

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

REQUEST FOR PROPOSALS NO. 23-DHS-RFPLW-473

ADDENDUM NO. 1

Arlington County Request for Proposals No. 23-DHS-RFPLW-473 for Residential Services for Individuals with Developmental Disabilities in Group Home and Attached Single-Residency Occupancy Apartment Setting is amended as follows:

I. ATTACHMENT A – PRICING SHEET IS REPLACED IN ITS ENTIRETY WITH THE UPDATED ATTACHMENT A – PRICING SHEET INCLUDED AS A SEPARATE ATTACHMENT TO THIS ADDENDUM 1.

II. FOLLOWING ARE THE ANSWERS TO QUESTIONS RECEIVED BY THE QUESTION DEADLINE:

Question 1: Will there be an opportunity to tour the Irving Street home prior to the submission deadline?

Answer 1: The residence is currently under construction and thus the County cannot accommodate tours. Floor plans and recent photos of the residence are provided as separate attachments to this Addendum 1 in lieu of tours.

Question 2: When does the County expect the home to be ready for occupancy?

Answer 2: The substantial completion date for the residence is April 8th, with an additional 30 days for the contractor to “close-out” the project. The County anticipates having the occupancy permit by the close of this 30-day period. It is anticipated that the home would be ready for occupancy by the middle to end of May. This does not factor in the timeframe for the provider to have the residence licensed by the Virginia Department of Behavioral Health and Developmental Services (DBHDS).

Question 3: Can the County provide anticipated Tier support level for referred individuals, so Offerors can most accurately project staffing ratio requirements and cost of staffing?

Answer 3: To-date, two referrals have been received for the single occupancy residence on the lower level, both of which are Tier 4 according to the Support Intensity Scale (SIS). These individuals have the Family and Individual Support (FIS) Waiver. Four individuals referred for the main level all have Community Living (CL) Waivers; their current Tier support levels range from 3 to 4.

Question 4: The Staffing Requirements include a QDDP or QIDP on the premises during "all evening, weekend, and regular hours"? Can the County provide the specific hours of QDDP/QIDP coverage required and identified by day and shift start/stop times?

Answer 4: The County seeks to have QDDP or QIDP coverage during core hours for which a majority of residents are awake and active in the home. This may include Monday – Friday morning hours when residents are preparing for day support and other meaningful day activities; afternoon hours when residents are arriving from day support and other activities; and evening meal and bed/bath times. Additionally, eight hours on Saturdays and eight hours on Sundays during peak hours when residents are most active. All other times, a Program Manager or QDDP/QIDP should be available on-call. This residence will be home to individuals with exceptional medical and exceptional

behavioral needs and the increased accountability provided by the on-site a QDDP/QIDP enhances safety and well-being for all residents.

Question 5: Can the County clarify how it will address potential increases in the cost of providing services over the ten year contract? The contract indicates rate increase adjustments will not exceed the percentage of change CPI-U for the previous 12 months but does not indicate if the County will accept the CPI-U percentage of change in full or only up to that percentage.

Answer 5: Under the current terms and conditions, not less than 90 days prior to each Price Adjustment Date the Contractor may request a pricing adjustment for the services. Any price adjustment request will be negotiated per the terms and conditions of the agreement, taking into consideration needs for the operation of the program and budgetary concerns for the County, but in no event will exceed the percentage of change in the U.S. Department of Labor Consumer Price Index, All Items, Unadjusted, Urban Areas (“CPI-U”) for the 12 months of statistics available at the time of the Contract’s renewal.

Question 6: Are Offerors responsible for the cost of rent, utilities, internet/phone/cable services, and/or household furnishings?

Answer 6: The County owns the 1212 Irving Street residence and has determined it will not pass on rental costs to the Contractor. The County will also absorb all administrative and financial responsibility of utilities, telephone, and internet related expenses. The County will provide household furnishings such as couches, tables, chairs, beds, and decorative pieces, as well as electronics (i.e., televisions).

Question 7: Can the County confirm cost is not scored as part of the evaluation of submissions?

Answer 7: Cost is not an evaluation criterion, but a cost proposal must be submitted as part of the Offeror’s submission.

Question 8: Can the County project an anticipated utilization rate of the respite bed?

Answer 8: The respite bed, when located in Springfield, VA, averaged 78 days per year. We anticipate increased usage of the respite bed once located in the County; however, it is difficult to project actual usage.

Question 9: For the single occupancy unit, will the customized rate be approved prior to the individual moving into the home, or is the Offeror responsible for securing the customized rate? Historically, the customized rate tends to decrease over time, regardless of the documented support needs of the individuals. Will the County fund any future difference in the approved customized rate and needed level of supports to maintain successful residency?

Answer 9: “Customized Rate” applications are not typically approved prior to an individual moving into new group setting given that the provider is not likely to have adequate data to support the request. The County’s Developmental Services staff will support the Contractor in submitting a DBHDS crisis fund request to assist in offsetting staffing needs while the Customized Rate application is in process. It is the responsibility of the Contractor to submit to DBHDS the Customized Rate application for all applicable residents. The County is unable to offset costs otherwise reimbursable by Medicaid and cannot absorb differences stemming from decreased Customized Rates over time.

Question 10: Attachment A - Cost Proposal Spreadsheet is blank on the Respite Narrative tab. Can the County clarify what information is requested on this tab?

Answer 10: The Attachment A - Pricing Sheet has been updated to reflect the information requested in the Respite Narrative tab and is included as a separate attachment to this Addendum 1.

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:** _____