



INTERNATIONAL  
**RESCUE**  
COMMITTEE

International Rescue Committee, Inc.  
Charlottesville, VA

Virginia Refugee Resettlement Program  
Funding Opportunity #CVS-12-089  
October 1, 2012 – September 30, 2013

REQUEST FOR PROPOSALS (RFP) COMPLIANCE COVER SHEET

RFP NUMBER: CVS 12-089  
ISSUE DATE: May 25, 2012  
TITLE: Virginia Refugee Resettlement Program (VRRP)

COMMODITY CODE: 952-75  
LOCATION: Statewide  
INITIAL CONTRACT PERIOD: October 1, 2012 to September 30, 2013  
PROPOSAL DUE DATE AND TIME: June 29, 2012 - 4:00 p.m.

ISSUING AGENCY: Virginia Department of Social Services  
Office of Newcomer Services – 15<sup>th</sup> Floor  
801 E. Main Street  
Richmond, Virginia 23219-2901  
Attn: Brent Sutton

---

Sealed proposals for furnishing the services described herein will be received subject to the conditions cited herein until the Proposal Due Date and Time shown above. **PROPOSALS RECEIVED AFTER THAT TIME WILL BE RETURNED WITHOUT CONSIDERATION.** Send or hand deliver all proposals (**not scanned or regenerated pages**) directly to the issuing agency shown above. **DO NOT FAX OR EMAIL.**

---

In Compliance With This Request For Proposals, As Published By The Department, And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services Described In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

International Rescue Committee, Inc.  
609 East Market St.  
Charlottesville, VA 22902

Date: June 26, 2012

Authorized By: 

Name: George Biddle  
Title: Executive Vice President  
Telephone: 212-551-3000

FEI/FIN # 13-5660870

E-Mail: [George.Biddle@Rescue.org](mailto:George.Biddle@Rescue.org)

**A mandatory pre-proposal conference will be held at 10:30 p.m. June 13, 2012 at the Virginia Department of Social Services; 801 East Main Street; Richmond, VA 23219-2901. All requests for information should be directed to [brent.sutton@dss.virginia.gov](mailto:brent.sutton@dss.virginia.gov) or by telephoning (804)726-7928**

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**International Rescue Committee, Inc.**  
**Charlottesville, VA**  
**Virginia Refugee Resettlement Program**  
**Funding Opportunity #CVS-12-089**  
**October 1, 2012 – September 30, 2013**

**Table of Contents**

**Compliance Cover Sheet**

**Proposal Narrative**

- a) One page executive summary
- b) Summary of past accomplishments
- c) Description of proposed program
- d) Program Evaluation

**Proposal Budget**

- a) Budget Summary – DSS Funds (Attachment B1)
- b) Budget Detail – Salaries and Employee Benefits (Attachment B2 pages 1, 2, and 3)
- c) Budget – Other Proposed Expenses (Attachment B3)
- d) Budget Narrative

**Proposed Performance Goals**

Attachment A Proposed Performance Goals – Employment

**Required Attachments**

- 1. Agency organizational chart
- 2. Board of Directors
- 3. Fiscal Letter
- 4. Letters of Support

City of Charlottesville Department of Social Services

Piedmont Housing Alliance

Adult Learning Center of the Charlottesville City Schools

Jefferson Area CHIP

Albemarle County Department of Social Services

Charlottesville/Albemarle Health Department

JAUNT

Legal Aid Justice Center

Charlottesville Abundant Life Ministries

Charlottesville Free Clinic

United Way

University of Virginia International Family Medicine

Charlottesville City Schools

Virginia Employment Commission

5. Job descriptions
6. Descriptions of volunteer responsibilities
7. IRC Confidentiality policy
8. Program Assurances Statement (Attachment C)
9. Signed Assurance, Non-construction Programs (Attachment D)
10. Certification Regarding Lobbying, Debarment, and Drug free Workplace (Attachment E)
11. W-9 and Certification (Attachment F)
12. FFATA Sub-recipient Data Form (Attachment G)
13. State Corporation Commission Form (Attachment H)
14. IRS Tax-Exempt Letter 501(c)(3)
15. Organizational Audit
16. RFP
17. RFP Addenda No. 1, 2, 3
  - Pre-Proposal Conference Form (Attachment I)
  - Pre-Proposal Answers to Questions
  - CRP Model
18. Proposal Checklist (Attachment J)