



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

**INVITATION TO BID NO. 24-FIR-ITB-420
ADDENDUM NO. 1**

Arlington County (hereinafter referred to as the "County") invitation To Bid (ITB) No. **24-FIR- ITB-420** for Arlington County's Support for Traumatic Exposure Recovery Program (TERP) Personnel is amended as follows:

- **THE SUMMARY OF THE NON-MANDATORY PRE-BID CONFERENCE HELD ON FEBRUARY 16, 2024 IS AS FOLLOWS:**

During the non-mandatory Pre-Bid Conference, the County reviewed the ITB and highlighted key information such as: key proposal deadlines; communication procedures (**i.e. all communication relating to the solicitation must be submitted via the "Submit a Question" function Vendor Registry; no outside communication is permissible**); requirement of a Virginia Contractor License; authority to transact business in the Commonwealth; proposal submission requirements; and provided a Scope of Work Overview. However, Offerors were reminded that each Offeror must review the ITB in its entirety and submit any questions they may have via Vendor Registry.

- **THE PRE-BID CONFERENCE POWERPOINT AND SIGN-IN SHEETS ON FRIDAY, FEBRUARY 16, 2024 AT 2:00 P.M. ARE ATTACHED.**
- ***THE COUNTY HAS RECEIVED THE FOLLOWING QUESTIONS IN RESPONSE TO THIS ITB. QUESTIONS AND RESPONSES ARE INCLUDED BELOW.***

QUESTION #1: Hi, I am contacting you about the insurance necessary for this contract. I have questions about some things, and I've highlighted them in the document I attached. Please let me know if they are applicable to my business. 1. Workers'

Compensation.....Statutory limits of Virginia
No Employees 2. Employer's Liability.....\$500,000/accident,
\$500,000/disease, \$500,000/disease policy limit No Employees 5. Automobile
Liability.....\$1 million CSL BI/PD each accident,
Uninsured Motorist Is this if I have a company car besides my personal car? My car is insured by Allstate.
Will that work? 9. Motor Cargo Insurance.....\$ _____ (to the
total value of the goods being transported) Do I need this? 10. Asbestos Removal Liability
.....\$3 million per occurrence/claim Is this my
landlord's responsibility? Thanks, Gary

ANSWER#1:

Four basic types of insurance coverages are required of nearly all contractors and are required for this procurement.

1. Workers' Compensation and Employers' Liability
2. Commercial General Liability
3. Business Automobile Liability
4. Umbrella/Excess Liability

10. ASBESTOS REMOVAL FOR CONTRACTORS AND SUBCONTRACTORS has hereby been removed from required insurance coverages (page 6 of the Bid Form).

QUESTION #2:

Are the Personnel and Officer TERP trainings expected to be in person or can they be Virtual?

ANSWER #2: The Personnel and Officer TERP trainings must be conducted in person and cannot be held virtually.

QUESTION #3:

Is there already an established system in place to identify staff members or family members qualified to receive EAP services?

ANSWER #3:

Yes, we have a formal EAP Referral process as well as an informal EAP Process. The formal process is completion of a "Supervisory Referral Request for EAP" which is handled by e-mailing the form. We also have an informal process to which a member of our Department is able to call our current EAP Contractor, consult with them, and request EAP Services for themselves or one of our employees (co-worker, direct report, etc.).

QUESTION #4:

Is this contract subject to the Service Contract Wage (also called "Living Wage") provisions covered under Article 4-103 of the Arlington County Purchasing Resolution?

ANSWER #4: This procurement is for Professional Services and therefore is not a Living Wage agreement.

QUESTION #5:

Are all consultations and meetings expected to be in person or can they be virtual? Is the expectation for Family Recruit day for the contractor to remain during the entire day for the program ?

ANSWER #5:

Family day is usually held during either on graduation morning or on the Saturday prior to graduation. It is usually a 4-hour time slot to which one of the rotation stations is family education for behavioral health and the services we provide to our Fire Department family. There is a presentation, which is a standing presentation, followed by a question & answer session for the family members. Each rotation is about 45 minutes and the behavioral health expert is expected to be there in person. There are many informal side conversation that occur during the family day as family members have many questions about their family members mental well-being during their career.

QUESTION #6: Are all consultations and meetings expected to be in person or can they be virtual? Is the expectation for Family Recruit day for the contractor to remain during the entire day for the program ?

