



**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 24-DHS-RFPLW-492**

ADDENDUM NO. 1

Arlington County (hereinafter referred to as the "County") Invitation to Bid (ITB) No. 24-DHS-RFPLW-492 for intimate partner and sexual violence response services Project P.E.A.C.E (partnering to End Abuse in the Community for Everyone) is amended as follows:

- I. THE COUNTY IS HEREBY EXTENDING THE BID DUE DATE UNTIL JULY 10, 2024 AT 2:00 P.M.**
- II. THE COUNTY HAS AMENDED THE FOLLOWING SECTIONS TO THE SCOPE OF WORK AND PROPOSAL REQUIREMENTS:**

- **REPLACE SECTION IV. SCOPE OF SERVICES PART 1.I.1 AND 1.I.4 WITH THE FOLLOWING LANGUAGE.**

- 1. Ensure that supervisory staff have adequate skills and knowledge regarding supervision practices, performance evaluation, and progressive disciplinary processes. Staff must have training and/or work experience in domestic and sexual violence services or related human services programs. Directors and other senior staff must possess a master's degree, or two years of equivalent experience to a master's degree, plus a minimum of three years' experience in human and social services field. At least one agency staff member must be a licensed mental health provider to provide clinical supervision and oversight.
- 4. In the event the Program Director positions becomes vacant, the Contractor must notify the Project Officer within one business and propose an acting director for approval.

- **REPLACE SECTION V. PROPOSAL REQUIREMENTS: PART 7.D.1 IS UPDATED AS FOLLOWS:**

TECHNICAL APPROACH TWENTY (20) PAGES MAXIMUM: Provide a narrative to describe the Offeror's technical approach to perform the requirements described throughout Part I or 2 of this solicitation. The narrative should include, but is not limited to:

- 1. Description of Program Design: The Offeror should provide a proposed technical plan, including service description, service delivery, knowledge of strategies to increase system performance, and understanding of the needs of the Arlington community. The Offeror should outline its knowledge and the application of recognized industry standards and best practice strategies for working with victims of intimate partner and sexual violence. The description should include, but is not limited to:
 - a. How the Offeror will create a proactive and responsive program in compliance with best practices in the field of interpersonal violence victim services.
 - b. How the Offeror will utilize and partner with Arlington County Programs, such as the Housing Assistance Bureau, Children and Family Services, Arlington County Law Enforcement, and Behavioral Health, to meet the needs of interpersonal violence victims.

- c. The Offeror’s current and relevant partnerships within the Arlington community that would increase program participants’ safety and provide access to additional wrap-around services to reduce the likelihood of an individual returning to the partner who is hurting /abusing them.
 - d. A detailed timeline and associated tasks for the program startup.
 - e. How the Offeror will maintain program implementation standards in line with the Virginia Sexual and Domestic Violence Program Professional Standards.
 - f. Specific to Part 1: How the Offeror will meet the needs of victims (individuals and families) experiencing homelessness.
 - g. Specific to Part 2: The Offeror’s expertise in operating a short-term mental health program and how clients are identified and transferred to longer-term services.
- **REPLACE SECTION V. PROPOSAL REQUIREMENTS: PART 7.E.1B AND 1C IS UPDATED AS FOLLOWS:**
 - b. Average length of time participants utilizes services.
 - c. Outcome of program participants.

III. THE SUMMARY OF THE PRE-PROPOSAL CONFERENCE HELD ON JUNE 14, 2024 IS AS FOLLOWS:
 During the pre-proposal conference, the County reviewed key dates related to the RFP, living wage requirements and the project officer provided a brief overview of the scope of services.

- **THE OPTIONAL PRE-PROPOSAL SIGN-IN SHEETS HELD ON JUNE 14, 2024 AT 12:00 P.M. IS ATTACHED.**

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

- **Question #1:** I am very interested in joining this project as a subcontractor. Are you able to provide me with names of those applying as Prime contractors? Thank you, Jill Addai, MSW, LSW Deluxe Care, LLC emotionalwellness@deluxecarellc.com

Answer #1: Hello, please see the attached sign in sheet from the preproposal conference.

