



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County



Fairfax-Falls Church Community Policy & Management Team Children's Services Act Provider Application Instructions FY26

IMPORTANT NOTICE

**THIS IS AN ELECTRONIC PROCUREMENT (eBID) SUBMISSIONS WILL ONLY BE
ACCEPTED ELECTRONICALLY VIA THE BONFIRE PORTAL
(<https://fairfaxcounty.bonfirehub.com>)**

Fairfax County Government uses a procurement portal powered by Bonfire Interactive for accepting and evaluating proposals. To register, visit <https://fairfaxcounty.bonfirehub.com>. Additional assistance is also available at Support@GoBonfire.com.

Submitting proposals via the Bonfire portal is **Mandatory**. Fairfax County will not accept proposals submitted by paper, telephone, facsimile ("FAX") transmission, or electronic mail (e mail) in response to this RFA. Fairfax County strongly encourages offerors to submit proposals well in advance of the proposal submission deadline. A proposal submission is not considered successful unless all necessary files have been uploaded and the 'Submit & Finalize' step has been completed. Offerors are responsible for the consequences of any failure to plan ahead in the submission of its Proposal.

Dear Provider:

Thank you for your interest in becoming or continuing as a provider of services for the Fairfax-Falls Church System of Care Children's Services Act program.

The Children's Services Act for At-Risk Youth and Families (CSA) is a Virginia law enacted in 1993 that establishes a single state pool of funds to purchase services for at-risk youth and their families. The state funds, combined with local community funds, are managed by local interagency teams that plan and oversee services to youth. The Community Policy and Management Team (CPMT) is the governing body described in VA Code § 2.2-5205 for administration at the local level.

Department of Procurement & Material Management

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Mission Statement of the Fairfax-Falls Church CPMT

The mission of the Fairfax-Falls Church CPMT is to provide leadership in the development of new concepts and approaches in the provision of services to children, youth and families of Fairfax County and the cities of Fairfax and Falls Church. The primary focus of the CPMT is to lead the way to effective services to children already at risk of experiencing emotional/behavioral problems--especially those at risk or in need of out-of-home placements--and their families.

Fairfax-Falls Church CSA system of care provides intensive, community-based services (both formal and informal) to at-risk children and families identified by Fairfax County Department of Family Services, Fairfax County Juvenile and Domestic Relations District Court, the Fairfax Falls Church Community Services Board, and the Fairfax County, and City of Falls Church Public Schools for residents of Fairfax County and the cities of Fairfax and Falls Church. Under the auspices of the CSA office and in conjunction with the CSA participating public child serving Departments and agencies, approved Provider agencies and individuals offer services to children and families eligible for services under the Children's Services Act. Through the Team Based Planning Process, Family Resource Teams, utilizing an individualized family service plan driven by the needs of the child and family, recommend all such services.

As part of Fairfax-Falls Church's larger System of Care (SOC) for Youth and Families, the CSA program, is working to increase the availability and capacity for evidence-based practices/interventions along the continuum of prevention through treatment. The greater SOC is also working to enhance the community's ability to effectively identify and respond to children and families who have been exposed to trauma. A goal for the SOC is to create an improved service network for high risk children to include appropriate evidence-based practices, care coordination, and crisis intervention/stabilization, in order to improve the outcomes for those served.

Application Acceptance

The CPMT accepts applications from interested providers on an ongoing basis and reviews them four (4) times a year in July, October, January, and April. Any new provider to the System of Care can submit an application to be considered and current providers can submit an application to increase or expand services or add new services. All qualified providers are invited to apply.

In advance of contract period expiration, all current providers are required to apply for a subsequent contract. **Contacts are NOT automatically renewed. All providers under expiring contracts MUST apply in order to be considered for a new contract.**

Qualifications for Consideration for Award of an Agreement to Purchase Services:

- Licensed by the State of Virginia to provide the offered services—Agencies offering Outpatient Therapy should hold a license to provide Outpatient Mental Health Services. Medicaid Provider enrollment is preferred for all eligible services
- Preferably located in the Commonwealth of Virginia or located in a neighboring jurisdiction with easy access to Fairfax-Falls Church.
- Commitment to the Fairfax-Falls Church CSA System of Care Practice Standards (<https://www.fairfaxcounty.gov/healthymindsfairfax/principles-and-practice-standards>)
- Provision of evidence-based practice and interventions.
- Integration of Trauma Informed principles and cultural/linguistic competence.
- Accreditation by Council on Accreditation (COA), Commission on Accreditation of Rehabilitation Facilities (CARF), or Joint Commission (formerly Joint Commission on Accreditation of Healthcare Organizations. (JCAHO)), or other accrediting board.

All potential or current Providers must submit completed:

- **Provider Application (provided in Bonfire)**
 - Narrative describing the organization, experience, its mission and vision.
 - **Description of intended services to be provided**, including special populations served.
 - **Organization Chart for programs/services** offered that shows staffing and language capacity.
 - **Copies of all licenses, certifications and accreditations** for the organization and clinical staff providing direct services.
 - **W-9** for the organization.
 - **Clinical Staff:** names, license type and licensing board. **Complete provided Clinician Qualifications form for EACH clinician providing direct services and organization leadership.** Attach copies of all licenses and verification of certification.
- **A Provider Proposed Service and Rate Sheet correlating to the resulting Agreement to Purchase of Service (APOS) and the State Standardized Service Names.** Providers are **required to include proposed rates and specific service details.** Each services type has its own Addenda to the APOS. An Excel spreadsheet is provided for this purpose, but not required:
 - Private Day School Services and Special Education Related Services (Addendum A)
 - Congregate Care, Residential Schools, and Residential Treatment Centers (Addendum B)
 - Community-Based (Addendum C)
 - Treatment Foster Care (Addendum D)
 - Outpatient Services (Addendum E)
 - Evidence-Based Treatments (Addendum F)

- **Providers of Outpatient Services** will be asked to accept a rate set by the CPMT. The contract period for Outpatient Contracts will be for a period of 3 years, January 1, 2023, or date of signature, through December 31, 2025.

If you are not a Medicaid Enrolled Provider for Medicaid eligible services, please provide proof of application or justification for not participating with Virginia Medicaid for eligible services.

Consideration for award of an Agreement to Purchase Services is contingent upon submission of a completed and signed application, with all required supporting documents.

Approved providers will be required to enter into an Agreement for the Purchase Services with the Fairfax-Falls Church Community Policy and Management Team, with the corresponding Addenda for each offered service and rate sheet for each fiscal year or contract period. Samples of the agreement and addenda are included in this opportunity on Bonfire.

A sample FY26 Agreement for the Purchase of Services and Services addenda are provided for providers to review. DO NOT INCLUDE THIS IN YOUR SUBMISSION. Once approved for a contract, the official documents will be sent to the CEO listed on the application for signature via DocuSign.

Refer all Questions to DPMMHMF-CSAcontracts@fairfaxcounty.gov.