



County of Fairfax, Virginia

ADDENDUM

DATE: June 6, 2014

ADDENDUM NO. 2

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP2000001155
TITLE: Information Technology (IT) Staff Augmentation
DUE DATE/TIME: June 19, 2014 / 2:00 P.M.

The referenced request for proposal is amended as follows:

1. Special Provision Paragraph 5.7, first sentence reference to paragraphs 5.9.1 through 5.9.8, are renumbered 5.10.1 through 5.10.8.
2. Special Provisions paragraphs 5.9.2 through 5.9.8 are renumbered 5.10.2 through 5.10.8.
3. Special Provisions paragraph 5.B., last sentence the reference web link is deleted and replaced with <http://www.fairfaxcounty.gov/dit/itplan/>
4. Special Provisions paragraph 6.1, titled "Technical Proposal Instructions", sub paragraph 1.7 TAB 7 – Attachments, Attachment II, Reference Contact Sheet delete the requirement in this tab, as it is required in 1.4. TAB 4 – Offeror Qualifications. Offerors are still required to submit the three (3) references as stated in Special Provisions 6.1, 1.4, TAB 4.
5. Due to an administrative error, Special Provisions paragraph 6.1, titled "Technical Proposal Instructions", sub paragraph 1.7 TAB 7 – reference to Attachments V, and IV were inverted and should read, "ATTACHMENT **IV**", signed FCG IT Services Provider Consultant/Contractor Agreement, and "ATTACHMENT **V**" signed FCPS Vendor Code of Conduct and Expectations Agreement.
6. Special Provisions Paragraphs 13.1 and 13.5 titled "Submission of Proposal" are revised to include "8 copies of submittal on CD". To clarify all offerors are required to submit one (1) original and fifteen (15) copies of technical proposal, 8 copies of Technical Proposal on CD. One (1) original and fifteen (15) copies of Cost Proposal, 8 copies of Cost Proposal on CD. CD submittals shall contain a notarized statement that the CD versions are a true copy of the printed version.

Department of Purchasing & Supply Management

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7. ****REMINDER:** Please review Special Provisions paragraph 16.3., titled "Basis for Award". "No Offeror, including any of their representatives, subcontractors, affiliates and interested parties, shall contact any member of the Selection Advisory Committee or any person involved in the evaluation of the proposals. Selection Advisory Committee members will refer any and all calls related to this procurement to the procurement official named in 11.1 above. Failure to comply with this directive may, at the sole discretion of the County, result in the disqualification of an offeror from the procurement process." This provision also applies to FCG and/or FCPS personnel as listed on the pre-proposal attendance sheet.

8. Refer to Attachment I for responses to the questions from the pre-proposal conference held on May 20, 2014 and questions received via e-mail.

All other terms and conditions remain the same.



Teena L. Stewart, CPPB
Contract Specialist II

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL OR RETURNED PRIOR TO DATE/TIME OF CLOSING.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