- **Question #2:** When awarded, what is the expected term of the contract??

Answer #2: A base year plus 4 additional one-year renewals.

- **Question #3:** What is the expected timeline for making decisions on awards? When awarded, when does the contract start?

Answer #3: The contract will start once an award is made. The timeline for award decisions is dependent upon the number of proposals received.

- **Question #4:** When awarded, what is the amount of funding available for Part I and Part II, individually and together?

Answer #4: Arlington County does not disclose funding information with bidding community. The budget for each contract is negotiable and will be negotiated with the most technically qualified candidate.

- **Question #5: Can you define what elements will be part of the negotiation process? E.g. SOW, contract terms (except the mandatory terms marked with an asterisk)**

Answer #5: Scope of Work, contract terms, budget / cost of the contract, insurance coverage

- **Question #6: Page 4- Can you describe the County Selection Advisory Committee (“SAC”) that will review and evaluate all written proposals based on the criteria identified in this solicitation?**

Answer #6: The Selection Advisory Committee will consist of County Employees with experience and knowledge relevant to the services being provided.

- **Question #7: Page 35-36: there are two consecutive items with label of the letter “c”. The second one requests a timeline and associated tasks for program startup. Please explain how we should organize these sections.**

Answer #7: Please see Section II of Addendum 1 for updates.

- **Question #8: Budget 1. The Federal De Minimis rate as of October 1, 2024 will be 15%. Do you plan to change the county’s indirect rate to 15%? Also, does Arlington County accept the Federal NICRA (negotiated indirect cost rate agreement)?**

Answer #8: The indirect cost rate will be consistent with the federal De Minimis rate effective at the time of contract execution. Yes, the County does accept Federal NICRA.

- **Question #9: On the Budget Form, what is meant by “Reimbursable Expenses”? Can you provide examples?**

Answer #9: This is a reimbursable contract based on agreed upon cost proposal. Offerors should populate the cost proposal with staffing and operational expenses needed. Once a contract is accepted and the budget approved, those items are reimbursed based on documentation provided.

Question #10: Format: Proposals must be double spaced. However, just the list of narrative content required for Technical Approach takes up 3 pages double spaced by itself. Considering the list of questions and requirements asked to provide and explain. Is there any flexibility to the page limit in the Technical Approach in particular?

Answer #10: Please see Section II of Addendum 1 for update. Page requirement for Section V. Proposal Requirements: Part 7.D is amended to 20-pages, double spaced.

- **Question #11: We noticed specific language related to personnel throughout the RFP requiring a high level of involvement for the Project Officer in the Offeror’s personnel practices and matters. This seems to be beyond the standard practice in other County RFPs currently open, and is certainly not anything we’ve seen in state and federal RFPs. Aren’t some of these requirements crossing into the line of business operation, governance, and structure of the Offeror organization?**

Answer #11: Some of the requirements are standard for Arlington County and others are relevant to the services being provided.

- **Question #12:** Please see below some of the instances where this is presented in the RFP and provide a response justifying these requirements or reconsider these requirements: a. Page 6. #11. Replacement of Key Personnel: In practice, this means the DHS project officer will have to vet any potential hires/replacements, which may delay filling critical positions. b. Page 17 –4. Any changes to staffing that fall within the approved budget, such as the number of positions within each classification or changes in job titles and including appointment of the program directors and program leadership staff, require approval by DHS. In the event the Director position becomes vacant, the Contractor must immediately consult with the Project Officer before appointing a qualified staff person to serve in an acting capacity until the position is filled. c. Page 19, M4. Allow exit interviews between the county project officer and any departing leadership staff (director level or above) upon request. d. Page 16- I-1. The following requirement: Directors and other senior staff must possess a master's degree. Aside from clinical staff, how is this relevant to the project? It also reads as if it is an agency-wide requirement. Is that correct?

