



Loudoun County, Virginia

Department of Finance and Procurement
Division of Procurement
1 Harrison Street, SE, 4th Floor
Leesburg, Virginia 20175
www.loudoun.gov/procurement

December 2, 2020

NOTICE TO OFFERORS

ADDENDUM NO. 3

RFQ 333786

The following changes and/or additions shall be made to the original Request for Proposal No. RFQ 333786 Analysis of Potential Conversion from Sheriff's Office to Police Department. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. The Acceptance date has changed **from** Prior to 4:00 p.m. December 4, 2020 **to** Prior to 4:00 p.m. December 11, 2020 Local Atomic Time.
2. Offerors who have already submitted proposals may either submit supplemental information using the same submission instructions as included in the RFP OR Offerors may choose to submit an entirely new proposal with clear instruction to disregard the original proposal. Offerors should be clear with any additional information being submitted. Any supplemental information or new proposals must be submitted to the correct location prior to the acceptance date and time in order to be considered.
3. The proposed schedule in Section 4.0 of the RFP shall be updated as follows:

<u>EVENT</u>	<u>DATE</u>
• Proposal Due	December 11, 2020
• Notify Short-Listed Firms	December 30, 2020
• Interview Short-Listed-Firms	January 11, 2021
• Best and Final Offers	January 19, 2021
• Contractor Selection / Commence Contract Negotiations	January 22, 2021
• Contract Award / Contractor Notice To Proceed	February 15, 2021

- Final Report to be delivered June 15, 2021 or at a later date as extended by the Board.

4. The last bullet in Section 6.4 shall be replaced with the following:

- Projecting costs associated with new strategies in addition to the cost comparison analysis in Task 2-Cost Analysis.

5. Section 6.6 Deliverables will be updated as follows:

The Contractor shall provide the following deliverables:

- A monthly report outlining progress to date, risks and issues for discussion.
- A written and verbal presentation to County Staff outlining the key findings of the analysis for each Task and Subtask outlined above
- A final report delivered in June 2021 that provides a detailed and executive view of the analysis described above
- A final presentation of deliverables to the Board regarding the findings.
- Updates to the report based upon feedback from the Board.

Prepared By: s/Cheryl L. Middleton, CPPB Date: December 2, 2020
Assistant Director/Purchasing Agent

Acknowledged By: _____ Date: _____