

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VIRGINIA 22201

NOTICE OF CONTRACT RENEWAL

TO: DIDLAKE, INC
8641 BREEDEN AVENUE
MANASSAS, VA 20110

DATE ISSUED:

MAY 1, 2019

CURRENT REFERENCE NO:

16-323-1-R

CONTRACT TITLE:

DATASUPPORT AND
EMPLOYMENT SERVICES

**THIS IS A NOTICE OF RENEWAL OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE
VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

This is your notice that the above referenced contract has been renewed. The contract documents consist of the terms and conditions of AGREEMENT No. 16-323-1-R including any attachments or amendments thereto.

The Renewal is effective May 2, 2019 and expires June 30, 2020.

ATTACHMENTS:

AGREEMENT No. 16-323-R
ATTACHMENT A – CONTRACT AGREEMENT
ATTACHMENT B – NOTICE OF AWARD

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: DANA TAYLOR

VENDOR TEL. NO.:

(703) 4195-1390

EMAIL ADDRESS: DTaylor@didlake.org

COUNTY CONTACT: JIM BAKER

COUNTY TEL. NO.:

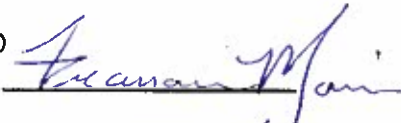
(703) 228-1713

COUNTY CONTACT EMAIL: jbaker@arlingtonva.us

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

DIDLAKE INC

AUTHORIZED
SIGNATURE:



AUTHORIZED
SIGNATURE:



NAME:

Francine Morris

NAME:

Dana L. Taylor

DATE:

05/02/2019

DATE:

05/01/2019



County of Fairfax, Virginia

AMENDMENT

JUN 27 2017

AMENDMENT NO. 2

CONTRACT TITLE: Day Support and Employment Services

CONTRACTOR

Didlake, Inc.
8641 Breeden Avenue
Manassas, VA 20110

SUPPLIER CODE

1000009153

CONTRACT NO.

4400006745

By mutual agreement, Contract 4400006745 is renewed for one year effective July 1, 2017 through June 30, 2018, to include FY18 funding for Program Enhancement in the amount up to \$7,000.00.

All other prices, terms and conditions remain the same.

ACCEPTANCE:

BY:

(Signature)

(Title)

Donna J. Hollis

(Printed)

6/26/17

(Date)

Cathy A. Muse, CPPO
Director/County Purchasing Agent

DISTRIBUTION

Finance – Accounts Payable/e
DAHS – CPM – Dora Johnson/e
CSB – Kevin Lafin/e

Contractor
DPMM – Contract Specialist – Linda Williams

Department of Procurement and Material Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013
Website: www.fairfaxcounty.gov/dpmm
Phone 703-324-3201, TTY: 711, Fax: 703-324-3228



County of Fairfax, Virginia

AMENDMENT

JUN 13 2018

AMENDMENT NO. 4

CONTRACT TITLE: Day Support and Employment Services

CONTRACTOR
Didlake, Inc.
8641 Breeden Avenue
Manassas, VA 20110

SUPPLIER CODE
1000009153

CONTRACT NO.
4400006745

By mutual agreement, Contract 4400006745 is renewed for one year effective July 1, 2018 through June 30, 2019, to include FY19 funding for Program Enhancement in the amount up to \$10,000.00.

Contractor shall submit updated certificate of insurance in accordance with Section 19, CONTRACT INSURANCE PROVISIONS, of Request for Proposal #2000001704 within ten (10) days after receipt of this executed amendment.

All other prices, terms and conditions remain the same.

ACCEPTANCE:

BY: Denise F. McKnight
(Signature)

VP of Finance & Admin / CFO
(Title)

Denise F. McKnight
(Printed)

6/7/2018
(Date)

Steve Pierson, CPPB
Contracts Manager
Cathy A. Muse, CPPO
Director/County Purchasing Agent

DISTRIBUTION

Finance – Accounts Payable/e
DAHS – CPM – Dora Johnson/e
CSB – Kevin Ladin/e

Contractor – dtaylor@didlake.org
DPMM – Contract Specialist – Linda Williams
DAHS – CPM – Patricia Wilkerson/e

APPT

Department of Procurement and Material Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013
Website: www.fairfaxcounty.gov/procurement
Phone 703-324-3201, TTY: 711, Fax: 703-324-3228



County of Fairfax, Virginia

NOTICE OF AWARD

Date:

