

February 26, 2013

ADDENDUM NO. 1 TO ALL VENDORS:

Reference Request for Proposals:	BEN-13-045
Title:	Employment Advancement for TANF Participants
Proposals Due:	April 15, 2013
Pre-proposal Conference:	February 25, 2013

The above is hereby changed to read:

See Attached Changes to RFP and Questions and Answers

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal must be signed.

Very truly yours,

Sharon S. Vaughan
Contract Officer
(804) 726-7185

Name of Firm

Signature and Title

Date

Changes to RFP

1. Reference RFP Section IV, Proposal Preparation and Submission Requirements, Subsection A, General Instructions, Item 1, RFP Response: **Add** to the fourth sentence so it reads: In addition, an electronic version of the non-proprietary and any proprietary proposal must be sent to faye.palmer@dss.virginia.gov, **with a subject line titled “Proposal Attached,”** and should be received by her by the due date of the proposals.
2. Reference RFP Section IV, Proposal Preparation and Submission Requirements, Subsection B, Specific Proposal Instructions, Items 1 and 2: **Change** Subsection B, Specific Proposal Instructions, Items 1 and 2, in order to **add “Any Addenda (*signed*)”** and to **add “Small, Women and Minority-Owned Business Plan”** to Item 1, and; in order to **add “Community Partners and Documentation of Support”** to Item 2 as follows:

B. SPECIFIC PROPOSAL INSTRUCTIONS: Proposals should be as thorough and detailed as possible so that VDSS may properly evaluate capabilities to provide the required services. Proposers/applicants are required to submit the following items as a complete proposal in the order listed:

1. Employment Advancement For TANF participants Proposal Cover Form
 - a. Page 1 of the RFP (*completed and signed*)
 - b. Any Addenda (*signed*)**
 - c. Table of Contents (*with page numbers provided*)
 - d. Key Contacts
 - e. SF 424B Form, Assurances, Non-Construction Programs (*signature required*)
 - f. W-9 Request for Taxpayer Identification Number(s) and Certification (*signature required*)
 - g. State Corporation Commission Form
 - h. Small, Women and Minority-Owned Business Plan (*for-profit firms only*)**
2. Narrative (must consist of no more than 25 pages in a font of 12 or greater for the narrative body and no smaller than a 10 font for tables) that address the following:
 - a. Proposal Title
 - b. Proposal Summary (one page limit)
 - c. Proposal Need Statement
 1. Evidence of Need
 2. Demonstrates Relationship Between Need and Services Proposed
 - d. Program Design/Proposed Services and Implementation Plan
 1. Project Scope
 2. Services
 3. Interactions with LDSS’ Existing VIEW Programs
 4. Method of Provision
 5. Population to be Served
 6. Enrollment and Retention of Participants – Screening Process
 7. Diagnostic Tests and Specialized Professionals
 8. Implementation Plan
 - e. Outcomes and Benefits Expected
 1. Expected Outcomes and Benefits
 2. Tracking and Reporting Methods of Planned Outcomes

- f. Organizational Staff and Provider Qualifications and Collaborative Agreements
- g. Cost of Services
 - 1. Itemized Budget – Personnel Costs
 - 2. Budget Summary
 - 3. Budget Narrative
- h. Community Partners and Documentation of Support**

3. Reference RFP Section IX, Special Terms and Conditions: **Add** a Subsection T to read:

T. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

4. Reference RFP, Attachment 1, Checklist for Proposal: **Replace** Attachment 1 with Attachment 1A which is included with this Addendum.

Questions and Answers

1. Q. Reference RFP Section IV, Proposal Preparation and Submission Requirements, Subsection A, General Instructions, Item 1, RFP Response: Should applicants send the electronic version of the proposal separately from any questions?
 - A. **Yes, be sure to send questions via e-mail separate from the proposal. Also see Changes to RFP, No. 1, where the fourth sentence in “RFP Response” adds a requirement that applicants title the subject line of their electronic correspondence “Proposal Attached” when sending their proposal. Since proposals are to be sealed and cannot be opened by VDSS until after the due date and time of receipt, the electronic version will not be opened until after that time.**

