the proposal checklist. The RFP includes unaudited financial statements for the month of October 31, 2019 and the financial audit and management letter for the most recent fiscal year ending before May 15, 2018. These items are not on the proposal checklist. The proposal checklist contains the Affirmation of Legally Required Contracted Terms (attachment 1), which is not on the proposal instructions in the RFP. Could these lists be modified to match and put in the order in which the documents should be placed?
A3. See Attachment 1 & 2 of this Addendum for updated proposal instructions.

Q4. The RFP states that Attachments 1-7 are available at https://www.fairfaxcounty.gov/solicitation/. However, when I go to that link and click on the link to access electronic documents, the attachments are not there. Will they be added?
A4. Attachments 1-7 have been added to the electronic documents link at https://www.fairfaxcounty.gov/solicitation/.

Q5. Please clarify the two-dollar request categories. Does the $50,000 break refer to total requested amount for the two-year cycle? or the per year amount? For example, if requesting $50,000, the application on pages 12-18 is used, but split between the two years that's $25,000 so that would imply pages 19-26.
A5. The $50,000 threshold is a per year amount. Applicants should use Proposal Narrative 2B in response to the application if they are requesting that amount or less per fiscal year.

Q6. Form 3, Section E requests total estimated number of individuals and households to receive the program's service per fiscal year. Should the numbers reflect the total program or just individuals and households served with CCFP funding?
A6. The total estimated number of individuals and households to receive the program's service per fiscal year should reflect only the individuals and households served with CCFP funding.

Q7. Regarding the required unaudited financial statements, should they cover (1) just the month of October 2019, (2) the organization’s current fiscal year through October 31, 2019; or (3) November 1, 2018, through October 31, 2019?
A7. The unaudited financial statements for the month of October 2019 should include a Balance Sheet that would be a point in time financial position for the period ending October 31, 2019. The Statement of Cash Flow and Profit/Loss Statement should be the organization’s current fiscal year through October 31, 2019.

Q8. Is an applicant for CCFP allowed to use direct assistance dollars for client scholarships to help pay for work training/certifications outside their organization? If so, are there any limitations or restrictions on where or what programs that money can be spent? For example, if we asked in our CCFP RFP to allot $5 towards a scholarship for certification, does the certification organization have to be accredited by WIOA or the County?
A8. An applicant can request direct assistance as part of the program’s budget to serve Fairfax County residents. The County does not limit or restrict on where or what programs the money can be spent.

Q9. What is the maximum # of pages for the technical section?
A9. See Section 1.d., Proposal Submission, on page 10 of the Application Package

Q10. Are Form 1, Form 2A and Form 3 Outcomes included in the maximum page count for the technical section?
A10. No, See Section 1.d., Proposal Submission, on page 10 of the Application Package
Q11. **Should Form 3 – Outcomes, and we may have multiple Form 3s, one for each outcome, be included just behind Section B. Outcomes in the paper proposal?**

A11. Yes.

Q12. **The RFP states that the signed addenda should be included at the end of the proposal. Does that mean at the end of the technical proposal, following Form 3, or at the end of the full submission, after the attachments?**

A12. See Attachment 1 & 2 of this Addendum for signed addendum location.

Q13. **In years past, our agency has submitted and been allowed to use our federally approved indirect rate for CCFP funded programs. Will we still be able to use our federally approved rate this application cycle?**

A13. The applicants’ indirect cost rate, used to calculate overhead costs for administering the program(s), should not exceed Fairfax County’s FY 2019 indirect cost rate of 12.26%. If an applicant has a federally approved indirect cost rate and the rate exceeds 12.26%, it would only be considered for those applicants seeking and awarded Community Services Block Grant dollars. If the Applicant does not have a federally approved indirect cost rate and is applying for Community Services Block Grant dollars, then the maximum allowable indirect costs would be the federal de minimis rate of 10%. Applicants seeking to receive only County General Funds or Community Development Block Grant dollars would not be allowed to submit a request for indirect costs in excess of 12.26%.

Q14. **If we submit our budget with the federally approved indirect rate, will our budget be automatically adjusted if we receive funding through the Fairfax County General Fund?**

A14. If you submit a budget with the federally approved indirect cost rate and is awarded County General Funds, the adjustment will not be automatic. Your budget will be negotiated to reflect the 12.26% threshold and other allowable costs.