APR 01 2016

CONTRACT TITLE: Day Support and Employment Services
RFx NUMBER: 2000001704
CONTRACT NUMBER: 4400006745
CONTRACT TYPE: Requirements Contract
NIGP CODE: 95262
CONTRACT PERIOD: April 1, 2016 through June 30, 2017
RENEWALS: 4 (1-year renewal options)
SUPERSEDES CONTRACT: 4400000603,604 and 606 through 614

CONTRACTOR:
Didlake, Inc.
8641 Breeden Avenue
Manassas, VA 20110

SUPPLIER CODE:
1000009153

Contact: John Craig
Telephone: 703-361-4195
Email: jcraig@didlake.org

TERMS: Net 30 days

PRICES: See attached pricing schedule

DPSM CONTACT: Linda Williams, CPPB
Telephone: 703-324-8427
Fax: 703-324-3228
Email: linda.williams@fairfaxcounty.gov

Department of Purchasing & Supply Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013
Website: www.fairfaxcounty.gov/dpsm
Phone (703) 324-3201, TTY: 711, Fax: (703) 324-3228

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD SUITE 500
ARLINGTON, VIRGINIA 22201

NOTICE OF CONTRACT AWARD

TO:	DATE ISSUED:	May 19, 2016
Didlake, Inc.	RIDER AGREEMENT NO:	16-323-1-R
8641 Breeden Avenue	AGREEMENT TITLE:	Day Support and Employment Services
Manassas, VA 20110		

**THIS IS A NOTICE OF A CONTRACT AWARD AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE
VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS**

The contract term covered by this Notice of Award is effective May 19, 2016 thru June 30, 2017.

The contract documents consist of the terms and conditions of Agreement No.16-323-1-R dated May 19, 2016 including any Attachments, Appendixes, or Exhibits.

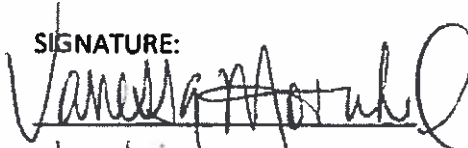
EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: John Craig	TELEPHONE NO.:	(703) 361-4195
	EMAIL ADDRESS:	jcraig@didlake.org
COUNTY CONTACT: Jim Baker	TELEPHONE NO.:	(703) 228-1713
	EMAIL ADDRESS:	jbaker@arlingtonva.us

CONTRACT AUTHORIZATION

NAME: Vanessa Moorehead
TITLE: Procurement Officer

SIGNATURE:

5/19/16 Date

Distribution: Contractor: 1 Contract Folder: 1 Administrative Officer: 1 Purchasing Admin: 1

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD
ARLINGTON, VIRGINIA 22201

NOTICE OF CONTRACT RENEWAL

TO: Didlake, Inc.
8641 Breeden Avenue
Manassas, VA 20110

DATE ISSUED: June 27, 2017
CONTRACT NO: 16-323-1-R
CONTRACT TITLE: Day Support and
Employment Services

**THIS IS A NOTICE OF CONTRACT RENEWAL AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A
VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

This is your notice that the above referenced contract has been renewed. The "subsequent contract term" covered by this Notice of Renewal is effective July 1, 2017, and expires June 30, 2018.

This is the FIRST of a possible FOUR, 12-month renewal of the "subsequent contract term."

However, if Fairfax County, Virginia does NOT renew their agreement, this Agreement shall automatically expire on the date of the Fairfax County, Virginia's contract expiration date.

The contract documents consist of the terms and conditions of Arlington County Rider Agreement No. 16-323-1-R, dated May 19, 2016, and Fairfax County, Virginia Contract No. 4400006745, including any exhibits, attachments or amendments thereto.

CONTRACT PRICING:

1. REFER TO FAIRFAX COUNTY, VIRGINIA CONTRACT NO. 4400006745, DATED 04/01/2016
2. NO CHANGE IN PRICING FOR THIS RENEWAL PERIOD.

ATTACHMENT/S:

1. FAIRFAX COUNTY, VIRGINIA CONTRACT NO. 4400006745, AMENDMENT NO. 2, DATED 06/27/2017
2. ARLINGTON COUNTY RIDER AGREEMENT NO. 16-323-1-R, DATED 05/19/2016

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEES SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: John Craig

TELEPHONE NO: (703) 361-4195 (x1307)

EMAIL ADDRESS: jcraig@didlake.org

COUNTY CONTACT: Elizabeth Cannon

TELEPHONE NO: (703) 228-1704

EMAIL ADDRESS: ecannon@arlingtonva.us

CONTRACT AUTHORIZATION

MICHAEL BEVIS

PURCHASING AGENT

DATE

6/27/17

DISTRIBUTION:

VENDOR: 1
BID FOLDER 2

ORIGINAL

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD
ARLINGTON, VIRGINIA 22201

NOTICE OF CONTRACT RENEWAL

TO: Didlake, Inc.
8641 Breeden Avenue
Manassas, VA 20110

DATE ISSUED: June 15, 2018
CONTRACT NO: 16-323-1-R
CONTRACT TITLE: Day Support and
Employment Services

**THIS IS A NOTICE OF CONTRACT RENEWAL AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A
VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

This is your notice that the above referenced contract has been renewed. The "subsequent contract term" covered by this Notice of Renewal is effective July 1, 2018, and expires June 30, 2019.

