



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

December 2, 2019

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 136782

The following changes and/or additions shall be made to the original Request for Proposal (RFP) for Core Domestic Violence Services, RFQ 136782. 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. Section 8.8 of the RFP is deleted in its entirety and replaced with the following language:

Ability to meet or exceed all requirements in Section 5.0

- A. Describe offeror's previous experience and future capability to demonstrate expert knowledge and skill in performance of all listed tasks (5.1-5.19)
 - B. Provide 5 outcomes anticipated to result from services in Attachment #1, Evaluation Plan, provided herein.
 - C. Provide most recent 3 years of audited financial statements.
4. Attached are the questions and answers received in response to the solicitation.

Prepared By: s/ *Diane C. Smith* Date: December 2, 2019

Acknowledged By: _____ Date: _____

QUESTIONS AND ANSWERS

Q1. If an organization anticipates a large funding reduction in future years, and may have to reduce or eliminate services as a result, how should that firm structure the proposal given this uncertainty?

A1. Firms should articulate the proposal response to reflect this potential for a reduction of services. Firms are able to propose to core services with others listed as optional.

If a significant reduction will occur in the future year of the Contract, the proposal response should include separate budgets for FY21 and FY22 along with a budget narrative. As part of the contract negotiations, the County is able to state which services will be provided for FY20 and which for FY21 or revise the scope in future years if the costs exceed the County's resources.

Q2. Is the County's expectation that this contract will be similar to how the Volunteers of America operate the Homeless Shelter?

A2. The aforementioned Contract differs significantly in relation to this effort since the Homeless Shelter is a County facility, however, the County is ultimately responsible for the management of the contractual activities of any County contracts.

Q3. As a nonprofit, the organization wants to be able to be flexible. However, Section 6.1 of the RFP states that the Director of Department of Family Services (DFS) has general control and approval for services provided. Does this mean the County has authority over the organization providing services? If all of a firm's services are identified in this solicitation, it appears that the County would have control over all of the services provided by a firm?

A3. a. The County has the final approval for the services contracted. The County is responsible for any action under any of the County contracts, but not for all facets and services of the contracting organization. If a firm is performing the service on behalf of the County, then there needs to be coordination with the County when providing services.

- b. **Monthly or quarterly reports to the DFS Director will allow the flexibility to approve or accommodate changes in services.**
- c. **At their core, the County and its partnering organization should have similar missions and philosophies and can work in tandem.**
- d. **Ensure that proposals contain evaluation measures that are broad enough that those responses address core services.**

Q4. In Section 3.1 of the RFP, it is stated that the goal is to “ensure that these core services are met by the best and most qualified provider, regardless of their organizational status.” What does this mean?

A4. **This means that for the purposes of evaluation of the proposals, the County will view all firms equally whether the firm is a nonprofit or a for-profit entity.**

Q5. Please provide examples of licenses required in Section 4.2?

A5. **If the Commonwealth or the federal government has a requirement for licenses for the particular service the firm plans to provide then the firm must have those licenses. Please state N/A if licensing is not required by the Commonwealth or the federal government for those services.**

Q6. Are offerors able to utilize other County agencies as references and explain who else may be utilized as references?

A6. **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 any entity who has done business with the firm as a reference, for example, clients, administrators of partner facilities, or other institutions.**

Q7. Is the number of clients in Section 5.1 of the RFP for the two-year contract period or year one?

A7. **This number is for year one of the Contract.**

Q8. Is there a finite source of funding for the core service contracts?

A8. **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.**

Q9. Some of the Scope of Services listed in the RFP are provided by a competitive grant. If a firm will not have knowledge until next year if those grant services will receive funding, how should this be addressed in the proposal since this may affect staffing levels resulting in reductions?

A9. Please respond in the proposal that the scope may change based on the grant outcomes and that this may result in staffing reductions. This may also need to be addressed in a change in a future contract amendment.

Q10. In Section 5.17 of the RFP, the County addresses Code of Virginia record retention periods. If a firm has mandated federal and state requirements that exceed the County's, how should this be addressed?

A10. Please respond accordingly in the proposal.

Q11. If a firm has exceptions to the language in the Terms and Conditions beginning at Section 6.5 and ending at Section 6.38, how should a firm respond to the language in the RFP?

A11. As stated in Section 8.10.B, Compliance with Contract Terms and Conditions: "Specifically list any deviations and provide justification. (Please note that the County will not accept any language that requires the County to indemnify and/or hold harmless the Offeror.)"

Q12. Is the County able to provide the Proposal Analysis Group (PAG) makeup identified in Section 7.0, specifically, should a firm assume that the PAG will be knowledgeable of the services provided by a firm?

A12. The PAG will consist of subject matter experts and County staff familiar with those services, however, the members of the PAG will not be identified in correspondence prior to the end of the selection process.

Q13. In Section 9.2 of the RFP, the County states that offerors cannot talk to County staff?

A13. Section 9.2 of the RFP states: The Division of Procurement is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other Loudoun County staff regarding the RFP may result in the disqualification of the offeror.

Q14. Are firms able to request payment for salaries and what are indirect costs and is a budget narrative required?

A14. Please include your firm's salary requirements and indirect costs in Attachment 3 – Price Proposal. A budget narrative is not required, but can be helpful to firms in explaining the leveraging of grant funding, indirect costs and actual costs as well as explaining how those funds may decrease in future years.

Q15. How should the proposal be submitted?

A15. Firms should submit the proposal response in a format that makes it easy for the PAG members to navigate the information. The proposal response should have a flow consistent with the RFP format responding to each question in the order presented in the RFP.

Q16. If a firm has an executive director or president rather than a CEO, may they execute the proposal response and bind the firm?

A16. The firm's authorizing official is the signatory on the Proposal Submission Form regardless of their title and will be able to bind the firm.

Q17. If a firm is exempt from HIPAA requirements, how should this be captured in the proposal?

A17. Please include this exception information in the narrative of the proposal and explain that the firm will not be returning the HIPAA Agreement based on the exceptions provided.