ANSWER #6: See ANSWER #2

February 16, 2024

SUPPORT for TRAUMATIC EXPOSURE RECOVERY PROGRAM (TERP) FOR PERSONNEL

24-FIR-ITB-420



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Agenda

- Attendance
- Introduction - Arlington County Personnel
- Pre-Bid Conference Information
- ITB Schedule
- Submission Requirements
- Scope of Work
- Insurance Requirements
- Questions

Attendance

Please place the following information in the CHAT:

- Your Name
- Your Company Name
- Email address
- Phone Number

Arlington County Personnel

Sheri Butler, Procurement Officer

J. “Shawn” Hill, Project Officer

Amanda Reeves, Deputy Fire Chief

Bo Bennett, Battalion Chief

Megan Carney, Management Budget Specialist

****Please contact Sheri Butler for all questions relating to this procurement.****

Pre- Bid Conference

Attendance is Non- Mandatory

Per Solicitation – Page 4, Information for Bidders

- Only formal responses to questions issued by and Addendum to the ITB will be binding.
- Questions regarding the ITB Scope of Work and Submission Forms of this solicitation must be submitted in writing via Vendor Registry by **5:00 PM EST on February 26, 2024.**
- Responses to Questions will be posted by 5:00 PM EST to Vendor Registry **February 28, 2024.**

ITB Schedule



Scope of Services

The Contractor shall provide services and counsel for Traumatic Exposure Recovery Program (TERP), Employee Assistance Program (EAP), Personality Assessment Method, and Peer Support Team for County personnel. The Contractor shall provide all necessary supervision, labor, administrative support, and material to provide training for behavior, stressor and trauma awareness using personality assessment methods and Traumatic Exposure Recovery Program (TERP) for the County. The Contractor shall provide these services for recruit classes and all subsequent recruit classes for the duration of the agreement.

- The TERP is for employees who may be exposed to traumatic events associated with responding to day-to-day incidents.
- The EAP presents information management on a regular basis regarding utilization of services.
- The Personality Assessment Method is used as a coaching tool for new work groups, new supervisors or for employees.
- The Peer Support Team is used for employees who are struggling or in an emotional crisis.
- The Contractor will also facilitate a Recruit Family Day after each Recruit School session. This normally takes place 1-2 times yearly.

Contractor Requirements

- The Contractor shall have a minimum of 10 years of experience with Traumatic Exposure Recovery Programs (TERP).
- The Contractor must be a Certified Clinical Trauma Professional (CCTP).
- The Contractor shall lead a Traumatic Exposure Recovery Program (TERP) Organizational Health group training.
- The Contractor shall have certified training with Critical Incident Stress Management (CISM)
- The Contractor must be certified by the authorizing body to administer Birkman or “approved equal” personality assessment to recruits and department personnel to measure personality traits and their impact on behaviors, motivations, and perceptions.
- The Contractor shall have a minimum of ten (10) years’ experience with the methods and practice of using the methodology of the personality assessment used.
- The Contractor shall have a minimum of ten (10) years’ experience with the methods and practice of using the Birkman method or “approved equal” personality assessment methodology.

Bid Submittal Documents

- Completed Bid Form (Signed)
- Attachment A – Price Schedule
- Addenda (Signed)



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Thank You

Sheri Butler, Procurement Officer

Sbutler@arlingtonva.us

Phone: 703-228-1895



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Arlington County Government
Office of the Purchasing Agent
Non-Mandatory Pre-Bid Conference Attendees List

FOR: **MOBILE PERSONAL PROTECTIVE EQUIPMENT (PPE) INSPECTION, DECONTAMINATION, CLEANING, AND SANITATION SERVICES**

DATE & TIME: 2/13/2024- 10:00 a.m. Non-Mandatory Pre-Bid Conference

PLACE: Microsoft Teams Meeting
BID/PROPOSAL 24-FIR-ITBLW-417

PLEASE WRITE CLEARLY

Name	Sheri Butler, <i>Procurement Officer</i>
Company	Arlington County Government
E-mail	sbutler@arlingtonva.us
Phone #	(703) 228-1895

Name	J. Shawn Hill, <i>Project Officer</i>
Company	Arlington County Government
E-mail	Please contact Sheri Butler for all questions relating to this procurement
Phone #	

Name	Captain Bo Bennett
Company	Arlington County Fire Department
E-mail	Please contact Sheri Butler for all questions relating to this procurement
Phone #	

Name	Captain Amanda Reeves
Company	Arlington County Fire Department
E-mail	Please contact Sheri Butler for all questions relating to this procurement
Phone #	

Name	LaShonda Marshall
Company	SMILE Therapy Services LLC
E-mail	lmarshall@smiletherapyservices.com
Phone #	(240) 222-2151

Name	Dr. Vicki Johnson
Company	Vick Johns Counseling and Consulting, Inc
E-mail	vickij1908@yahoo.com
Phone #	(703) 398-9381

Name	Gary Randle
Company	New Millenium EAS
E-mail	grandle@nmeas.com
Phone #	(314) 922-8323

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