Q15. **Would you direct me to the link to watch the CCFP pre-proposal conference video?**

A15. The link to the CCFP: Pre-Proposal Conference is:

    https://www.fairfaxcounty.gov/procurement/sponsoredprograms/fundingpool

Q16. **Who is required to sign the addendums?**

A16. The person signing Form 1, DPMM coversheet, should sign the addendums.

Q17. **When can we expect the final addendum to be on the website?**

A17. See number 2 on page 1 of the addendum.

Q18. **During the pre-proposal it was mentioned that the narrative is limited to 14 pages. Page 10 of the funding application under proposal instructions indicates that the “proposal narrative exclusive of requested forms and attachments, should not exceed fifteen (15) pages.”**

A18. See answer 9 above.

Q19. **Who is responsible for reviewing the proposals, are they community members or County staff?**

A19. The Selection Advisory Committee (SAC) is responsible for reviewing the proposals. The SAC are community members who are diversified from all four regions of the county. The SAC reflects the community and are from various professional backgrounds and includes individuals with disabilities.

Q20. **Are there more funding going to be projected in the next cycle and the following year? If not, what is the process for advocating more funding in the Funding Pool?**

A20. All funding for the Consolidated Community Funding Pool is conducted through the countywide budget process. Any advocacy for additional dollars to the funding pool should be done during the budget hearings.

Q21. **It was mentioned, a couple of times, what the due date is for the proposals, however, how early can they be submitted? From previous years, I remember organizations had to sign off additional questions and I noticed additional questions can still be submitted until November 25, 2019. Is there a time that we can start turning in our proposals?**

A21. Proposal(s) should be submitted after the last addendum has been posted since you are required to attach all signed addenda with the proposal.

Q22. **Will the last addendum be posted on November 25,2019?**

A22. See number 2 on page 1 of the addendum.
Q23. Is November 25, 2019 Thanksgiving?
A23. No

Q24. Is the office is closed Thanksgiving Day and the day after?
A24. Yes.

Q25. On the checklist it says Federal Tax Form 990 for 2017, should you also include 2018 or whatever the most recent one is?
A25. Yes. If it is available, the most recent Federal Tax Form 990 should be submitted.

Q26. Should we submit a full audit too as I did not see it on the checklist?

Q27. Is the audit required?

Q28. Two questions, both from the personnel section. One is regarding the 12.5% of overhead that the proposal indicated was the limit. Does that pertain simply to the budget for the proposed program budget or is that the limit you expect to see on the overall organizational budget?
A28. The 12.26% is the Fairfax County indirect cost rate, which services as the cap for the proposed CCFP Program Budget request. Applicants may indicate a Total Program Budget in excess of 12.26% on their Form 4, but a CCFP Budget Request cannot exceed 12.26% for the proposed program.

Q29. Regarding salary rates, for our organization we have what would be more complicated to put inside a brief justification line. It's not just an hourly rate that is standard, we have steps according to education and years of experience, how would you like us to include that or convey that information?
A29. If there is supporting documentation that will not fit inside the excel cell itself, you can provide additional justification in supporting documentation with your proposal. It can be in whatever form narrative or documentation for something that won't fit on those cells.

Q30. Will additional justification count against the page limit?
A30. No.

Q31. On Form 2A, question number 9 on program type, the new question. If you have a program that has case management services that is provided with affordable housing, where would that fall between the human services – noncapital or the administration of affordable housing project?
A31. If the program proposes just case management then it would be human services – noncapital.

Q32. The question has to do with the seven categories for submission, if you have two projects how do you list the priority? Or do you expect us to show you this is project one and this project two? Two projects with two categories.
A32. If there are two separate programs, then the organization would select up to two funding categories per program.

Q33. Is that the same process as previous cycles? Is that why our federally approved indirect cost rate would have been approved in previous cycles?
A33. The aligning of indirect cost rates to the county's rate is consistent with prior cycles. While not detailed in the prior RFP, it was addressed in the addendum associated with the prior cycle.

Q34. My organization is deciding whether to submit its own application and may also collaborate with a nonprofit on another application. Are we allowed to do both or do we only get to submit an application once?
A34. There is no limit on the number of applications an organization can submit. You may collaborate with other organizations on proposals. It is important when organizations collaborate that one organization is identified as the lead agency on Form 1.