Answer #12: Please see Section 1 of the addendum for updates

Page 6, #11 is part of the county's standard terms and conditions.

Pg 17, #4 the first sentence is redundant to the terms outlined on page 6, The second sentence is amended to "In the event the Program Director positions becomes vacant, the Contractor must notify the Project Officer within one business and propose an acting director for approval.

" Pg 19, M4 this requirement will remain upon request.

Pg 16, I-1 the second and third sentences can be amended to: " Staff must have training and/or work experience in domestic and sexual violence services or related human services programs. Directors and other senior staff must possess a master's degree, or two years of equivalent experience to a master's degree, plus a minimum of three years' experience in human and social services field." This requirement only pertains to directors and any identified senior staff working on this project.

- **Question #13:** Page 18-K-2 Data, evaluation and privacy: Can you elaborate on instances where the following language applies? Maintain clients' records for five years after the expiration of this contract unless Arlington County takes possession of the records prior to that date.

Answer #13: This applies to instances where the contract is awarded to a new offeror and files need to be transferred to maintain continuity of care.

- **Question #14:** Page 37, B: request to provide a weekly staffing schedule? Are you asking for a literal schedule of everyone involved in the project or something more specific, such as staffing of 24/7 functions?

Answer #14: 37 B is an attachment pertaining to Program implementation of Section D Technical approach. The attachment should demonstrate your narrative provided for program implementation.

Question #15: Page 37, E, 1: what is meant by “Provide at least two outcome reports of previous or current programs”. Mention is made of performance over the past 5 years. Is DHS looking for an aggregate 5-year report, or a report containing data from each of 5 prior years?

Answer #15: Offerors can provide an aggregate 5- year report.

- **Question #16:** Page 38, request for References. Are you looking for three entities who have contracted with or granted funds to the Offeror to provide similar services, or can we use more broadly, other community partners with whom we have worked alongside in the delivery of such services? Can we provide individuals who have used the services?

Answer #16: "Provide similar services" refers to entities that the offeror has contracted with or has been granted funds to provide domestic and sexual violence services or related human services programs.

- **Question #17:** Part 1 (24/7 Crisis Response) 1. Page 25, item 1 and 2: Is 90% capacity according to the 25 beds? Can you define what is considered “up to 25?” Is there a range that can be under considerations, or is there a minimum of 25 that must be provided?

Answer #17: Yes, 90% of a 25 bed capacity. The offeror must be able to provide safe housing to up to 25 eligible individuals per day.

- **Question #18:** Page 25 4-D. Can you clarify the process and guidelines for the following language: The Contractor must have a housing referral policy for referring those who do not meet the eligibility criteria, including follow-up for additional services for any Arlington resident experiencing intimate partner or sexual violence. The Contractor may request additional funds from the County to place individuals in emergency housing as the need arises.

Answer #18: The offeror will utilize existing resources within the DHS Housing Assistance Bureau and will work with the Project Officer to identify additional resources for those who do not qualify for safe housing.

- **Question #19:** Page 26, E. We are asked about a host of policies in the narrative section. Do you expect the offeror to describe each policy in the narrative, and/or to provide them as attachments only?

Answer #19: Offerors must provide a brief narrative of their current policies and provide attachments to support the narrative provided. See the attachment sections on pages 35 and 37 for more details on what can be attached.

Question #20: Page 27 D. Please confirm that these are business days: “Initiate housing focused case management for all those who have stayed in the Safe Housing program for at least 7 days.”

Answer #20: This is seven calendar days.

- **Question #21:** Page 28, H. What are the “Client Housing Assistance funds” mentioned? Is that a reference to DHS-CAB, or some other specific resources?

Answer #21: Yes, that is referring the Client Assistance Funds available through the DHS Housing Assistance Bureau.

- **Question #22: PART 2 (Mental Health Services) 1. Page 30 – A Can you provide clarification on 75 individuals to be served at any given time. Are these clients for individual and/or groups?**

Answer #22: 75 is the current average number of clients being served through our contracted mental health services for Domestic and sexual violence survivors. It can be served through individual therapy, group therapy or both.