This is the SECOND of a possible FOUR, 12-month renewal of the "subsequent contract term."

This Agreement shall automatically expire on the date of the Fairfax County, Virginia's contract expiration date.

The contract documents consist of the terms and conditions of Arlington County Rider Agreement No. 16-323-1-R, dated May 19, 2016, including any exhibits, attachments or amendments thereto.

CONTRACT PRICING:

1. REFER TO FAIRFAX COUNTY, VIRGINIA CONTRACT NO. 4400006745, DATED 04/01/2016
2. NO CHANGE IN PRICING FOR THIS RENEWAL PERIOD.

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEES SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: John Craig

TELEPHONE NO: (703) 361-4195 (x1307)

EMAIL ADDRESS: jcraig@didlake.org

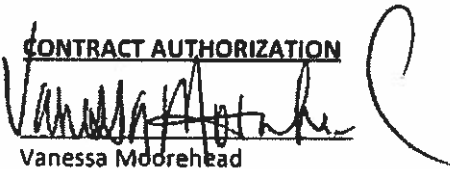
COUNTY CONTACT: Jim Baker

TELEPHONE NO: (703) 228-1713

Elizabeth Cannon

EMAIL ADDRESS: jbaker@arlingtonva.us

CONTRACT AUTHORIZATION


Vanessa Moorehead
Procurement Officer

DISTRIBUTION:

VENDOR: 1
BID FOLDER 2

6/15/18
DATE

Home (/) ▶ Business (/business/) ▶ Doing Business With Us (/topics/doing-business-fairfax-county) ▶ Contract Register (/) ▶ Contract I
(ContractResultList.aspx?
vendorName=DIDLAKE&filterType=Contains&contractNumber=4400006745&contractType=&contractFY=&commodity=&NIGPCode=&orderBy=2&buy
▶ Contract Details

Contract Details

Contract Information

Contract Name/Description: Day Support and Employment Services
Contract Number: 4400006745
Expiration Date: 6/30/2019
of Extensions: 2
Buyer Code: G1Q
Buyer Name: Williams, Linda (mailto:dpmrteam3@fairfaxcounty.gov)

Contract Documents

2000001704 (DownloadPDF.aspx?AttachmentID=77638cbf-21c7-4b3c-a793-da99a0d8f932)
Pre-Proposal Conference Attendance (DownloadPDF.aspx?AttachmentID=89f527aa-2999-43a6-ab51-d651c9b5befe)
Addendum 1 (DownloadPDF.aspx?AttachmentID=7b84962f-90d0-4b54-8fdc-9be5856fbfcf)
Addendum 2 (DownloadPDF.aspx?AttachmentID=9099a5b5-feb1-45e3-860c-824eda138fc1)
Addendum 3 (DownloadPDF.aspx?AttachmentID=0cd13e13-5514-4d6f-a36b-3107003a7ef7)
Notice of Award (DownloadPDF.aspx?AttachmentID=0de07a5e-2b07-4b06-858d-17aa1245a8a9)
Acceptance Agreement (DownloadPDF.aspx?AttachmentID=a68e4184-ffb2-49a5-8bbb-f8791f625350)
Amendment 1 (DownloadPDF.aspx?AttachmentID=eb8f4592-9800-427a-aaf9-d1d704204873)
Amendment 2 (DownloadPDF.aspx?AttachmentID=62c980d6-3657-4728-b3af-43f97fb2b536)
Amendment 3 (DownloadPDF.aspx?AttachmentID=9109224c-ccd1-4d21-8288-cd2303d47bb2)
Amendment 4 (DownloadPDF.aspx?AttachmentID=24088fcc-6168-4d07-b340-f0bec5d635ea)

Contractor Information

Contractor Name: DIDLAKE INC
Contractor Contact: JOHN CRAIG (703) 361-4195
Contractor Fax: 7033697141



Main Address

Site Tools

Support

Additional Resources

Website Accessibility
(<https://www.fairfaxcounty.gov/topics/accessibility/>)

ADA Accessibility

PRE-PROPOSAL CONFERENCE

RFP200001704

An optional pre-proposal conference will be held at 10:00 a.m. on September 3, 2015 at the Fairfax County Government Center, 12000 Government Center Parkway, Conference Rooms 9/10, Fairfax Virginia. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

All questions pertaining to this RFP should be submitted in writing to the contract specialist Linda Williams at dpsmteam3@fairfaxcounty.gov prior to the pre-proposal conference.



