ADDENDUM NO. 5

DATE: November 22, 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 40, Proposal Checklist, of the Application Package in its entirety with the revised version in Attachment 1 of this Addendum.

2. Refer to Attachment 2 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.
PROPOSAL CHECKLIST (Revised)

TECHNICAL SECTION

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

COST SECTION

口 Budget and Budget Justification, located in Form 2A or 2B
口 FORM 4 - Program Budget
口 FORM 4A - Program Personnel Budget
口 FORM 4B - Program Budget Justification
口 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. For the unaudited financial statements --- can we submit this for NAKASEC as a whole, not just for the Virginia program? We are technically not separate organizations and share banking/financial infrastructure.
A1. Yes, the unaudited financial statements can be submitted for the organization as a whole.

Q2. For the 2017 federal tax form 990 - can we submit this for NAKASEC as a whole for the same reason stated above?
A2. Yes, the Federal Tax 990 Form can be submitted for the organization as a whole.

Q3. For FY2020 organization-wide budget, we can submit this for NAKASEC Virginia. We prepare our own budget (including sources of revenue and expenses). Or would you all want to see the budget for NAKASEC as a whole too?
A3. The FY 2020 organization-wide budget can be submitted for the Virginia subsidiary entity.

Q4. For the 501c3, we will submit what we have on record for NAKASEC as a whole.
A4. That is acceptable.

Q5. The audit & tax return for FY 2019 are still pending. Would that be an issue for the application?
A5. If the audit and tax return for FY 2019 are still pending, then the applicant should provide the most recently completed audit and tax return with a written justification.

Q6. Lastly, it is unclear whether or not we should fill out Attachment 7 - subrecipient risk analysis & compliance record. We are not a current County subrecipient. Our funding categories will be Financial Stability (specifically for immigration legal services) and Health. The CSBG seems to only be designated for housing, education, employment, childcare, and emergency programs (page 7 of the Funding Application Package).
A6. CSBG funds may only be designated for the service types identified in Section 1.b.ii on Page 7 of the Funding Application Package. Programs that do not meet those service categories and the client income thresholds should not apply for CSBG funding.

Q7. Are grantees to enter on Form 3, Item E, the total estimated number of NEW/UNIQUE/UNDUPLICATED individuals & households to receive service, over the course of each fiscal year – and, exclude anticipated repeat clients (who may be served in multiple quarters) from the Total estimate?
A7. Applicants must include on Form 3, Program Outcome Worksheet, Item E, the estimated number of individuals and households to receive service for the first time in the fiscal year.

Q8. Are grantees to enter on Form 3, Item F, the estimated number & percentage of NEW/UNIQUE/UNDUPLICATED individuals & households to achieve outcome, over the course of each fiscal year – and, exclude anticipated repeat clients (who may be served in multiple quarters) from the estimate?
A8. Applicants must include on Form 3, Program Outcome Worksheet, Item F the estimated number and percentage of individuals and households to achieve the outcome. The estimated number in F is based on the percentage of the total individuals and households who received service in Item E.

Q9. Can you provide a definition for the reporting terms (“Total,” “Unduplicated” and “New CCFP”) used on page 49 of the Resource Manual, that clarifies the differences between the three categories of reporting service to individuals and households?
A9. The following are the definitions for the reporting terms listed on page 49 of the Funding Application Resource Manual:
- Total CCFP - All clients and households who receive service during the quarter.
- New CCFP - Clients and Households who received service for the first time in the quarter.
- Unduplicated - Clients and Households who receive service for the first in the fiscal year.

