

Pre-Proposal Conference for Request for Proposal (RFP) for Core Domestic Violence Services For the County of Loudoun, VA



November 25, 2019

Agenda

- **RFP Overview**
- **Offeror's Minimum Qualifications**
- **Proposal Submission Format**
- **Award Schedule**

Rules and Regulations

- The County Procurement Process is governed by the Code of Virginia, Volume 1, Title 2.2, Chapter 43 of the Virginia Public Procurement Act (VPPA). This provides for:
 - All qualified vendors have access to public contracts
 - Maximum competition
 - Formal process required for goods and nonprofessional services if over \$100,000 and professional services if over \$80,000
 - Competitive negotiation (RFP) - award to “best proposal” (Required for professional services*)
 - The VPPA also dictates what Procurement can and cannot do and is reflected in the County Procurement Resolution

Offeror's Minimum Qualifications

4.0 OFFEROR'S MINIMUM QUALIFICATION

Offerors must demonstrate that they have the resources and capability to provide the materials and services as described herein. All offerors must submit the documentation indicated below with their proposal. Failure to provide any of the required documentation shall be cause for proposal to be deemed non-responsible and rejected.

The following criteria shall be met in order to be eligible for this contract:

- 4.1 Offerors shall submit documentation with their proposal responses that demonstrate that their services are provided within Loudoun County.
- 4.2 Provide documentation that demonstrates the required licensing to provide the designated services in the Commonwealth of VA and membership in the Virginia Sexual and Domestic Violence Action Alliance.
- 4.3 Demonstrate that the offeror has a minimum of five (5) years of experience in delivering fully inclusive direct care services in the areas of domestic and sexual violence to adults and children in Loudoun. Services are delivered regardless of age, color, disability, gender identity, genetic information, national origin, political affiliation, race, religion, sex, sexual orientation or citizenship status.
- 4.4 Provide at least three references that demonstrate the offeror has a record of high quality performance and organizational and fiscal stability for the past five (5) years.

Proposal Submission Format

Offerors are to make written proposals that present the offeror's qualifications and understanding of the work to be performed. Offerors shall address each of the specific evaluation criteria listed below, in the following order. Failure to include any of the requested information may be cause for the proposal to be considered nonresponsive and rejected.

- 8.1 Proposal Submission Form
- 8.2 Proof of Authority to Transact Business Form
- 8.3 "How did you Hear" Form
- 8.4 Rider Clause Form
- 8.5 Table of Contents

Proposal Submission Format (Cont.)

8.6 Executive Summary Letter to include:

- A. A commitment to perform the work as required in the RFP.
- B. A statement as to why the offeror believes itself to be the best qualified to perform the work.
- C. Any uniquely specific information the offeror wishes to highlight.

8.7 Minimum Qualifications documentation (Section 4.0)

- A. Provide documentation supporting each criterion listed in Section 4.

Proposal Submission Format (Cont.)

8.8 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 (5.1-5.20)
- 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.

8.9 Staffing, credentials and related experience

- A. Describe the staff and other resources to be assigned to this Contract.

Include resumes for key frontline and supervisory staff assigned to or funded by the Contract.
- B. Describe the makeup and function of the Board of Directors, including their meeting frequency and governance roles.

Proposal Submission Format (Cont.)

8.10 Compliance with Contract Terms and Conditions

A. Provide a statement of compliance with the Contract Terms and Conditions as contained in Section 6.0.

B. 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.)

8.11 Cost of Services

A. Provide offeror's costs in Attachment #3 – Price Proposal, provided herein.

Contract Award Schedule



Issue Date:	November 15, 2019
Pre-Proposal Meeting:	November 25, 2019 at 9:00 a.m.
Questions Deadline:	December 5, 2019 at 12:00 p.m.
Proposals Due:	December 20, 2019
Contract Award:	April 2020
Effective Date:	July 1, 2020
Kick-Off Meeting:	Prior to the Effective Date

Questions

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web site: www.loudoun.gov/procurement**