



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

**REQUEST FOR PROPOSALS NO. 24-DHS-RFP-359**

**ADDENDUM NO. 1**

Arlington County Request for Proposals No. 24-DHS-RFP-359 for Early Intervention Services is amended as follows:

**A. THE SOLICITATION HAS THE FOLLOWING UPDATES:**

1. Revise Section III "Introduction to Request for Proposal" Provision #1, second paragraph as follows:

This solicitation will remain open for one year with four quarterly submission deadlines. If a successful award is the outcome of the initial or any of the four quarterly submission deadlines, a one-year contract will be established with an option of up to five renewals as established in the final agreement.

**B. The County has received Questions in response to this RFP. The questions and responses are as follows:**

**Question 1. The RFP seems to ask for an organization or personnel chart in two places (page 23 in Capability Statement section and page 24 in Qualifications section). Are these the same thing? Or are you looking for something specific or different between the two?**

Answer 1. The personnel chart noted in the Capability Statement should name clinical and supervisory staff and should include a description of the agency's ability to support staff in acting as primary providers and conducting teaming meetings. The organizational chart referred to in Qualifications must include information about any corporate ownership. If you have one chart which covers both requirements, it can be submitted in both sections.

**Question 2. Do we need to submit a cost proposal? Or is that not required because the rates are set by the County?**

Answer 2. A cost proposal is not needed since rates are set by the state Part C office.

**Question 3. What will the quarterly submission entail? Will it be as involved as the original RFP submission, signing off on an addendum, etc.?**

Answer 3. If an award is established via the first submission process the result will follow a contract award with optional renewal options. Reference Section A above for updates to the solicitation. Quarterly RFP submissions are available for new prospective vendors to submit applications throughout the year following the initial contract award process.

**Question 4. Can the clinical supervisor and program supervisor be the same person?**

Answer 4. Yes, that would be acceptable.

**Question 5. Hello - I asked the question about Medicaid in the meeting. Many years ago, my company went through a very long and confusing process to become a VA Medicaid provider. We were instructed to contact CMS to do applications with them first. At the end, we paid \$500 and then the next step was to have a site visit. This never happened and we never heard from them again. I have the VA Medicaid application and I am completing it. We are currently in-network with one Medicaid MCO (HSCSN) in DC already - but I know states vary. Can you provide some guidance regarding VA Medicaid? Also, a list of all the MCOs would be terrific. We are in-network with Tricare. We submit for all other insurances out of network (PPO plans) - would this be an issue? (Aetna, CareFirst, UHC, CIGNA, GEHA, etc.). We have a fulling functioning insurance benefits and billing department.**

Answer 5. Questions about becoming in network providers for Virginia Medicaid are best directed to [DMAS](#), as the County does not oversee this process. The current Medicaid MCOs in Virginia are Aetna Better Health, Anthem HealthKeepers Plus, Molina Healthcare, Optima Health, and United Healthcare Community Plan. When matching children with agencies for ongoing therapy, preference is given to matching them with a provider who is in network with their insurance company. In cases where this is not possible priority may be given to a provider who can submit as an out of network provider.

**Question 6. Will the required quarterly meetings with county staff for the clinical and program supervisor be billable? Are these meetings in addition to the monthly teaming meetings?**

Answer 6. These meetings are not billable to Part C or PIE. These meetings can be combined with monthly teaming meetings.

**Question 7. Under the billing and records section #E - Can you provide clarification regarding what documentation is being referenced here? Previously, EOBs were only required if there was a denial, or the amount was being applied toward the family's deductible. Will we now be required to submit EOBs for every child, every date of service, every month?**

Answer 7. When billing PIE for services, contractors provide the required documentation outlined in section E (Required documentation includes progress notes for the client, cancellation and teaming notes, individual and summary invoices, and documentation confirming private insurance was billed). EOBs must be kept and made available to the County as required in section A of Billing and Records.

**Question 8. Can the information entered in the Executed Forms be typed with the exception of the signature, which requires a wet signature?**

Answer 8. It is encouraged to provide typed responses to all, and a pdf electronic signature would be also accepted as the submission will be done all electronically via Vendor Registry (VR).

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:** \_\_\_\_\_