Q10. Can you explain which of these three categories (“Total,” “Unduplicated” and “New CCFP”) of reporting service individuals and households (from page 49 of the Resource Manual) would match the “Total Estimated Number of Individuals & Households to Receive Service” that grantees are to provide in Form 3, at E?
A10. Page 49, Funding Resource Manual, Service/Activity, the unduplicated category would match the estimated number of individuals & households to receive service on Form 3, Program Outcome Worksheet, Item E.
Q11. Can you explain which of these three categories (“Total,” “Unduplicated” and “New CCFP”) of reporting service individuals and households (from page 49 of the Resource Manual) would match the “Estimated Number of Individuals & Households to Achieve Outcome Total Estimated Number of Individuals & Households to Receive Service” that grantees are to provide in Form 3, at F?

A11. Page 49, Funding Resource Manual, Outcome Achieve, the unduplicated category would match the estimated number of individuals & households to receive service on Form 3, Program Outcome Worksheet, item F.

Q12. Is it correct to assume that “clients” as used on pages 48 and 49 of the Resource Manual means the same as “individuals”, as used on Form 3, at E and F?

A12. Yes. The word “clients” used on pages 48 and 49 of the Funding Resource Manual means the same as “individuals” used on Form 3, Program Outcome Worksheet, Item E and F.

Q13. The attachment checklist includes a request for the most recent audit prior to May 15, 2019 (for FY2018 for organizations with a FY ending on June 30th) and the 2018 Form 990 (for FY2019 for organizations with a FY ending on June 30th). To confirm, organizations with a FY ending on June 30th should submit an audit and Form 990 for different fiscal years? Or would you prefer we submit audits and Form 990s for both FY2018 and FY2019, if both are available (i.e., for organizations with a FY ending on June 30th: the requested FY2018 Audit to meet the prior to May 15, 2019 requirement, 2017 Form 990 that also covers FY2018, the requested 2018 Form 990 that covers FY2019, and the FY2019 Audit to match the required Form 990)?

A13. If both are available, submit the audits and Form 990s for both FY 2018 and FY 2019.

Q14. Forms 4-4A-4B-5 are not an exact match to the formats in the RFP. In the excel forms, the budget justification instructions say to explain request increases from FY 2019 – FY 2020 – I think this needs to reflect FY 2021 to 2022 per p. 29 of the RFP – TRUE?

A14. Updated Forms 4-4A-4B-5 have been uploaded to the solicitation page https://www.fairfaxcounty.gov/solicitation/.

Q15. Can the technical proposal be double spaced or single spaced with double spaces separating paragraphs? What is the preferred format on spacing?

A15. For the technical proposals, applicants should use single space with double spacing to separate the paragraphs.

Q16. Does the Technical Section and Cost Section require separate Tables of Contents, as it has in previous applications?

A16. Table of Contents is required for the Technical Section of the proposal only. See Attachment 1, Proposal Checklist (Revised), of this Addendum.

Q17. The Proposal Checklist located on the County solicitation website does not reflect the proposal checklist provided in Addenda 4.

A17. Attachment 1, Proposal Checklist (Revised), in this addendum replaces all prior versions.

Q18. Does the 15-page count for the proposal narrative include the budget narrative?


Q19. If an organization has not received funding from the Fairfax County Consolidated Community Funding Pool in the past, should they leave the FY20 column blank in the budget forms? To confirm, should they only enter items in the FY21 and FY22 columns of the budget forms?

A19. Yes. Programs who have not received prior funding from the Consolidated Community Funding Pool should leave the FY20 column blank on the budget forms.

Q20. Please confirm that in the revised proposal checklist, the “Approach” and “Organizational Capacity” should come after and not before the “Form 3 – Program Outcome Sheet”. In the attachment #2, “Approach” and “Organizational Capacity” is found before and after. Also, can you rename the proposal checklist so that it is not also called “Attachment 2” as there already is an Attachment 2 in the checklist.

A20. See the revised proposal checklist listed as Attachment 1 of this addendum. The attachment will not be renamed.

Q21. For the program budget, would you like the entire program budget or just the budget for what we are asking for?

A21. Programs should provide the entire program budget and the budget for the amount being requested from the Consolidated Community Funding Pool.