2. Q. Reference RFP Section IV, Proposal Preparation and Submission Requirements, Subsection B, Specific Proposal Instructions, Item 1: Is there a percentage of utilization of small, women and minority-owned business expected from for-profit firms?
 - A. **No, not for this solicitation since applicants are applying for sub-grant funds. For-profit firms will complete the form provided and report to VDSS any utilization of certified small, women and minority-owned (SWaM) firms. See Changes to RFP, No. 2.**

3. Q. Reference RFP Section IV, Proposal Preparation and Submission Requirements, Subsection B, Specific Proposal Instructions, Item 2: Does the 25 pages of the Narrative have to be double-spaced or single spaced?
 - A. **Either is acceptable.**

4. Q. Reference RFP Section IV, Proposal Preparation and Submission Requirements, Subsection B, Specific Proposal Instructions, Item 2: If you have received funding from VDSS for the Employment Advancement for TANF Participants Program in the past, will new outcome projections start again or will they continue from the last subgrant (contract) period?
 - A. **They will start again.**

5. Q. Reference RFP Section VIII, General Terms and Conditions, Subsection I, Clarification of Terms: Will addenda be sent to those in attendance at the pre-proposal conference?
 - A. **The pre-proposal conference was optional, so in order to treat all potential applicants equally, addenda will be made available on two websites, www.eva.virginia.gov and www.dss.virginia.gov, and interested parties should check one of those sites every few days to see if an addendum has been published/posted.**

ATTACHMENT 1A - CHECKLIST FOR PROPOSAL

A. The complete proposal consists of the following forms and narrative documents that must be submitted by 5:00 p.m. April 15, 2013:

1. Employment Advancement for TANF Participants Proposal Cover Form and, if necessary, an additional page listing localities to be served
2. Page 1 of the RFP **and any Addenda** (complete and signed)

*Note: Signature on Page 1 of the RFP must be by the person who has authority to formally commit the organization, locality, or state agency to comply with all the terms of the proposal. This **must** be the chief executive officer of the organization submitting the proposal, the highest elected officer of the locality, or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the proposal, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.*

3. Table of Contents (*Must Identify Page Numbers for Each Referenced Item*)
4. **Key Contacts**
5. Special Terms and Conditions with Certification of Compliance (*Signature Required*)
6. SF 424B Federal Assurances Form (*Signature Required*)
7. W-9 Request for Taxpayer Identification Number(s) and Certification (*Signature Required*)
8. State Corporation Commission Form
9. Small, Women- and Minority-Owned Business Plan – For-profit firms only
10. Proposal Narrative (25 pages maximum allowable. Note that this 25 page limit does NOT apply to the additional pages allowed for the following: items that address the proposer's Provider(s), the proposer's Interagency Agreements/Documents and the proposer's Community Partners and Documentation of Support.)
 - a. Proposal Title
 - b. Proposal Summary (1 page limit)
 - c. Proposal Need Statement
 - d. Program Design/Proposed Services and Implementation Plan
 1. Project Scope
 2. Services
 3. Interactions with LDSS' Existing VIEW Programs
 4. Method of Provision
 5. Population to be Served
 6. Enrollment and Retention of Participants – Screening Process
 7. Diagnostic Tests and Specialized Professionals
 8. Implementation Plan
 - e. Outcomes and Benefits Expected
 1. Expected Outcomes and Benefits
 2. Tracking and Reporting Methods of Planned Outcomes
 - f. Organizational Staff and Provider Qualifications and Collaborative Agreements
 - g. Cost of Services
 1. Itemized Budget – Personnel Costs
 2. Budget Summary

3. Budget Narrative

h. Community Partners and Documentation of Support

11. Other Attachments (*As Appropriate for Each Individual Proposal*)

B. See Section IV, Proposal Preparation and Submission Requirements, Sub-section A1, General Instructions, RFP Response, for detailed instructions on the list of documents and number of copies that must be submitted by 5:00 p.m. April 15, 2013.

C. See Section IV, Proposal Preparation and Submission Requirements, Sub-section A2d, General Instructions, Proposal Preparation. The Proposal Narrative submitted for consideration must comply with the publishing requirements listed:

- Use one-inch margins throughout the formal narrative,
- Use Times New Roman font with a minimum 12 point font for the narrative text, and
- Use Times New Roman font with 12 or a minimum of 10 point font for tables contained in the narrative.