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT
12000 GOVERNMENT CENTER PARKWAY, SUITE 427
FAIRFAX, VIRGINIA 22035-0013

www.fairfaxcounty.gov/dpsm

VIRGINIA

TELEPHONE: (703) 324-3201 FAX: (703) 324-3228 TTY: 1-800-828-1140

ISSUE DATE: August 21, 2015	REQUEST FOR PROPOSAL NUMBER: RFP2000001704	TITLE: Day Support & Employment Services
DEPARTMENT: Fairfax – Falls Church Community Services Board	DUE DATE/TIME: September 23, 2015 at 11:00 a.m.	CONTRACT SPECIALIST : Linda Williams, CPPB at 703-324-8427 or linda.williams@fairfaxcounty.gov

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

Note: Fairfax County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

NAME AND ADDRESS OF FIRM:

Telephone/Fax No.:

E-Mail Address:

Federal Employer Identification No or

Federal Social Security No. (Sole
Proprietor)

Prompt Payment Discount: ___% for payment within ___ days/net
___ days

State Corporation Commission (SCC)
Identification No.

By signing this proposal, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in the General Conditions and Instructions to Bidders as described in Appendix A, the Certification Regarding Ethics in Public Contracting set forth in Appendix B, and by any other relevant certifications set forth in Appendix B.

BUSINESS CLASSIFICATION – Described in Appendix B - CHECK ONE: ☐ LARGE (Y) ☐ SMALL (B)

☐ MINORITY-OWNED SMALL (X) ☐ MINORITY OWNED LARGE (V) ☐ WOMEN-OWNED SMALL (C)

☐ WOMEN OWNED LARGE (A) ☐ NON PROFIT (9)

CHECK ONE: ☐ INDIVIDUAL

☐ PARTNERSHIP

☐ CORPORATION

State in which Incorporated: _____

Vendor Legally Authorized
Signature

Date

Print Name and Title

Sealed proposals subject to terms and conditions of this Request for Proposal will be received by the Fairfax County Purchasing Agent at 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035-0013 until the date/time specified above.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION



SPECIAL PROVISIONS

1. SCOPE OF SERVICES:

- 1.1. The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract or contracts through competitive negotiation for the provision of day support, employment, and related services for individuals served by the Fairfax – Falls Church Community Services Board (CSB) for the County of Fairfax, Virginia.
- 1.2. This RFP is issued by the County of Fairfax, on behalf of the Fairfax-Falls Church Community Services Board and the following Community Services Boards in Health Planning Region II: Arlington, Loudoun, Prince William, and Alexandria. All references to the CSB or to the County in this RFP shall be construed to include these participating CSBs unless otherwise noted.
- 1.3. Offerors may choose to propose to provide one or more of the core services to individuals needing behavioral health or developmental services described herein, in any combination thereof. Core services include Day Support, Group Supported Employment, Individual Supported Employment, One to One Services, Transportation, and Behavioral Health Supported Employment. As industry changes occur, the services in the RFP may be redefined to adapt to new service requirements.
- 1.4. Any offeror seeking a contract with a participating Community Services Board must submit a proposal, regardless of funding source. This includes offerors receiving all of funding through the Virginia Department of Medical Assistance Services (DMAS), the Virginia Department of Aging and Rehabilitative Services (DARS), individual fees, and/or other sources.

2. PRE-PROPOSAL CONFERENCE:

- 2.1. A pre-proposal conference will be held September 3, 2015, at 10:00 A.M. in the Fairfax County Government Center, Conference Center Rooms 9/10, 12000 Government Center Parkway, Fairfax, Virginia. To request reasonable ADA accommodations, call the Department of Purchasing and Supply Management ADA representative at (703) 324-3201 or TTY 1-800-828-1140. Please allow seven working days in advance of the event to make the necessary arrangements.
- 2.2. The purpose of the pre-proposal conference is to give potential offerors an opportunity to ask questions and to obtain clarification about any aspect of this Request for Proposal. Offerors may submit any questions pertaining to the RFP, in writing, prior to the pre-proposal conference to Linda Williams at dpsmteam3@fairfaxcounty.gov.

