

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

INVITATION TO BID NO. 21-DHS-RFP-598

ADDENDUM NO. 01

Arlington County Invitation to RFP No. 21-DHS-RFP-598 for DDS Group-Supported Employment Program is amended as follows:

1. ***THE COUNTY HAS RECEIVED THE FOLLOWING QUESTIONS IN RESPONSE TO THIS ITB. QUESTIONS AND RESPONSES ARE INCLUDED BELOW.***

Question 1: We currently utilize two different Group Supported Employment rates based on the intensity of support needed and would like to propose this in our response – please confirm it is allowable to include two rates within our proposal response.

Answer 1: The County will consider two rates for Group Supported Employment.

Question 2: For an agency submitting for multiple services, the page count can limit the ability for a thorough response if including all service lines within one application. Would the county allow multiple proposals per deadline, or does the county prefer a combined submission?

Answer 2: The County prefers a combined submission and will revise the page limit. However, if a provider opts to submit multiple proposals for a subsequent deadline this, too, would be acceptable. For example, Provider ABC submits a proposal for Group Day and Group Supported Employment for the May 2021 submission deadline and Community Engagement for the October 2021 submission deadline.

Question 3: Given multiple submission dates, what is the timeline per submission date for the County to award decisions?

Answer 3: All timelines for award(s) are TBD after each submission date.

Question 4: We are an approved ISE provider with DARS, but are not CARF certified. Is CARF certification required to provide ISE and Travel Training as a provider for this RFP? (p.15,19) Are there additional training requirements to provide ISE or does the provider just need to be approved for SE by DARS?

Answer 4: It is not a County requirement that the provider for ISE be CARF accredited. The County will revise the mandatory reporting requirements. The provider must be approved for Supported Employment Services with DARS in addition to being an approved Medicaid Waiver provider.

Question 5: How does rolling submission impact timeframes for current contract expiring 6/30/2021?

Answer 5: Current contracts will be handled separately.

Question 6: Is a provider required to propose providing transportation if that provider proposes group day support, one to one, community engagement and community coaching for locally-funded individuals?

Answer 6: No, a provider is not required to propose transportation if proposing group day, one-to-one, community engagement and/or community coaching for locally funded participants.

Question 7: Will Arlington County be brokering any transportation options through Support Coordination as is provided under the current contract?

Answer 7: Arlington County will continue to provide transportation costs or services for individuals who are locally funded for Group Day services.

Question 8: Please clarify which services must be CARF accredited. ESO's are currently required to be accredited for employment services and other service accreditations have been voluntary.

Answer 8: It is not a County requirement that ESO providers be CARF accredited. The County will revise the mandatory reporting requirements. The provider must be approved for Supported Employment Services with DARS in addition to being an approved Medicaid Waiver provider.

Question 9: Besides Programmatic Revisions to Policies and Procedures, does the policy revision notification also require administrative or corporate P&P's?

Answer 9: Notification is required for all policies and procedures, whether programmatic, administrative, or corporate, that pertain to delivery of services included in the provider's contract with the County.

2. THE SOLICITATION IS AMENDED AS FOLLOWS:

i. The first sentence of Section IV.I.7.f., Group Supported Employment, is amended as follows:

f. Group Supported Employment: Structured programs that provide work to a group of five (5) to eight (8) participants at a job site integrated into the community.

ii. Add subparagraph I., Intensive Group Supported Employment, to Section IV.I.7 as follows:

I. Intensive Group Supported Employment: Structured programs that provide work to a group of two (2) to four (4) participants at a job site integrated into the community. This program is for participants who need more support than the traditional five (5) to eight (8) person Group Supported Employment model. Group sizes may vary between two (2) and four (4) to accommodate the different needs and abilities of participants in this program. The Intensive Group Supported Employment program should provide participants with the opportunity to interact and have regular contact with employees/co-workers who do not have a disability and are performing the same or similar job tasks. Participants must be employed and compensated by either the employer/business or the Contractor. Participants must be compensated at or above Virginia's minimum wage unless the Contractor has permission from the Department of Labor to pay subminimum wages. Ongoing employment supports such as job training/re-training, life skills training, transportation management and mediation between participant and supervisory staff must be provided by the Contractor's onsite employment specialist. The Contractor must provide support services in accordance

with the participant's 's ISP. Intensive Group Supported Employment is not intended for participants who have shown to be successful in the traditional Group Supported Employment model.

iii. Subparagraph b., Mandatory Requirements, of Section V.7.2.is amended as follows:

- b. The Offeror must provide a copy of the following:
 - Proof that the Offeror is an approved provider of Virginia Medicaid Waiver Services.
 - Proof that the Offeror is an approved provider of Virginia Department of Aging and Rehabilitative Services (DARS).
 - Proof that the Offeror is licensed by The Department of Behavioral Health and Developmental Services (DBHDS) for all licensed services.

iv. Paragraph 3., Technical Expertise, of Section V.7. is amended as follows:

3. TECHNICAL EXPERTISE (NO MORE THAN 15 PAGES)

This factor considers the technical expertise and capacity of the Offeror to perform the requirements of this RFP. This factor encompasses all components of the Offeror's organizational structure and the qualifications and expertise of the Offeror's proposed staff and staff development initiatives. This factor considers accreditations such as the Commission on Accreditation of Rehabilitation Facilities (CARF).

- a. The Offeror's qualifications and experience to perform the work described in this solicitation. Include an organizational chart.
- b. The Offeror's experience in supporting individuals with developmental disabilities who also have a mental health diagnoses and/or behavioral challenges.
- c. Hiring practices, including methods of recruitment, required background checks, methods of retention, and how the Offeror will reduce turnover rates.

v. The page limit for the Technical Approach, paragraph 4 of Section V.7. is amended to (NO MORE THAN 15 PAGES).

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Kaylin Schreiber
Procurement Officer

RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR BID:

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 01.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____