

# County of Henry

P.O. BOX 7  
COLLINSVILLE, VIRGINIA 24078-0007  
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670  
FAX (276) 634-4535



MEMBER OF  
VAGP  
NIGP

PURCHASING DEPARTMENT

**APRIL 23, 2021**  
**REQUEST FOR PROPOSAL**  
**RFP # 21-05103-A248**  
**HENRY COUNTY PURCHASING DEPARTMENT**

The Henry-Martinsville Dept. of Social Services solicits firms to submit proposals for “Drivers Education for Foster Children.” The original and **three (3)** submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), and one (1) electronic copy marked “Drivers Education for Foster Children” RFP #21-05103-A248 will be received in a sealed envelope not later than 3:00 p.m., Local Prevailing Time, MAY 10, 2021, in the:

**Purchasing Department, Room 210**  
**Attn: Carole Jones, Chief Purchasing Agent**  
**Henry County Administration Building**  
**P.O. Box 7, Collinsville, VA 24078 (Postal Service) or**  
**3300 Kings Mountain Road, Martinsville, VA 24112 (UPS or FedEx).**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. **If the County closes its offices due to inclement weather or for other reasons, the scheduled Request for Proposal submission deadline will be extended to the first open business day at the same time, unless an addendum is done that states otherwise.** Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, small, local, faith-based, women-owned and minority-owned, (SWAM) are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals to multiple vendors or a single vendor as a result of this solicitation. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

**RFP #21-05103-A248**

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our vendors list after three (3) non-responses.

**Contract Period**

A notice of award will be signed and publicly posted in the County/PSA of the Purchasing Office once this RFP has been awarded. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for **1-year beginning July 1, 2021 and ending June 30, 2022. However, the Henry County Schools reserves the right to negotiate each year with awarded vendor for six (6) additional 1-year terms starting each year on July 1. In addition this contract could last until June 30, 2028.** Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

**Piggy Back Clause**

This contract shall be available for piggy backing for any other state and local agency or government agency.

**Illegal Aliens**

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

**Permits/Licenses**

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be assessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors. (if applicable)

**Contact for RFP**

Please contact **April Evans** at **april.evans@dss.virginia.gov** for any questions pertaining to this RFP.

**SPECIAL TERMS AND CONDITIONS**

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

**PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (TYPE/PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

TELEPHONE(    ) \_\_\_\_\_

FAX(    ) \_\_\_\_\_

**RFP# 21-05103-A248**

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

**HB 1707/SB 1346**

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

\_\_\_\_\_ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

\_\_\_\_\_ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

\_\_\_\_\_  
AUTHORIZED VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINTED NAME AND TITLE

**Subcontractor Information**

**Must fill form out completely even if no subcontractors are being used.**

You must check appropriate box below and list any subcontractors that will be used for this RFP# 21-05103-A248 for **Drivers Education for Foster Children.**

\_\_\_\_\_ I will be using subcontractors. (See list below)

\_\_\_\_\_ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

\_\_\_\_\_ I will not be using subcontractors.

1.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

2.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

3.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

4.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

5.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

6.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

**Vendors Company Name** \_\_\_\_\_

**Vendors Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vendors Telephone #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

\*Note- Add a separate sheet if you need additional space for subcontractors.

## **Overview:**

Henry-Martinsville Dept. of Social Services (HMDSS) has approximately twenty-nine (29) teenage children in foster care eligible for independent living services. This means HMDSS must make efforts to prepare these teens for life as an adult and assist them in such matters as housing, post-high school education, employment and budgeting.

A major hurdle for a young person living on their own in a rural community is transportation. Of the twenty-nine (29) children referenced above, twenty (20) are eligible for their learner's permit. To obtain a full driver's license, before age 19, Virginia Department of Motor Vehicles requires a certain number of supervised driving hours. For logistical and legal reasons, foster parents (who otherwise substitute for biological parents of children in foster care) are not able to provide supervised driving in their own vehicles.

The Community Policy and Management Team (CPMT) have agreed to dedicate funds, as services are required, to overcome this barrier. HMDSS would like to request that your organization submit a proposal to provide "behind the wheel" instruction.

## **Minimum Requirements:**

Listed below are some of the minimum requirements for this proposal. When submitting your proposal, please indicate your answer to the questions below on a separate sheet, and provide proper documentation/paperwork where requested.

- 1) At any given time HMDSS will have approximately five (5) to ten (10) youth who fall into this category. Will your company be able to provide services to this number of youth? If yes, please explain how you will accomplish this task. (Example: How many licensed teachers do you have on staff? How many vehicles do you have available? Etc.).
  
- 2) The provider must provide a vehicle and be willing to pick up the student driver at their home/school and return them to the appropriate location. Will your company be able to provide this part of the service?
  
- 3) The provider must possess the necessary license or authorizations required by the Commonwealth of Virginia to perform this instruction, including proof of insurance. Is your company fully licensed? What amount and type of insurance does your company have currently? Please provide copies of all licensed employees within your organization and proof of insurance.

- 4) The provider must be willing to bill HMDSS on a monthly basis for agreed upon charges. Will it be a problem to submit invoices within the specified timeframe?
  
- 5) Vendor/employees must submit a background check, which must include a state criminal background check and Child Protective Services background check. This is to ensure they are a proper person to supervise minors. Will you be able to provide names and proof of background checks to HMDSS if your company is considered and prior to award of the contract? (State background check may be accessed through <http://vsp.virginia.gov/> and Child Protective Services background check may be accessed through <http://www.dss.virginia.gov/family/cps/index2.cgi> and completing the “Request for Search of the CPS Central Registry”).
  
- 6) Vendor and all driving instructors must be willing to sign an annual Confidentiality Agreement, if selected.
  
- 7) Driving instruction must be of a duration and quality that it will meet the requirements for the student drivers to obtain a full license in the Commonwealth of Virginia. Vendor must provide necessary documentation regarding your company’s ability to provide this type of instruction.



- 8) Provide a brief history of your organization. Indicate how many employees are currently on staff and how long the business has been in operation and provided this service. Indicate how long you have been licensed in Virginia to teach Driver's Education.
- 9) HMDSS reserves the right to negotiate and award to multiple vendors for this solicitation. Is this acceptable to your organization?
- 10) Please indicate your rates for "Behind-the-Wheel" instruction per student in order to prepare this student to obtain a Virginia Driver's License.

**Selection Criteria:**

1. Completed responses and paperwork provided to all ten (10) questions listed above. **35%**
2. The original RFP and supporting paperwork must be submitted along with three (3) copies of the full packet of information. **35%**
3. Rate charged for service. **30%**