Q35. Would collaborating with another organization count against the organization in any way or look good?
A35. No.

Q36. Our programs are currently funded, and we will split one of those programs that is receiving funding into two programs. Will one of those programs be considered a new program or are they both existing?
A36. They are both existing programs.
ATTACHMENT 3

Q37. **For future, could the county outline the major changes in the grant proposal process or changes in the forms over the previous cycle?** For example, you pointed out question 6, are there any other major changes in the category of food and nutrition? If there are major changes, would you point them out by citing the document and page number, so we may look at it?
A37. No, it is the responsibility of the applicant to review the current proposal and cross reference with the previous one for any changes.

Q38. **I only heard two changes that were underscored, is it just those two? I don't want to miss any.**
A38. See Answer 37 above.

Q39. **In the past there was funding for Hygiene, and I didn't find Hygiene listed any longer. So, is that an example that the program is no longer funding?**
A39. Applicants must read the outcome statements for each of the funding categories to identify where a proposed program would fit. For example, hygiene would align with the health funding category.

Q40. **Regarding CSBG, under the 6A if you check Yes to the CSBG you are also accepting all the reporting responsibilities. If you choose No, is that considered detrimental to your application?**
A40. It is not considered detrimental to your application. The County is seeking this information for planning purposes as there are additional requirements associated with accepting the CSBG funding.

Q41. **Our organization do not always work directly with clients. We work with a lot of schools and so we rely on staff like counselors and parent liaisons to verify income. Is that ok or do we need to obtain that information directly?**
A41. The county does not determine the process an organization uses for income verification.

Q42. Similarly, outcomes are often being reported through a third party, and a lot of times are done through surveys and testimonies, are those outcomes sufficient for this grant or proposal?
A42. The applicant will demonstrate how outcomes are achieved. The Selection Advisory Committee will evaluate and determine whether the response(s) is appropriate.

Q43. **I was trying to understand the outcomes, to determine the outcomes who needs to do it whether it needs to be done internally or not.**
A43. The County does not make this determination.

Q44. **Are we required to have criminal background checks to apply?**
A44. Background checks are not required to submit a proposal. If awarded a contract Section 25, Criminal Background Checks located on Page 13 of the Fund Application Resource Manual will apply.

Q45. **Who is required to complete Attachment 7 – Subrecipient Risk Analysis and Compliance Record?**
A45. Programs who serve individuals that meet the income levels for Community Services Block Grant and are also willing to accept the funding are required to complete Attachment 7 – Subrecipient Risk Analysis and Compliance Record.

Q46. **For nonprofits that are not incorporated in Virginia but are serving the population of residents here in Fairfax County, is there preference given to nonprofits who are incorporated in Virginia or Fairfax County or does place of incorporation not matter?**
A46. No preference is given to nonprofits incorporated in Virginia or Fairfax County. The organization must have 501c3 status and serve Fairfax County residents to be eligible to apply.

Q47. **Where do we find the certifications listed in the proposal checklist? For example, Certification Regarding Ethics and Public Contracting where do we find that? Also, attachments 2, 3, and 4 where do we find those?**
A47. See Answer 4 above.

Q48. **On Form 3 when typing information for Organization and Program name there are no grey boxes and the form will not let you type in anything.**
A48. Form 3 that was recently uploaded to the solicitation page at https://www.fairfaxcounty.gov/solicitation/. Applicants can download the form to complete the information.
Q49. **The budget justification and narrative are there but it seems that it is duplicated from the actual budget piece, are you looking for something different there?**

A49. No, we are asking for a response to the questions on the cost narrative and go into the cost proposal forms and put in brief justifications, for example your executive director how many hours he is working on the program. It’s just brief but flush it out more on the narrative of cost section of the proposal for the SAC. You have to put something there to see where your numbers are coming from.

Q50. **It was mentioned the process is that the highest scoring would then get a cost determination. However, the words at the bottom of page 4 in the RFP states that the cost information will be evaluated and graded only for the proposal with the highest preliminary ratings. Those that get high ratings are the ones that get passed on for cost information. Is it multiple proposals?**

A50. Yes. It is more than one proposal. The word proposal in the last sentence on page 4 of the RFP is missing an “s”.

