

Community Needs Assessment Report  
Issued on March 2, 2015  
Addendum 3

Questions and Answers

- Q1.** Reference section 3.3 Data Analysis, are you able to more clearly articulate the nature and quantity of quantitative data that will be analyzed during Task 3.3?
- A1.** This information will be provided to the contractor within a reasonable period of time in order to complete the required task.
- Q2.** Reference section 3.2 Public and Stakeholder Involvement, is Fairfax County able to offer facilities to use for focus groups.
- A2.** Fairfax County will offer facilities for focus group meetings.
- Q3.** Are a cover page, cover letter and table of contents excluded from the 20 page count?
- A3.** The cover page, cover letter and table of contents are included in the 20 page count.
- Q4.** Please confirm the proposal can be submitted electronically as a .pdf file and be up to 10 MB in size.
- A4.** The proposal can be submitted electronically with a maximum file size of 10 MB.
- Q5.** Reference section 3.6 Graphic Design and Publication, for Deliverable B, both print and online – does online refer to a PDF version or an HTML version?
- A5.** The term “online” refers to a PDF version of the report.
- Q6.** What is the expected date of contract award?
- A6.** The date of contract award will be established after the Section Advisory Committee (SAC) evaluation process is complete.
- Q7.** Reference section 6.1, will “cost reasonableness” be evaluated based on the fixed hourly labor category rates for staff assigned or the full price estimate of base year requirements outlined in the selection.
- A7.** Cost reasonableness will be evaluated based on the offeror’s response to section 6.1 Cost Proposal Instructions.
- Q8.** Reference section 6.1, we assume a firm fixed price contract award. Does Fairfax County require a full price estimate only or will additional detail by labor categories and other costs be required? If additional price detail is required, please define or outline the level of detail.
- A8.** The offeror is required to submit a cost proposal that clearly outlines the cost for the performance of the tasks described in section 3, Tasks to be Performed. How the offeror chooses to convey the information for the cost proposal is solely at the offeror’s discretion.
- Q9.** Reference section 6.1; we sometimes supplement our labor with certain independent contractors we regularly work with, will it be acceptable to charge this time at the applicable fixed hourly labor category rates for any fixed hourly work awarded under a contract?
- A9.** How the offeror chooses to convey the information for the cost proposal is solely at the offeror’s discretion.

- Q10.** Reference section 6.1, if this contract requires other direct costs (ODCs), other than travel expense reimbursements, are we permitted to apply our incurred burdens (G&A and M&H) to cover non-direct costs to manage these acquisitions?
- A10.** The inclusion of other direct costs (ODC) in the cost proposal is solely at the discretion of the offeror.
- Q11.** Does the period of performance include one renewal period (RFP Section 2) or two renewal periods (Attachment A, Paragraph 2, 2.1: Period of Contract?)
- A11.** The period of performance include one (1) one year renewal option as referenced in section 2, Contract Period and Renewal.
- Q12.** Reference attachment A, section 13.1 PAYMENT, is monthly invoicing acceptable?
- A12.** Yes. The County's standard policy is to make payments 30 days after receipt of a properly completed invoice.
- Q13.** Reference attachment A, page 11 Business Classification Schedule, is the Business Classification Schedule form requested to be completed and submitted as an attachment with our proposal?
- A13.** All documents to be submitted with the proposal are referenced in section 4, Technical Proposal Instructions and section 6, Cost Proposal Instructions.
- Q14.** Reference attachment A, section 2 Period of Contract, are the fixed hourly labor category rates requested for the base year still eligible for CPI adjustment in the renewal year?
- A14.** The fixed hourly labor category rates are eligible for CPI adjustment in the renewal year. However, total value of the contract may not exceed \$100,000 for the entire term of the contract including the renewal year.
- Q15.** Are there limits to font size/typeface used in the proposals? For ex. 12 pt Times New Roman, 10pt allowed for tables, charts and illustrations.
- A15.** There are no limits to font size/typeface used in the proposal.
- Q16.** Is it possible to extend the present submission date of March 16, 2015?
- A16.** No. All proposals in response to the solicitation must be submitted no later than 2 p.m. on Monday March 16, 2015.
- Q17.** Are there any incumbents?
- A17.** There are no incumbents. This is a new requirement which will establish a contract between the County and the offeror who is awarded.
- Q18.** Is it a prerequisite to have had past performance with Fairfax County or the State of Virginia?
- A18.** There are no prerequisites to have had past performance with either Fairfax County or the Commonwealth of Virginia.
- Q19.** Would Fairfax County provide meeting rooms for the public forums, interviews, and focus groups?
- A19.** Fairfax County will provide facilities for any public forums, interviews, and focus groups.
- Q20.** Is the total value of the contract \$100,000 a strict limit?
- A20.** Yes. The total value of the contract is a strict limit. The value of the contract may not exceed \$100,000 for the entire term of the contract.

- Q21.** Does Fairfax County have a minimum number of FTEs for this work?
- A21.** There is no minimum or maximum number of FTEs for this project. Currently, there is a project planning team comprised of Fairfax County employees overseeing efforts (approximately 1.5 FTE). The project planning team will provide guidance and direction during the duration of the project.
- Q22.** Reference section 3, Tasks to be Performed, encourages offerors to demonstrate their capability for rendering Deliverable (A), Deliverable (B), or both deliverables.
- a. Could there be multiple awards for this solicitation?
- b. If there are multiple awards, how is the total value of the contract awarded between Deliverable A & B?
- A22.** (a) Yes. There may be multiple awards for the solicitation.  
(b) The total value of the contract awarded between Deliverable A & B will be determined during the Selection Advisory Committee (SAC) evaluation process.
- Q23.** Reference section 6 Cost Proposal Instructions, the solicitation states that “Offerors must include a pricing schedule as the last sheet in their proposal”. Does the County expect additional information regarding overall level of effort, cost, etc., and is there a preferred format for this information (e.g. broken out by task)
- A23.** The County’s expectation as referenced by section 6, Cost Proposal Instructions, is for all offerors to provide a pricing schedule that must include hourly rate for staff assigned to the project and travel-related expenses, if necessary. Any other information that relates to determining the pricing for the cost proposal and the format for displaying such information is left at the offeror’s discretion.