

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

**REQUEST FOR PROPOSALS NO. 24-DHS-RFPLW-190**

**ADDENDUM NO. 1**

Arlington County Request for Proposals No. 24-DHS-RFPLW-190 for Group Day Support is amended as follows:

**I. PROVIDE A LIST OF PRE-PROPOSAL ATTENDEES, INCLUDED AS A SEPARATE ATTACHMENT.**

**II. PROVIDE THE MINUTES FROM THE PRE-PROPOSAL, INCLUDED AS A SEPARATE ATTACHMENT.**

**III. REPLACE SECTION V.7.3.a. OF THE SOLICITATION IN ITS ENTIRETY AS FOLLOWS:**

- a. Organizational Experience: Narrative describing the Offeror's qualifications and experience to perform the work described in this solicitation. Include an organizational chart. Specifically elaborate on the following:
- The Offeror's experience in providing group day support services.
  - Specific outcomes or accomplishments from other established group day support programs. Include details such as the number of individuals served at each setting, specific services provided, strategies for community integration and development of community partners, and other pertinent information determined by the Offeror.
  - The Offeror's experience in supporting individuals with developmental disabilities that also have exceptional behavioral support needs.

**IV. REPLACE SECTION V.7.4.a. OF THE SOLICITATION IN ITS ENTIRETY AS FOLLOWS:**

- a. Description of Program Design:
- Discuss current structure and best practice model(s) of group day support used in existing program(s). Include, for example, the Offeror's philosophy for group day support; strategies for skill development and socialization; small group vs large-group interactions; opportunities for exploration of personal interests; activities that support movement and creativity (e.g., dance, art, theater/performance, photography, etc.); and positive behavior supports that may target individuals with and without exceptional behavior support needs. Offeror should take into consideration compliance with the Home and Community Based Services final regulation (<https://www.dmas.virginia.gov/#/generalreq>).
  - Provide a detailed timeline and associated tasks for the program start-up phase.
  - Provide a detailed overview for how the Offeror will evaluate potential participants for admission to the program, ensuring they are appropriate for group day services and the Offeror's program. What factors will the Offeror take into consideration for inclusion or exclusion to the program?
  - Provide a description of the targeted population for the second and third locations.

**V. REPLACE SECTION V.7.4.c. OF THE SOLICITATION IN ITS ENTIRETY AS FOLLOWS:**

c. Race Equity Plan

- Explain how the Offeror will commit to leading with race equity in service delivery, upholding the following core Department of Human Services' values when implementing the day support program:
  - i. Race Equity
  - ii. Access
  - iii. Inclusion
  - iv. Authenticity
  - v. Accountability

**VI. REMOVE SECTION V.7.5.e. OF THE SOLICITATION IN ITS ENTIRETY.**

**VII. REPLACE ATTACHMENT A – PRICING SHEET IN ITS ENTIRETY WITH THE REVISED ATTACHMENT A – PRICING SHEET, INCLUDED AS A SEPARATE ATTACHMENT TO THIS ADDENDUM 1.**

**VIII. REPLACE SECTION IV.1.E. OF THE SOLICITATION IN ITS ENTIRETY AS FOLLOWS:**

- E. Provide staff-to-participant ratio of 1:3 for centered-based services and up to 1:5 for community-based services.

**IX. RESPOND TO QUESTIONS RECEIVED THROUGH VENDOR REGISTRY BY THE DEADLINE:**

**Question 1: Will the selected contractor have the opportunity to collaborate with the County on the second and third locations?**

**Answer 1:** The selection of additional locations for all Arlington County services and programs is made by the Department of Environmental Services Real Estate Bureau. The Contractor will not have an opportunity to give input into the location. However, it is anticipated that the selected Contractor may have opportunity to give input into the design of the space(s).

**Question 2: Does the County have an estimated timeline for the second and third locations?**

**Answer 2:** While there are several variables in determining an exact timeline for the additional locations, it is anticipated that this expansion will be no later than FY 2026 into FY 2027 (staggering the potential opening of the additional locations across multiple years).

**Question 3: What is the significance of identifying Level I and Level II intensive day support?**

**Answer 3:** The differentiation is to recognize that a Contractor may require skilled or professional staffing and other resources (i.e., Board Certified Behavior Analyst (BCBA)/Applied Behavior Analysis (ABA), nursing, etc.) in supporting individuals with exceptional medical and/or behavioral health needs compared to an individual simply requiring additional assistance with Activities of Daily Living (ADLs) for which a DSP can more readily support with training. The County is seeking to 1). reimburse the Contractor according to the needs of the individuals and 2). be invoiced according to the needs of the individual. A single rate of reimbursement for intensive day support does not adequately reflect the difference in the levels of care and support needs as described here.

**Question 4: Will the contractor need to have two (2) intensive day support rates?**

**Answer 4:** Yes, the County is requesting the Contractor to provide two separate rates for the intensive day support: a rate for intensive level 1 and a second rate for intensive level 2. This is in

addition to a third rate for non-intensive day support, which, it is anticipated, will be for the majority of individuals supported under local funding. In summary, the Contractor should provide three separate rates for day support services to be reimbursed for individuals attending the program with local funding.