3. CONTRACT PERIOD AND RENEWAL:

- 3.1. This contract will begin January 1, 2016, and terminate June 30, 2017.
- 3.2. Automatic contract renewals are prohibited. Contract renewals must be authorized by and coordinated through the County's purchasing department. The County reserves the right to renew the contract for an additional four (4) years, one year at a time, based on satisfactory contractor performance and if agreeable to all parties.
- 3.3. The obligation of the County to pay compensation due the contractor under the contract or any other payment obligations under any contract awarded pursuant to this Request for Proposal is subject to appropriations by the Fairfax County Board of Supervisors to satisfy payment of such obligations. The County's obligations to make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, the contract shall terminate effective at the end of the fiscal year for which funds were appropriated and the County will not be obligated to make any payments under the contract beyond the amount appropriated for payment obligations under the contract. The County will provide the contractor with written notice of non-appropriation of funds within thirty (30) calendar days after action is completed by the Board of Supervisors.

SPECIAL PROVISIONS

However, the County's failure to provide such notice shall not extend the contract into a fiscal year in which sufficient funds have not been appropriated.

4. BACKGROUND:

- 4.1. The CSB plans, organizes, and provides services for individuals needing behavioral health or developmental services. The CSB consists of staff and contracted service providers including psychiatrists, psychologists, nurses, counselors, therapists, case managers, peer specialists, administrative, and support staff. The CSB partners with community organizations, faith communities, businesses, schools, and other local government agencies in order to provide services individuals need and to be good neighbors in the community.
- 4.2. The targeted population are individuals served by the CSB who are verified as eligible for services in accordance with the Virginia Department of Behavioral Health and Developmental Services (<http://www.dbhds.virginia.gov/>), the Virginia Department of Medical Assistance Services (<http://www.dmas.virginia.gov/>), and the Virginia Department of Aging and Rehabilitative Services (<http://www.dars.virginia.gov/>).
- 4.3. The CSB retains full support coordination responsibility, and makes referrals to vendors based on individual choice, matching of individuals' needs, location, transportation, and cost. Individuals who are in active in support coordination receive assessment, planning, monitoring, linking/brokering, chairing Person Centered Planning meetings, report writing, and emergency intervention. The CSB also retains some limited support coordination responsibility, such as emergency intervention, referral to services, and monitoring, for individuals not in need of active or targeted support coordination.
- 4.4. The CSB conducts reviews of programs (incident reports and required documentation) directly operated or funded by the CSB, monitors activities (site visits, individual records, audits, financial statements), and coordinates transportation services.
- 4.5. The CSB also monitors environmental factors, such as significant events, trends, issues, and interest group expectations. Summaries of these factors are identified in the Environmental Scan (See Exhibit 1).

5. SERVICE DESCRIPTIONS:

- 5.1. Services are obtained in order to maximize an individual's functional capacity providing him/her the opportunity to engage in skill building, community access, and employment. These services reflect and respect the choice and input of the individual and his/her family. Currently day support, sheltered, group, individual, and one-to-one employment services, direct-staff, and transportation services are being provided by, well-trained and qualified staff in a manner conducive to individual's health and safety as tailored to the individual. Service participants are provided individualized and flexible supports, utilizing existing community and program resources as much as possible, as determined by the individual's preferences, skills, abilities and economic requirements.
- 5.2. The current core services required for day support and employment are defined below:
 - a. **Day Support** – Structured programs of mental health, intellectual disability, or substance abuse treatment, activity, or training services, generally in a cluster of two or more continuous hours per day to groups or individuals in a non-residential setting.
 - b. **Sheltered Employment** – Structured programs that provided work in a non-integrated setting that is compensated in accordance with the Fair Labor Standards Act (<http://www.dol.gov/whd/flsa/>) for individuals with disabilities who are not ready, are unable, or choose not to enter into competitive employment in an integrated setting. This service also includes the development of social, personal, and work-related skills based on the individualized person-centered plan.

