



Loudoun County, Virginia

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Department of Finance and Budget

Division of Procurement

P.O. Box 7000, Leesburg, Virginia 20177

Physical Address: 1 Harrison Street, S.E., 4th Floor, Leesburg, Virginia 20175

November 27, 2019

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 136783

The following changes and/or additions shall be made to the original Request for Proposal (RFP) for Core Healthcare Services, RFQ 136783. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Section 6.18 of the RFP is deleted in its entirety.
2. Section 6.19 of the RFP is deleted in its entirety and replaced with the following language:

Workmanship and Inspection

All work under this Contract shall be performed in a skillful and workmanlike manner. The Contractor and its employees shall be professional and courteous at all times. The County reserves the right to require immediate removal of any Contractor employee from County service it deems unfit for service for any reason, not contrary to law. This right is non-negotiable and the Contractor agrees to this condition by accepting this Agreement. Further, the County may, from time to time, make inspections of the work performed under the Agreement. Any inspection by the County does not relieve the Contractor of any responsibility in meeting the Agreement requirements.

The Contractor will have all employees working at County sites wear a photo identification (frontal face). This identification must be prominently displayed at all times. No one with a felony conviction may be employed under this Agreement. The Contractor MUST remove any employee from County service who is convicted of a felony during his or her employment.

3. Attached are the questions and answers received in response to the solicitation.

Prepared By: s/ *Diane C. Smith* Date: November 27, 2019

Acknowledged By: _____ Date: _____

QUESTIONS AND ANSWERS

- Q1. In Section 4.2 of the RFP, is the County able to clarify the language regarding the license to operate in Virginia?
- A1. Key Staff providing contracted services must be licensed, if applicable for their position and service area. If not applicable, please indicate that licensure is not required.**
- Q2. Is the County able to clarify when the Business Associate Agreement (BAA) should be submitted?
- A2. The County is requesting that Offerors return the BAA to the County with the proposal responses as stated in the solicitation.**
- Q3. Does the County require complete copies of the proposals or just the responses to Section 8.0 of the RFP information?
- A3. The County requires that Offerors submit complete copies of the proposal responses that includes any attachments and/or statements.**
- Q4. If a firm has previously provided services in County facilities, does the County expect those firms to identify the equipment requested in Section 9.7?
- A4. The County expects that all firms that plan to utilize County resources to identify such in the proposal response.**
- Q5. Does the County expect offerors to include the Cooperative Rider Clause on page 36 of the RFP with the proposal response?
- A5. The County does not expect offerors to include the Cooperative Rider Clause Form in the proposal submission. This information is included in the RFP to explain the cooperative language of the solicitation.**
- Q6. Will the County provide the MS Word versions of the Attachments 1 and 3?
- A6. Please see the MS Word versions of the requested attachments in Exhibits 1 and 2 of this Addendum.**
- Q7. Is the service provider required to have five (5) years of delivering free or reduced fee healthcare services?

- A7. Yes, service providers must have provided at least some of their services for free or reduced fees.**
- Q8. Can offerors utilize other County agencies as references and explain who else may be utilized as references?
- A8. Yes, the County contract manager may be used as a reference in the proposal submission if the firm has existing County contracts. Firms are able to utilize anyone who has done business with the firm as a reference, for example, clients, administrators of partner facilities, or other institutions.**
- Q9. Does the County have a preference for the placement of Section 10.0 Proposal Submission Form?
- A. Section 10.0 Proposal Submission Form is typically placed at the front of the proposal submission or included immediately after the Executive Summary.**
- Q10. Where would a potential offeror locate the 850 uninsured individuals cited in Section 5.1 of the RFP?
- A10. If a firm does not currently serve this number of residents, potential offerors must develop a plan in the response for how your firm would develop this patient base. The County does not provide or refer patients directly.**
- Q11. Are the numbers to be served unduplicated individuals?
- A11. Yes, unless otherwise stated, these are unduplicated, meaning each client is counted only once regardless of the number of services provided.**
- Q12. If we offer additional services, should we include those in the response?
- A12. Proposals will only be scored on the criteria in the scope; additional information is not necessary.**
- Q13. Is the intent for the Adult Dental Services identified in Section 5.3 of the RFP to be standalone or part of other services?
- A13. No other criteria are needed to enroll a patient in the requested dental services in Section 5.3 of the RFP.**

Q14. Does the Addendum need to be signed?

A14. As stated in Section 9.2 of the RFP, the Addendum needs to be signed and submitted as part of the proposal.

Q15. How should the statement of compliance with the RFP Terms and Conditions be structured?

A15. The statement may be part of the narrative or a separate sheet of paper included in the proposal stating that the firm will comply with the Terms and Conditions in Section 6.0 of the RFP with no deviations identified. If there are exceptions, the offeror must state those exceptions and explain the rationale as applicable in that same format.

Q14. If the full cost of doing business is not requested as part of the budget or narrative, may firms add this to the narrative?

A14. Yes, firms may include the full cost of doing business as part of explaining the funding request. Firms may describe how the firm would leverage County funds with the total cost for services.

Q15. Is there a finite source of funding for the core service contracts?

A15. Firms should calculate the cost to provide the services described, and the County will negotiate with the top ranked firm to determine the amount of funding, prior to the County Budget being presented to the Board of Supervisors in February 2020.

Q16. In Section 5.2 of the RFP how does the County define “comprehensive”?

A16. The list of services provided in the Section 5.2 provide the context for the meaning of the term “comprehensive.”

Q17. In 5.1.A, how does the County define “primary and specialty care”?

A17. Firms should describe how the Offeror would refer a patient to a specialist for free care provision. The firm may define the limits of “specialty care” to be covered within the proposal; for example, non-interventional medical care, but not surgery.

Q18. In 6.21 of the RFP can the terms of invoicing be negotiated?

A18. Yes, if needed, firms may request a Net 30 day payment term.

Q19. Are firms limited to the pricing model of \$60,000 for professional services or \$100,000 for nonprofessional services?

A19. No, firms may request whatever amount is justified for the provision of services being proposed.

Q20. Can firms re-negotiate the funding after the initial 2 year contract?

A20. If the contract is renewed, it will be limited to up to 3% for each additional renewal year as stated in Section 6.2 of the RFP.