



Loudoun County, Virginia

www.loudoun.gov

Department of Finance and Budget

Division of Procurement

P.O. Box 7000, Leesburg, Virginia 20177

Physical Address: 1 Harrison Street, S.E., 4th Floor, Leesburg, Virginia 20175

February 26, 2020

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 149783

The following changes and/or additions shall be made to the original Request for Proposal (RFP) for Specialized Programs and Camp Instructors, RFQ 149783. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Attached are the questions and answers received in response to the solicitation.
2. Section 5.2 Term is deleted in its entirety and replaced with the following.

5.2 Term

The Agreement term covers the period from September 1, 2020 – August 31, 2025 or an equivalent period depending upon date of Agreement award. There will be no renewals for this contract.

3. Section 5.18 Workmanship and Inspection is hereby deleted in its entirety and replaced with the following.

5.18 Workmanship and Inspection

All work under this Agreement shall be performed in a skillful and workmanlike manner. The Contractor and its employees shall be professional and courteous at all times. The County reserves the right to require immediate removal of any Contractor employee from County service it deems unfit for service for any reason, not contrary to law. This right is non-negotiable and the Contractor agrees to this condition by accepting this Agreement. Further, the County may, from time to time, make inspections of the work performed under the Agreement. Any inspection by the County does not relieve the Contractor of any responsibility in meeting the Agreement requirements.

Contractors should be distinguishable to the County and the County's participants while providing services. Contractor employees that have company uniforms or company issued identification badges or cards should wear and/or display on County sites at all times.

No one with a felony conviction may be employed under this Agreement. The Contractor MUST remove any employee from County service who is convicted of a felony during his or her employment.

4. Section 7.1, item F, is hereby deleted in its entirety and replaced with the following.

F. For early acceptance of proposals, please submit to the Division of Procurement prior to 4:00 p.m., local Atomic time March 12, 2020. An atomic clock is located in the Division of Procurement and can also be verified by visiting <http://www.time.gov/timezone.cgi?Eastern/d/5/java>. Requests for extensions of the early acceptance time and date will not be granted, unless deemed to be in the County's best interest. Offerors mailing their proposals shall allow for sufficient mail time to ensure receipt of their proposals by the Division of Procurement by the time and date fixed for acceptance of the proposals.

Subsequent submissions will be accepted on the ongoing basis and awarded accordingly.

Prepared By: s/ *Kathleen Armstrong* Date: February 26, 2020

Acknowledged By: _____ Date: _____

QUESTIONS AND ANSWERS

Q1. What is the best way for a Contractor to communicate with the County after the Contractor has been awarded a Contract?

A1. Upon Contractor receiving a fully executed award letter, the County recommends the Contractor prepare a brief summary to include:

- **Name of Service**
- **Brief Description of Service**
- **Days, times service is offered**
- **Activity Season (Summer, Fall, Winter, Spring)**
- **A copy of the Award Letter**

Please provide that summary to those PRCS staff listed in the RFP, Subsection 4.1, item A.

Q2. If a proposal was submitted in 2016, are the dates on page 3 of the RFP the dates for the proposal submission or are these separate set of dates?

A2. A proposal submitted and awarded a contract in 2016 will follow the Proposal Due Dates in Contract RFQ 300. This means that the last brochure that was available to Contractors was the summer brochure. This is because RFQ 300 ends on August 31, 2020.

The dates on page 3 of the current RFP are for the new proposal submissions. In this case, the first deadline Contractors will be working towards is the Fall Activity Guide. The deadline dates for publication in the brochures would be in conjunction with Section 1.0, Seasonal Programs Dates Table.

Q3. Is the County able to maintain records containing background checks with an individual's personal information and share that information with County staff?

A3. The information contained in the County files is safeguarded by the County, however, there is not a policy that prevents the information in the background checks from being shared with the County staff.

Q4. What is the County policy for employees under age of eighteen (18) since background checks cannot be completed on minors?

A4. Since background checks cannot be completed on minors, firms should submit the names of the minors along with a statement that the individual is a minor and background checks are not permitted.

Q5. If a Contractor is unwilling to provide copies of the required background checks pursuant to Subsection 4.1 B. item 6. and Subsection 5.31, how will the County proceed?

A5. A Contractor that is unwilling to provide copies of the required background checks pursuant to Subsection 4.1 B. item 6. and Subsection 5.31 will not be eligible for contract award. It is of vital importance to ensure the County's most vulnerable citizens are protected, therefore, the County must receive such documentation in order to award a contract.

Q6. Will the County consider extending the contract term on existing contracts if the proposals are not received on time or allow a priority system for existing Contractors?

A6. Unfortunately, the County is not able to extend the existing contracts beyond the current term of the contract, August 31, 2020 or utilize a different evaluation model for those Contractors.

Q7. Is the County able to share what is trending in the Parks, Recreation and Community Services (PRCS) community in order for Contractors to be able to target programs towards those interests?

A7. The County is currently working on a Master Plan that will assist in providing these demographics to potential Contractors.

Q8. Is the County able to provide a fillable form?

A8. The County is not able provide a fillable form on the County website, however, if the document is opened in either Adobe PRO or the Google Drive, the forms are able to be edited online.

Q9. How does the County approve the flyers cited in Section 4.2.A.2?

A9. Upon the award of a contract to the Contractor, the Contractor will contact the PRCS staff listed in Subsection 4.1, item A, and work directly with the them to obtain approval of the flyer.

Q10. Please explain the process from Contractor proposal submission to Contractor providing services.

A.10 See attached diagram.

The Process from Proposal to Performance

