



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

REQUEST FOR PROPOSALS NO. 24-DHS-RFP-509

ADDENDUM NO. 2

Arlington County Request for Proposals No. 24-DHS-RFP-509 for Homelessness Response Services received the following questions:

Question 1: We request that the RFP permit TNR 12 for text. Resumes and Past Performance at TNR 10. TNR 10 for miscellaneous tables and graphics. Single spacing vs double.

Answer: Applicants may use Times New Roman or Calibri Font, no smaller than 10 size font, 12 is acceptable. Please use double-spaced line spacing.

Question 2: Would the government consider increasing the page allocation for Section 1 to provide context to the answers to proposal requirements?

Answer: Section 1: Organization and Experience should not exceed 14 pages.

Question 3: Would the government please clarify that they are looking for one resume for each of the positions listed in the proposal requirements and not resumes for every position within the program?

Answer: Per page 107, Question #11: Resumes should be submitted for the following positions:

- Senior Director with program oversight
- Program Manager
- Case Managers
- Licensed Clinician (if included in the proposal)
- Daily shelter staff
- Peer Support Specialist
- Medical Respite Supervisor (for HSC operator only)
- Healthcare Provider (for HSC operator only and if different from Medical Respite Supervisor)

This should read: "Job Descriptions" should be submitted for the following positions (One job description per role). Additionally, please provide resumes for any staff currently in these positions.

Question 4: Would the government please clarify that, if needed to provide the most accurate, up-to-date information, that the references provided in each program proposal can include duplicates.

Answer: References can be duplicated across proposals so long as they can address questions about the relevant scope of services. Applicants applying for multiple scopes of services should note for which scope of service each referral is provided.

Question 5: Would the government please clarify that there is no requirement for the designation of key personnel.

Answer: There is a requirement to designate key personnel for each shelter and program area, and to communicate and receive approval from the County when they change.

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 2.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____