SPECIAL PROVISIONS

- c. **Group Supported Employment** – Structured programs that provide work to a small group of three to eight individuals at a job site in the community or at dispersed sites within an integrated setting. Integrated setting means opportunities exist for individuals in the immediate work setting for regular contact with non-disabled individuals who are not providing support services. Individuals may be employed by the employer or the contractor of supported employment services. Ongoing support services are provided by an employment specialist who may be employed by the employer or the contractor. Support services are provided in accordance with the individual's written rehabilitation plan. Models include mobile and stationary crews, enclaves, and small businesses.
- d. **Individual Supported Employment** – Structured programs that provide work to an individual placed in an integrated work setting in the community. On-going support services that may include transportation, job-site training, counseling, advocacy, and any other supports needed to achieve and to maintain the individual in the supported placement are provided by an employment specialist, co-workers or the supported employee, or other qualified individuals. Support services are provided in accordance with the individual's written rehabilitation plan.
- e. **One-to-One** – Structured programs that assign one staff person to provide individualized therapeutic support and supervision for one specifically identified individual to provide safety and well-being. The identified staff person is needed to be within "arms reach" of the individual at all times due to their complex, extraordinary needs.
- f. **Transportation** – Structured programs that provide individual transporting to/from his or her residence to the provider's program location whether in staff members' private automobiles, or company owned vehicles.
- g. **Behavioral Health Supported Employment** – Services to support programs for individual supported employment and education to individuals aged fourteen (14) and up who have a serious mental illness and/or substance use disorder.

6. LICENSURE and COMPLIANCE:

- 6.1. The successful offeror must be a licensed provider who can provide day support and employment services meeting the requirements below.
 - a. Licensed by the Virginia Department of Behavioral Health and Developmental Services core taxonomy (<http://www.dbhds.virginia.gov/library/document-library/occ-2010-coreservicestaxonomy7-2v2.pdf>).
 - b. Licensed as required by the Commonwealth of Virginia DBHDS (<http://www.dbhds.virginia.gov/>).
 - c. Licensed to operate meeting the Virginia Department of Behavioral Health and Developmental Services DBHDS licensure standards (<http://www.dbhds.virginia.gov/professionals-and-service-providers/licensing/licensing-application>). Qualified as a provider of the Virginia Intellectual Disability/Mental Retardation Home and Community Based Waiver (ID Waiver), Day Support and Developmental Disabilities (DD) Waiver (<http://www.easyaccess.virginia.gov/waiver-ifdds.shtml>).
 - d. Accredited in accordance with the Virginia Department of Aging and Rehabilitative Services (<http://www.vadrs.org/>).
 - e. Assigned a service provider number by the Virginia Department of Medical Assistance Services (<http://easyaccess.virginia.gov/waiver-ifdds.shtml>).

SPECIAL PROVISIONS

- f. Comply with the Human Rights Regulations adopted by the State Board (<http://www.dbhds.virginia.gov/about-dbhds/offices/human-rights>).
- 6.2. The successful offeror who is licensed as a day support and employment provider must:
- a. Comply with all Medicaid documentation requirements for individuals identified by the CSB as receiving Medicaid funding, including those funded by Intellectual Disability/Mental Retardation Home and Community Based Waiver and Day Support Waiver, and an Intermediate Care Facility/Intellectual Disability (ICF/ID) as well as non-waiver documentation for all services. Reimbursement for services by DMAS is contingent on submission of required documentation. Contractor (s) providing day support, pre-vocational, and employment services to individual residing in ICF/ID shall provide services and request funding for services in accordance with established Medicaid rules and Regulations. Services provided to individual residing in an IDF/ID will be reimbursed directly by the ICF/ID. If a funding source other than the CSB is identified, the CSB is not responsible for reimbursement of services to individuals should the services be determined ineligible for reimbursement.
 - b. Comply with waiver regulations pertaining to the provision of services as included in the Virginia Department of Medical Assistance Services Mental Health/Mental Retardation Community Services and Day Support Services Manual (<https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/ProviderManual>).
 - c. Comply with the Community Services Performance Contract for the Purchase of Community Mental Health, Developmental, and Substance Abuse Services, as promulgated by the Virginia Department of Behavioral Health and Developmental Services (DBHDS) for the State Fiscal Year 2015 and Fiscal Year 2016, and all future Community Services Performance Contracts (<http://www.dbhds.virginia.gov/professionals-and-service-providers/csb-community-contracting>).
 - d. Comply with the Department of Behavioral Health and Developmental Services (DBHDS) Service Management Guidelines located on the web at (<http://www.dbhds.virginia.gov/professionals-and-service-providers/licensing>)
 - e. Comply with the Federal Department of Labor Regulations (<http://www.dol.gov/regulations/>).
 - f. Comply with all applicable licensure or regulatory requirements in regard to the facility at which services are provided and maintain responsibility for snow and ice removal to assure safe access to their building, parking lots, and loading/unloading areas of their building.
- 6.3. It is the responsibility of the offeror to remain abreast of changes in information as they occur and adjust service provision and program operation accordingly. This applies to changes to local, state and national policies to include DMAS, DARS, DBHDS, and the CSB.