ATTACHMENT I

- Q1. Do you prefer the offeror to be a small or minority owned business?
A1. Fairfax County does not have a SWAM type requirements.
- Q2. Is this a new opportunity?
A2. Please reference Special Provisions paragraph 4.1, last paragraph.
- Q3. What is the maximum ceiling on this contract?
A3. There is no ceiling; it is requirement driven based on annual appropriations and requirements.
- Q4. With subsequent Task Orders are anticipated from time-to-time, it is understood that, Technical Resources, whose Resumes being included/proposed now may have to change at the time actual Work Order is received. Please confirm whether County allows us to include Resumes of Technical Resources working for our company now, but, may have to change at the time of actual Task Order issuance & responding at that time.
A4. Please reference Special Provisions paragraph 6.1 sub paragraph 1.5 – Staff Experience, first paragraph second to the last sentence.
- Q5. Can we choose to Bid for only those Labor/Service Categories, where we are strong enough to Bid? OR, is it mandatory to quote Rates for ALL Service Categories?
A5. Please reference Special Provisions paragraph 6.1 sub paragraph 1.1 – Tab 1 Cover Letter, 3rd paragraph, second sentence.
- Q6. This link provided in the RFP does not work. Nor do the alternative links provided on the Error Page work. Do you have another link that offerors can use to review the County's IT Plan?
A6. <http://www.fairfaxcounty.gov/dit/itplan/>
- Q7. Can we submit our response with just the list of labor categories that we can support or we need to respond to all the Labor categories as mentioned in the RFP?
A7. Please reference Special Provisions paragraph 6.1 sub paragraph 1.1 – Tab 1 Cover Letter, 3rd paragraph, second sentence.
- Q8. For this RFP—is it expected that only one firm provide resources for all labor categories or will the County designate multiple winning firms across labor categories?
A8. Please reference Special Provisions paragraph 5.2
- Q9. We are working on completing our RFP response, but have only the PDF document which makes it difficult to complete with our information the document. If we could have a word document of the RFP document that would make it much easier for us to complete.
A9. The County does not issue its solicitations in editable / word format.
- Q10. Could you please let us know if there are any positions vacant or are there already staff in them as incumbent consultants?
A10. The positions as described in the subject RFP are mostly new as our infrastructure has changed since the previous RFP was let, please reference Special Provisions Paragraph 4.1 for previous contract information.

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- Q11. Is this a new contract or a renewal of an existing contract?
A11. This is a replacement of an existing contract that was based on legacy technology within the County and FCPS. Please reference Special Provisions Paragraph 4.1 for previous contract information.
- Q12. Which Vendors are currently providing these services?
A12. Please reference special provisions paragraph 4.1.
- Q13. How many consultants have been taken on contract during FY 2011, 2012, and 2013?
A13. Please reference special provisions paragraph 4.1.
- Q14. What was the annual spend on similar requirements during the past three years?
A14. Information unknown as the County switched to a new ERP system during this time, in addition FCPS utilizes the contract as well. Information for each entity by fiscal year, beginning 2013 is available to search for purchase order payments only (does not include credit card payments if applicable), at <http://www.fairfaxcounty.gov/transparency/>
- Q15. If a consultant is contracted, will he/she be working 40 hours a week?
A15. Please reference Special Provisions paragraph 5.2.
- Q16. I'm interested in responding to the IT Staff Augmentation RFP but I noticed the RFP states that the business must have been in operations for at least 5 years. I have over 9 years of experience in IT staff augmentation but I started my company last year. Would you be willing to accept my personal experience as the owner over the business?
A16. Please reference Special Provisions paragraph 5.1
- Q17. Is this a single FFP award or multiple award contract?
A17. It is the intent of the County to award to multiple offerors.
- Q18. If multiple, what will be the number of vendors the County has in mind to award the contract?
A18. Unknown at this time.
- Q19. Is this opportunity Full and Open or Small Business Set Aside?
A19. Full and Open.
- Q20. Under TAB 3 – OFFEROR PROFILE on page 22, the RFP document states “**Latest 10Q Security Exchange Commission**”. Is providing the same a mandatory requirement for the Prime?
A20. Yes, or similar type financial document / filing as required.