Q51. **On page 15, Section B. Outcomes, the instructions say describe how the outcome(s) will address the needs identified in the selected priority area(s), can I assume that to mean funding categories?**

A51. Yes.

Q52. **Regarding the questions and answers posted at this conference, can we anticipate getting answers back fairly quickly or are you going to hold them until November 25, 2019?**

A52. The answers will be posted as soon as possible.

Q53. **What constitutes a new or existing program? If you are taking elements away or changing a program would that make an existing program a new program?**

A53. A new program is a program that has never received prior funding from the Consolidated Community Funding Pool. If a program is removing elements or changing a program, the program is considered an existing program.

Q54. **In the last cycle, we had a proposal where we added additional services to an existing program that had new services. We were told at that time that it was a new program, that is the source of that question.**

A54. If this is a program which has been funded but is adding or removing service(s) then it is still an existing program.

Q55. **If an organization has been funded by the funding pool before but was not funded in the last few years, is it considered new or existing?**

A55. The CCFP does not fund organizations, but rather programs. If the program was funded in the last few years, it is considered an existing program even if not funded in the current cycle.

Q56. **How many proposals can we submit? Is it preferable for a program to submit separate proposals for different segments of the program?**

A56. There is no limit on the number of proposals an organization can submit. Offerors may choose to submit separate proposals for each proposed service or one proposal with a combination of proposed services.

Q57. **In the beginning of the proposal it says that childcare can be woven into all of the seven categories. We identify we could almost submit a proposal under the seven different areas. Would the county prefer to see seven different proposals from us or a larger one requesting a higher amount?**

A57. This type of decision is made by the organization.

Q58. **Can an offeror use the Freedom of Information Act to see past winning proposals?**

A58. Yes, or e-mail the contract specialist indicating which proposals you wish to obtain. There may be a fee associated with your request.

Q59. **The RFP requires that all addendum be signed and the final date to submit questions is November 25 at 2 pm. If questions are submitted at 2 pm on that date, when will an addendum come out?**

A59. See number 2 on page 1 of the addendum.

Q60. **Do the Addendums have to be an original or can it be a copy?**

A60. A copy of the signed addendum is acceptable.

Q61. **When estimating the number of clients we will serve, we should not be constraining those clients to those under 125% FPL as stated in the Resource Guide, but instead reporting the percentage of clients we will serve under those limits, correct?**

A61. Yes, that is correct.
Q62. Is an organization eligible to apply that is a registered 501(c)(3) that is not incorporated in Virginia but is registered with the Virginia State Corporation Commission and has a Virginia chapter that serves Fairfax County residents in Annandale and Centreville next month?
A62. Yes, all 501(c)3 non-profit organizations are eligible. See Section 1, Eligible Applicants, on page 7 of the Application Package.

Q63. If we agree to accept CSBG funds does this give us access to larger pool of funds and potentially a larger grant award?
A63. An applicant’s willingness to accept CSBG funding will not result in a larger grant award but will give them access to CSBG funding which is approximately 6% of the CCFP. All CCFP funding, including CSBG, must be justified in accordance with Budget and Budget Justification instructions.

Q64. If we agree to accept CSBG funds and our Risk Analysis (based on Attachment 7) indicates we are a high risk, would that reflect negatively on our entire application?
A64. The Risk Analysis (Attachment 7) is not part of the Evaluation Criteria as detailed in the RFP and would not impact your application. Upon award, a high-risk designation may impact the type and frequency of monitoring to be conducted by the County.

Q65. If we indicate that we will accept CSBG funds, would CSBG funds be in addition to traditional CCFP funds? For example, is it possible that a total award could be made up from a percentage of CCFP funds and a percentage of CSBG funds? Or, if we agree to accept CSBG funds would an award be comprised solely of CSBG funds?
A65. CSBG funds are not in addition to traditional CCFP General Funds. In order to utilize the limited CSBG funds, there may be instances where some awardees may receive a combination of both General and CSBG funding while other awardees may receive an award comprised solely of CSBG funds.

Q66. When choosing ‘Resource Status’ on Form 5: Program Budget, what should we do if we reapply for the same funding on a yearly basis? Should we list our status for FY20?
A66. Applicants should list the resource status of any cash resource for FY21.