7. **TASKS TO BE PERFORMED:**

Specific tasks to be performed by the successful offeror are as follows:

7.1. **Services to Individuals with Intellectual Disabilities:**

- a. Provide services to individuals with intellectual disabilities served by the CSB in accordance with the DBHDS Performance Contract (<http://www.dbhds.virginia.gov/>) and as defined in the Department of Behavioral Health and Developmental

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Services (<http://www.dbhds.virginia.gov/library/document-library/occ-2010-core-services-taxonomy7-2v2.pdf>).

- b. Provide the following services at the service provider's facility to individuals with intellectual disabilities on a daily rate basis (Ref: Section 5, Service Descriptions, Paragraph 5.2.a-f.).
- Day Support
 - Sheltered Employment
 - Group Supported Employment
 - Individual Supported Employment
 - One-to-One
 - Transportation
- c. Provide the following management and administration services as applicable to program services provided.
1. Prepare all Medicaid Waiver claims forms for submission directly to Medicaid that will be subject to regularly scheduled utilization reviews and audits.
 2. Maintain all necessary and required individual specific information concerning its provision of Medicaid covered services and shall provide that information to the CSB upon request and in a timely and accurate manner.
 3. Provide special documentation proving that Medicaid reimbursable services were performed and maintain all necessary and required consumers specific information concerning its provision of Medicaid covered services, providing that information to the CSB upon request.
 4. Bill Medicaid directly for services provided to CSB identified Waiver eligible recipients.
 5. Collect the Medicaid patient-pay amount as determined by the local department of social services (via the DMAS Form 225) as provided by the CSB support coordinator named at contract award.
 6. Maximize all alternative revenue opportunities, including revenues from Medicaid Waiver, Day Support Waiver, DMAS, DARS, ICF/ID, private pay and other funding sources.
 7. Supervise the daily self-administration of medication by individuals, including coordinating the refilling of medication supplies with families and/or residential providers in accordance with Virginia Code. The successful offeror shall have written procedures for staff training and administering necessary prescribed medications for individuals who do not self-administer.
 8. Provide administrative supervision to assigned staff, serve as a programmatic liaison to CSB staff, and provide prompt resolution to problems as they may arise during the period of the contract.
 9. Provide individual or small group activities when an individual does not have work. These activities should include access to the community and should provide real opportunities for community integration.

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10. Participate in Person Centered Planning (PCP) meetings or staffing, as required and defined upon contract award, with other CSB service providers including residential programs to develop, implement, and monitor a required Individual Service Plan (ISP) for an individual.
11. Coordinate its schedule with residential programs, families, employers and providers of specialized transportation services, including the impact of approved day program closings for in-service trainings or holidays other than the scheduled county holidays. The successful offeror must attend meetings called by the CSB for the purposes of coordination and information sharing.
12. Allow participating jurisdictional staff physical access to the contractor's offices, facilities or enclaves, as needed, during the contractor's identified business hours and without giving prior notice. In addition, the successful offeror shall allow access to the program for members of the PCP team if the individual gives permission and the visit is pre-scheduled. Access to individual records shall be made available to appropriate staff of the participating jurisdictions.
13. Provide special accommodations to provide behavioral programming for individuals with challenging behaviors, individuals with other disabilities and medical diagnoses, and individuals of diverse languages and cultural backgrounds reflective of the population found in Northern Virginia.
14. Provide transportation services that require either transporting individuals to/from their place of residence to the contractor's program or transporting individuals during the course of the program shall ensure the safety of individuals, whether in staff members' private automobiles, or company owned vehicles. The successful offeror must adhere to background checks for drivers, insurance provisions for use of private vehicles, and maintenance requirements.
15. Offer equipment and supplies in consideration of personal choice appropriate to the relevant age of the individuals served.
16. Utilize contingency plans that address the ability to provide alternative operational sites should a location need to shut down due to emergencies (i.e., fire, flood, facility/maintenance issues). These sites must adhere to the same standards as the successful offeror service delivery site.
17. Initiate application for all necessary inspections, use permits, etc. in order to have its facility services available on the contract start date and must maintain records and reports of health and fire safety inspections in compliance with State and local regulations. All permits and facility records must be made available, upon request, to CSB staff.
18. Administer service provider sites that are located within Fairfax County, City of Fairfax, City of Falls Church, or within the participating CSBs' jurisdiction. In exceptions on a case-by-case analysis and approval by the CSB, a site may be located in a nearby area or an adjacent jurisdiction that must be readily accessible by public transportation and only if the location serves individuals who are funded or sponsored fully by another local CSB.
19. Provide adequate and appropriate space for administration, meetings, and record maintenance, at the contract start date unless otherwise justified based on development of new programs.