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- Q21. Under TAB 4 – OFFEROR QUALIFICATIONS on page 23, the RFP document states “**Offerors shall submit actual Scopes of Work (SOW), quotes, etc. and associated resumes of at least one job that has been completed in the previous three (3) years for each Labor Category being proposed**”. As there are a total of 60 labor categories and the RFP also states that “All offerors must indicate the labor categories proposed and not proposed” in **ATTACHMENT III-Reference by Labor Category**. Does a vendor proposing all 60 labor categories, requires to provide resumes of 60 consultants currently working with the vendor on various projects?
- A21.** Resumes are required as stated in the referenced provision Please refer to question 75 on page 11 for additional clarification.
- Q22. Under TAB 5 – STAFF EXPERIENCE on Page 23, the RFP document states “**While the County recognizes that firms may not retain the same employees through the term of the resultant contract, resumes of current staff that would meet the requirements of this RFP is required**”. As there are a total of 60 labor categories and the RFP also states that “All offerors must indicate the labor categories proposed and not proposed” in **ATTACHMENT III-Reference by Labor Category**. Does a vendor proposing all 60 labor categories, needs to provide resumes of 60 consultants currently working with the vendor on various projects?
- A22.** Yes, please refer to page 11 question 75 for additional clarification.
- Q23. Can a vendor provide sample resumes covering a minimum of 1 labor category per group (there are total 8 major groups comprising labor categories as defined in the RFP-Ref. paragraphs 5.9.1 through 5.9.8) or is it mandatory to provide resumes of current staff that would meet the requirements of this RFP for every single labor category proposed by the vendor?
- A23.** No, please reference Special Provisions paragraph 6, titled “Technical Proposal Instructions”, sub paragraph 1.4 Tab 4-Offeror Qualifications.
- Q24. We noticed that the resume section is not specific to quantity or category. This makes me assume that the Offeror must have these employees as part of their organization at the time of the proposal. Is this correct? We do technical staffing and typically identify the staff through recruiting for specific POs. Should we not bid on this?
- A24.** Reference Special Provisions Section 6, titled Technical Proposal Instructions, 1.1 -1.7 and refer to question 32 response below.
- Q25. How many contracts do you expect to award?
- A25.** Unknown at this time.
- Q26. What is the expected annual spend on the contract?
- A26.** Unknown, assignments are based on annual requirements and appropriations, which change year to year.
- Q27. Required for every labor category being proposed. If sample resumes are required then what would be the number to be provided?
- A27.** Please reference Special Provisions Section 6, titled Technical Proposal Instructions.

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Q28. Out of the total 60 labor categories, what is the minimum number of labor categories a vendor can propose?

A28. There is no minimum.

Q29. Will a small number of proposed labor categories affect the vendors' changes of selection in the evaluation process?

A29. No, please reference Special Provisions Section 16, titled Basis for Award.

Q30. Fairfax County references providing an electronically fillable version of Attachment III (in Appendix C of the RFP). However the fillable version is not currently on the website listed. The only file on the website for this effort is the PDF solicitation file. Can you please provide the fillable version of the document?

A30. Documents are at the top of the page under heading titled "Electronic Attachments for Solicitations listed below" <http://www.fairfaxcounty.gov/solicitation/>

Q31. Fairfax County references to provide rates at the Senior and Intermediate levels of competency, unless otherwise specified. The pricing schedule provided in the RFP (Appendix D) provides for one hourly rate to be entered for each labor category. Does Fairfax County want bidders to alter the pricing schedule to have a separate senior level and a separate intermediate level for each labor category? Please provide clarification.

A31. Yes, Offerors are to add according to what they are proposing and may alter the sheets for the Intermediate, Senior levels of competency as applicable. Offerors are not to propose additional labor categories that are not as described in the RFP.

Q32. The RFP is asking for resumes in both TAB 4 – OFFEROR QUALIFICATIONS and in TAB 5 – STAFF EXPERIENCE. Please advise which tab should include the resumes.

A32. Both, TAB 4 refers to substantiation of qualifications and experience to perform the proposed work by highlighting your FIRM'S PAST PERFORMANCE for the engagements / labor categories you are proposing. **Show us what you have done in the past.**

The resumes requested in this section would include your organizations current / past management staff AND staff assigned to prior engagements (whether they are still employed by your firm or not) that are representative of the engagements / labor categories your firm is proposing.

TAB 5 refers to substantiation of qualifications and past experience to perform the proposed work by your firms CURRENT EMPLOYEES (or subcontractors) for the labor categories you are proposing. **Show us what you can offer us today.**

The resumes requested in the section are individual resumes to include the employees individual work history (with and/or outside of the offerors firm). While the county recognized that firms may not retain the same employees through the term of the resultant contract, resumes of current staff that would meet the requirements of this RFP is required.