- **Question #23: Page 31 -C- Is there a specific number of FTEs this RFP requires based on the number of clients being served and case load sizes?**

Answer #23: No we do not have a minimum number of FTEs.

- **Question #24: Page 31. E Can you provide additional examples and elaborate on what you define as Family-based interventions? Is part of this scope of work to provide family-based intervention to survivors that wish to remain in their current relationship?**

Answer #24: The expectation is that offerors will provide interventions with the survivor that take into account the whole family when those supports are identified as needed with the survivor. The offeror can identify ways they work, or will work, with external partners to meet the needs of family members they cannot work with.

- **Question #25: (RFP page 35) Technical Approach, number 1 letter c: language requested about partnerships is identical to that requested in (RFP page 34) Technical Expertise & Capacity proposal section number 1, letter a, iv. Can you clarify if you want us to answer the same question twice in two different sections of the proposal, or can one be eliminated? If so, which one?**

Answer #25: Section C.1.a is specific to Part 1 and C.1.b specific to Part II. If an offeror is submitting to both Part I and II they will need to provide the information for that specific part.

- **Question #26: RFP page 37, items 1 b and 1 c seem targeted at shelter. Neither seem appropriate to a Hotline or Hospital Accompaniment. Item 1 c is also not appropriate for a counseling program. We intend to provide other relevant outcomes for those programs as substitute unless directed otherwise by DHS.**

Answer #26: Please see Section II of Addendum 1 for update. Page requirement for SECTION V. PROPOSAL REQUIREMENTS: PART 7.D is amended to 20-pages, double spaced.

- **Question #27: Can DHS provide separate files for each of the forms required for submission with the proposal, as they have with the Cost Proposal? Example: Proposal Form, Conflict of Interest Statement.**

Answer #27: Documents needed for submission are attached at the end of the solicitation.

The balance of the solicitation remains unchanged.

Arlington County, Virginia
Briana Henley
Procurement Officer
Bhenley@arlingtonva.us

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

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.

FIRM NAME: _____

**AUTHORIZED
SIGNATURE:** _____ **DATE:** _____



**Arlington County Government
Office of the Purchasing Agent**

Non-Mandatory Pre-Proposal Conference Attendees List

FOR:	Project P.E.A.C.E		
DATE & TIME:	June 14, 2024 12:00 p.m. Optional Pre-Proposal Conference		
PLACE:	Microsoft Teams Meeting		
BID/PROPOSAL	24-DHS-RFPLW-492		

Name	Briana Henley
Company	Arlington County Government
E-mail	bhenley@arlingtonva.us
Phone #	(703) 228-7133

Name	Joy Myers
Company	Doorways for Women and Families
E-mail	
Phone #	

Name	Candice Lopez
Company	Arlington County Government
E-mail	Please contact Briana Henley for all questions relating to this procurement
Phone #	

Name	Diana Ortiz
Company	Doorways for Women and Families
E-mail	dortiz@doorwaysva.org
Phone #	703-504-9272

Name	Felix G Avellanet Jr
Company	Arlington County Government
E-mail	Please contact Briana Henley for all questions relating to this procurement
Phone #	

Name	Laura Pennycuff
Company	Doorways for Women and Families
E-mail	
Phone #	

Name	En Kite
Company	Arlington County Government
E-mail	Please contact Briana Henley for all questions relating to this procurement
Phone #	

Name	Karin Kelley
Company	Doorways for Women and Families
E-mail	kkelley@doorwaysva.org
Phone #	703-504-9274

Name	Ann Moser
Company	Arlington County Government
E-mail	Please contact Briana Henley for all questions relating to this procurement
Phone #	

Name	Jill Addai,
Company	Deluxe Care, LLC,
E-mail	emotionalwellness@deluxecarellc.com
Phone #	571-494-7037