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20. Complete minor renovations and supply all furnishings, equipment, and supplies within the first ninety (90) days of the contract award.
21. Maintain normal business office hours (if different from service hours) such as from 8:00 A.M. to 5:00 P.M., Monday through Friday, except for holidays. Business, holiday and program hours should be distinctly identified in the proposal.

7.2. Services to Individuals with Behavioral Health Disorders:

- a. Provide direct staff services to individuals with behavioral health disorders served by the CSB in accordance with the DBHDS Performance Contract (<http://www.dbhds.virginia.gov/library/document-library/occ-pc-csb-administrative-rqmts-fy2016.pdf>) and as defined in the Department of Behavioral Health and Developmental Services (<http://www.dbhds.virginia.gov/library/document-library/occ-2010-coreservicestaxonomy7-2v2.pdf>).
- b. Provide the following service to individuals with intellectual disabilities on a reimbursement basis (Ref: Section 5, Service Descriptions; Paragraph 5.2.g.).
 - Behavioral Health Supported Employment
- c. Recruit, train and supervise educated experienced staff to support CSB-operated programs that provide Evidence-Based Best Practice (<http://www.samhsa.gov/>) services for supported employment and individual supported education to individuals aged fourteen (14) and older who have a serious mental illness and/or substance use disorder.
- d. The successful offeror providing staff services shall:
 1. Participate in Person Centered Planning (PCP) meetings or staffing, as required and defined upon contract award, with other CSB service providers including residential programs to develop, implement, and monitor a required Individual Service Plan (ISP) for an individual.
 2. Pass FBI criminal background and child abuse checks and provide documentation to the CSB.
 3. Provide ethics, confidentiality, human rights, and professional boundaries training and must provide training documentation to the CSB prior to providing services.
 4. Mandate meeting participation where cases will be staffed with peers.
 5. Collaborate effectively with CSB staff when providing adjunct treatment services to individuals.
 6. Complete all service provision documentation, forms, and charting activities as prescribed utilizing the appropriate computer applications (e.g. Microsoft Word, e-mail, data entry). The CSB will provide access to internal software systems.
 7. Attend regularly scheduled CSB trainings as required in order to support employment programs.
 8. Provide administrative supervision to direct-contracted staff and act as a programmatic liaison to the CSB staff.

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9. Provide prompt resolution to problems as they may arise during the period of the contract.
10. Provide a laptop with Wi-Fi to the staff to use at various community locations.
11. Certify that the employees and sub-contractors comply with the Privacy Act of 1976, an amended requirement and their penalties treating and all information obtained or viewed while doing contract work for any Fairfax County agency as being confidential and safeguard and protect any and all information they obtain or view during the course of their work with the CSB and thereafter.
12. Recruit new staff, as vacancies occur, to fulfill obligations to caseload coverage within six weeks. The contractor may not bill for staff time for any vacancies exceeding six weeks, must provide information to the county regarding how the vacancies are being advertised, and at a minimum must use print ads, online ads, and media that targets language minority prospective staff.
13. Confer with the CSB on the staff evaluation process, conduct an annual employee performance review of clinical and behavior standards of staff assigned to this contract, and provide the CSB a copy of the reviews along with any performance improvement plans.

7.3. Reporting Requirements for All Services

- a. Maintain all records in compliance with federal and state regulations. All reports shall include subcontracted identification services and DARS-referral notifications.
- b. Submit monthly, quarterly, annual, and other reports, to include at a minimum:
 1. Monthly
 - i. Notification of all referrals for services made to DARS.
 - ii. Narrative updates on progress for individuals receiving Individual Supported Employment.
 - iii. State performance utilization reports in an excel format.
 2. Quarterly
 - i. Written individual service plan goal and objective progress within ten (10) days of the quarter-end date.
 3. Annually
 - i. Documentation (due July 1 of each contracted calendar year) to include at a minimum the annual program evaluation, updated rosters, organizational charts, and licenses.
 - ii. Program evaluation results or outcome measures reports (due the 3rd Friday of August).
 - iii. Restraint data for the preceding year (as submitted to the Virginia DBHDS).
 - iv. Total individual wages and hours worked, the average number of hours worked per week, the average hourly rate, and the beginning and ending dates for individuals working less than one calendar year (documentation due August 1 for each previous fiscal year).
 - v. Documentation required by the DBHDS State Performance Contract (<http://www.dbhds.virginia.gov/library/document-library/occ-pc-rev-15.pdf>). The CSB will notify successful offerors of changes as they occur.