NOTE: resumes may be marked as confidential

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- Q33. Can we use our FCPS past work as reference. More importantly can we use the project manager as a reference?
- A33.** The County cannot recommend which references to utilize when responding to an RFP, your firm may use whatever relevant reference that meets the requirements of the RFP.
- Q34. Do we need to get testimonials or just the detail contact information is sufficient?
- A34.** There are different requirements as stated in Special Provisions 6, titled Technical Proposal Instructions.
- Q35. Is there any subcontracting requirement for MBE firms?
- A35.** No.
- Q36. Do we have to submit any resumes for the proposed labor categories?
- A36.** Yes, please reference Special Provisions paragraph 6, titled "Technical Proposal Instructions".
- Q37. Is this procurement only open to Minority-Owned Business or is it open to companies of all classification?
- A37.** It is open to all companies of any classification.
- Q38. RFP Section 1.3 states "There may be work outside County designated working hours supporting activities that can only be performed outside the business day, and/or on weekends, or holidays." Q) Can the offeror propose (and will the County entertain) different bill rates for work outside of business hours?
- A38.** Your firm may propose, but the county reserves the right to reject proposed fees.
- Q39. During the contract period, Can the offeror add additional labor categories when a specific competency has been achieved?
- A39.** No.
- Q40. Post-award, during the contract period, Can the offer add additional sub-contractors to add additional competencies recently achieved?
- A40.** Yes, the awarded contractor(s) may add sub-contractors during the term of the contract, however it will not lead to additional labor categories during the term of the contract, unless the County adds skills based on emerging technology, that is not currently required in this RFP.
- Q41. RFP Section 9.1 states "The subsequent contract will be a firm-fixed price agreement. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of the contract during the first 365 days. Changes in cost for any subsequent contract years may be based on the Consumer Price Index (CPI-U), Table 10, U.S. City Averages, or other relevant indices; at no time shall an annual increase exceed 5%." Q) What is the process for finalizing the rates for subsequent years? Is this a County-only activity? or will County enter negotiations with each awardee for subsequent year rates?
- A41.** Contractors are required to submit a request for a price increase, price increases are not automatic and are subject to appropriations and/or the budget of the departments. The County reserves the right to accept or reject any price increase request from a contracted vendor.

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- Q42. Can customer names be blacked out on the SOWs and quotes due to NDA restrictions with these customers?
- A42.** Yes, however if you are using them as a reference please do not redact customer information.
- Q43. Can the names in the resumes be anonymized in the proposal (Offeror can include initials instead of complete names)?
- A43.** No, complete resumes are required, and kept confidential by the County, be sure to mark those pages as such. Resumes marked confidential are not subject to VFOIA, unless compelled by a court order.
- Q44. Do resumes need to be provided for each position being proposed or each Labor Category? How many resumes are required for each?
- A44.** Resumes associated with the labor category being proposed that would be sufficient for the County to make a determination that your firm would qualify for whichever labor categories being proposed.
- Q45. The FCG DIT IT Agreement did not appear to be included in the RFP package for review. Would please provide this document?
- A45.** Please reference page 57, Marked Appendix C, Attachment IV
- Q46. Can SOW's be used against multiple labor categories where the scope of work covers many disciplines? If so, how would you like this mapping completed so as to not provide duplicate SOWs throughout the response?
- A46.** Yes, SOW's may be used against multiple labor categories. SOW's are required for multiple labor categories, please propose as required.
- Q47. In Appendix D, Pricing Schedule, what is the difference between Hourly Rate, Monthly Hourly Rate, Quarterly Hourly Rate, and Six (6) Month Hourly Rate? Does this mean that the offerors are expected to offer the County of Fairfax a set of different discounts or rates are expected to stay the same within the same year? Please clarify.
- A47.** Some offerors may offer a discount based on the length of engagement.
- Q48. In Special Provisions, 5.10. Labor Categories, a lot of the labor categories do not have Education or Basic Experience requirements written in. Does the County of Fairfax plan to provide a full list to the interested offerors?
- Q48.** Please reference Special Provisions paragraph 5.6.
- Q49. Will the County consider accepting an "Other" labor category proposed by the bidder to capture skill sets not identified in the "Tasks to be Performed" identified in the RFP(e.g. potential technologies or software that Fairfax might be using in the near future)?
- A49.** Not at this time.
- Q50. What does the County mean by 1.1 B. where the bidder can make suggestions for alternatives for coverage, definition, development, and organization of issues in Tasks to be Performed? Is this where a bidder can provide other types of labor categories or offer different discount periods?
- A50.** County requires clarification of the RFP provision number.

