



# County of Fairfax, Virginia

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

DATE: June 3, 2016

TO: All Interested Parties

FROM: Sara Brinkmoeller – Division Director  
Contracts and Procurement Management

SUBJECT: Informal Solicitation for SACC Orientation Conference Space

Fairfax County is seeking to enter into a contract with qualified offerors for the provision of conference space for the School Age Child Care Orientation for the Department of Family Services (DFS).

The attached Informal Solicitation includes the scope of services and defines the tasks to be performed. If you are interested in providing these services, please submit a proposal no later than **11:00 A.M. EDT Thursday, June 16, 2016** to:

Fairfax County Department of Administration for Human Services  
Attn: Stephanie Walters, Contract Analyst  
12011 Government Center Parkway  
Contracts and Procurement Management, Suite 738  
Fairfax, Virginia, 22035  
Telephone: 703-324-7810  
Or email: [Stephanie.Walters@fairfaxcounty.gov](mailto:Stephanie.Walters@fairfaxcounty.gov)

**Responses received after the due date and time will not be accepted.**

All questions regarding the Informal Solicitation must be submitted in writing to [Stephanie.Walters@fairfaxcounty.gov](mailto:Stephanie.Walters@fairfaxcounty.gov) no later than 11:00 A.M. EDT Thursday, June 9, 2016. Responses will be posted as an addendum on the following website:  
<http://www.fairfaxcounty.gov/admin/cm/solicitations.htm> .

Attachments



Department of Administration for Human Services  
12011 Government Center Parkway, Suite 942  
Fairfax, VA 22035

Phone: 703-324-5630 Fax: 703-324-7572 TTY: 711  
[www.fairfaxcounty.gov/admin](http://www.fairfaxcounty.gov/admin)