**Question 5: If a provider has a negotiated 1:1 rate with the County, can this be used for the level II intensive day support rate?**

**Answer 5:** The Contractor may propose an established 1:1 rate for level 2. However, the County would still require separate rates for level 1 and non-intensive.

**Question 6: On pages 18-20 in the technical expertise/technical approach, the RFP refers to the employment readiness program, employment readiness curriculum, and the Arlington Employment Center and the Workforce Council. Is this accurate?**

**Answer 6:** This information was added in error and has been removed via this Addendum 1.

**Question 7: Does the proposal need to include a resume for all DSP or one resume that is representative of the DSP position?**

**Answer 7:** A single resume representative of the DSP position is sufficient in responding to the RFP.

**Question 8: Page 20, past performance, letter e states: "Number of individuals moved from group date support to competitive integrated employment" Is this accurate?**

**Answer 8:** This information was added in error and has been removed via this Addendum 1.

**Question 9: Should the cost proposal and staffing structure for the second and third locations be included in the proposal, or will the contractor have the opportunity to submit this information at a later time?**

**Answer 9:** Offerors should include an estimate for additional sites based on serving 21 individuals. Please see Revised Attachment A - Pricing Sheet, which is included as a separate attachment to this Addendum 1 and includes an additional tab for "Additional Locations." Upon opening of the new sites, the awarded Contractor shall implement services at the level of effort indicated in the estimate and at the established rates of the main site in Exhibit B in accordance with contract clauses five and six of the sample agreement included in section VI of the solicitation.

**Question 10: Will the community-based services serve individuals with level I and level II intensity?**

**Answer 10:** This will be at the discretion of the Contractor, which should evaluate individuals on a case-by-case basis. For example, it is feasible that an individual with exceptional medical support needs (i.e., a seizure disorder) could be supported under the community-based model, with supports, and therefore should be considered. The County Project Officer will refer Arlington residents with developmental disabilities that may or may not have exceptional support needs, recognizing that the provider will make the final determination as to the fit of the individual for the community-based program.

**Question 11: Should community-based services have a 1:3 ratio as well?**

**Answer 11:** The County will consider a 1:5 ratio for the community-based day support programming, which has been amended via this Addendum 1.

**Question 12: Does the county anticipate what the breakdown will be of level I, and level II?**

**Answer 12:** In terms of costs, the County does not have a pre-determined breakdown for level 1 and level 2. The reimbursements should take into consideration the description of each level as outlined in the RFP. As noted above, the Contractor should include a 3<sup>rd</sup> rate for non-intensive day support.

**Question 13: Who is responsible for assessing the level of intensity?**

**Answer 13:** This will be a twofold decision. In some instances, the referring Support Coordinator and Project Officer will be fully aware of individuals requiring a higher level of support for either ADLs or exceptional medical and/or behavior support needs and thus the referral will take this into consideration. In other instances, the Contractor may evaluate and determine that an individual requires more intensity to be successful in the program and may request in writing to the Project Officer a higher rate of reimbursement for level 1 or level 2. The Contractor will be expected to provide written justification for the request.

**Question 14: What flexibility will the community-based program allow for participants who do not want to go out into the community for the entire day?**

**Answer 14:** Participants to be accepted to the community-based program and their legal guardian or other authorized representative must agree with all aspects of the community-based programming, particularly the expectation to be in the community most of any given day. This should not be interpreted as participants being outdoors the entire day, but rather not in the structure of a center-based setting.

**Question 15: Is the community-based program a self-contained program with the same 15 people?**

**Answer 15:** The community-based program is not required to be self-contained with the same 15 individuals participating each day. The Contractor may manage the day-to-day operation of the community-based and the center-based programs to ensure that on any given day 15 individuals are community-based. The Contractor may determine to have the same 15 individuals each day or be more fluid and allow broader participation amongst participants. For any individual participating in the community-based programming, they and the guardian or other caregiver must agree with community-based services. The additional 15 community-based slots are intended to build immediate capacity at the Woodmont Center.

**Question 16: Will the community-based program be permitted to stay at the Woodmont building in the event of inclement weather?**

**Answer 16:** The current setting (i.e., Woodmont CIC) has space limitations and cannot support an additional 15 individuals and staff each day, even in inclement weather. It is recommended that the Contractor have a variety of planned, indoor community-based activities that are conducive to inclement weather and/or seek to develop partnerships within the community that may accommodate planning for inclement weather. In urgent situations (e.g., "scheduled" indoor activities are cancelled with little to no notice to the Contractor), the Contractor may request in writing to the Project Officer to remain at the Woodmont Center for the day.

**Question 17: What are the hours of the community-based services?**

**Answer 17:** The hours for the community-based program should be parallel to the hours for the centered-based program. The current program hours at the Woodmont CIC are 9:00am to 3:00pm with staff arriving by 8:30am and leaving by 4:00pm.

**Question 18: Should the vendor’s proposal include a description of the targeted population for the second and third locations? (I.e. higher behavioral support needs, older adults, etc.)**

**Answer 18:** The County would be interested in potential considerations for the second and third locations. Offerors should include this information in the Technical Approach.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

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**RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:**

**OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.**

**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_