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- Q51. Referencing 1.1 A., does the County want bidders to include the categories they are bidding here and in Appendix C, Attachment III or just in the attachment?
- A51.** County requires clarification of the RFP provision number.
- Q52. Is there a specific font type required, e.g. Times NewRoman? Any specific requirements on margins? Is there a page limit?
- A52.** No, no requirement.
- Q53. Referencing 1.4 a., where does the County want the resumes included? Should the resumes be embedded in 1.4 or as an attachment?
- A53.** County requires clarification of the RFP provision number.
- Q54. Does the County require a Cover Letter on the Cost Proposal since this will be separately packaged from the Technical Proposal? Does the County also want the DPSM32 form included with the Cost Proposal? Please clarify.
- A54.** Please reference Special Provisions paragraph 8, titled "Cost Proposal Instructions" and paragraph 6, titled "Technical Proposal Instructions".
- Q55. Does the County want the bidder to include their escalation rate in the bidder's proposal response or is this to be negotiated during the first year renewal?
- A55.** The County does not accept automatic price escalations. Please reference Special Provisions paragraph 9 titled "Pricing".
- Q56. What is likelihood that County will ask for oral presentations from bidders, and if requested, what would likely be the date the presentation would occur?
- A56.** Not known at this time.
- Q57. Would the County provide more details about the Evaluation Criteria and how they intend to evaluate the following:
- 16.6 d. Details of the approach & methodology or program
 - 16.6 e. Reasonableness of cost proposal – what will the County consider as justification to show price reasonableness?
- A57.** The SAC (Selection Advisory Committee) has pre-determined evaluation criteria reference in section 16.6 with associated weights; weights assigned to each evaluation criteria are not made public until contract(s) award.
- Q58. Are there specific benchmarks or standards that the County will be comparing the bidder's response to? If so, what are these?
- A58.** See A57 above.
- Q59. Reference: Section 1.4 Tab 4: Offeror Qualifications, Section C, the requirement listed states: "Offerors must include three (3) client references for similarly scoped contracts preformed within the last three (3) years using the form provided as Appendix C, Attachment II." May we include more than three references to demonstrate our expertise and past performance in multiple technical competencies?
- A59.** That is a business decision for your firm.
- Q60. There is no page limit specified in the RFP for the technical proposal, what is the page limit.
- A60.** There is no limit.

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Q61. Do resumes have page limit (pre resume) and in total?

A61. No limit

Q62. Would the winning prime contractors be allowed to add and utilize new subcontractors when the requirements of task orders issued under this contract warrants specialize or specific core competencies necessary to perform the tasks that's not within the core competencies of the prime and its current list of subcontractors?

A62. It is the intent of the County to award to offerors who currently possess the skills as required/defined in each labor category.

Q63. Do we need to provide resumes of candidates at the time of RFP submission?

A63. Yes, please reference Special Provisions paragraph 6 TAB 5, under "Technical Proposal" titled "staff experience".

Q64. Please provide the incumbent contractor names and contract numbers.

A64. Please reference Special Provisions paragraph 4.1, bottom of page 2.

Q65. Will an evaluation preference be given to small businesses?

A65. No.

Q66. Will a certain number of awards be set-aside for small businesses?

A66. No.

Q67. How many awards are expected?

A67. Not known at this time.

Q68. The Government has indicated that companies must have business relevant to this effort for a minimum of five years. This seems very limiting and discourages businesses that have 2 – 4 years of relevant experience from competing. Will the Government consider removing this requirement?

A68. Not at this time, the requirement shall remain as written.

Q69. How does this contract interact with other similar area contracts (e.g., Montgomery County IDIQ)?

A69. This RFP is for Fairfax County requirements.

Q70. Additionally, does the Administrative Labor Category belong within the Project / Program Management Support work group? Would it fit better under the Radio and Wireless Communications work group?

A70. Labor categories are as written.

Q71. Why did the County need a separate RFP if the State of VA already has a contract that was competitively bid?

A71. This solicitation is specific for requirements of Fairfax County Government.

Q72. If firm choses to submit a response as a prime, can the same firm still be listed as a subcontractor on a other response? What about as a sub on multiple Primes?

A72. Yes, the County cannot prohibit certain business arrangements so long as the requirements of the resultant contract are met.

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Q73. Can a firm submit multiple responses?

A73. No, firms may not submit multiple responses.

Q74. If a firm is not able to provide the SCC documentation mentioned in the RFP will they be automatically disqualified?

A74. No, please reference Special Provisions Paragraph 33, titled "State Corporation Commission Identification Number" for requirements.

Q75. Can a single resume be submitted for multiple labor categories?

A75. Yes, if the individual's qualifications match more than one labor category, then a single resume can be used.

Q76. What is considered to be billable time?

A76. Actual hours worked as verified by the applicable County Employee.

Q77. Is there a provision or exception to billing if staff is required to travel outside the local area?

A77. Yes, it's a case by case basis depending on the requirements of the County. For example, if the County requested the assigned employee travel to Richmond to conduct business with a county employee or on behalf of the County, the billable rate would be hourly for actual hours worked / traveled. **Note – see A78 below for additional information.

Q78. What should be included in the labor rates?

A78. All rates should be fully loaded, the County will not reimburse or absorb any cost associated with background checks, travel or any other type of additional overhead expenses.

Q79. Will you be conducting interviews on resumes submitted?

A79. During evaluation of proposals the County reserves the right. Should a firm be awarded a contract the County reserves the right to interview any proposed personnel and accept or reject any employee proposed to perform under the resultant contract(s).

Q80. Are resume's required for each labor category experience level?

A80. Yes, all junior, mid, senior level's you are proposing to be able to fill requires resumes.

Q81. If we are using subs to fill labor categories not in our wheel house, will we need to submit their resumes?

A81. Only for labor categories in which you plan on using in support of your proposal.

Q82. For appendix B, are subs required to submit notification form this information?

A82. The prime is responsible to submitting this on behalf of any subs they plan on using.

Q83. For the Business Professional and Occupational License (BPOL) dollar requirement, how should the anticipated dollar amount be addressed?

A83. This is a form required by the Department of Taxation, being that the amount is unknown at this time, it would be best to contact the Department of Taxation for guidance.

Q84. What method will the County use to evaluate pricing, the LPTA method? Does the County look at criteria or lowest price?

A84. Please reference Special Provisions paragraph 16, titled "Basis for Award".

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Q85. When do you anticipate the award date? How long will the evaluation process take?

A85. It is unknown at this time.

Q86. Will the County be using this RFP to procure any vendor services or software?

A86. The intent of this RFP is for Staff Augmentation services only. Please reference Special Provisions section titled "Tasks to be Performed", sub-paragraph 5.5.

Q87. Are firm's required to provide information related to subcontractors with respect to financial information and state registration?

A87. No, only information required is the firm that is submitting a response to the RFP.

Q88. Can firm's add additional labor categories after contract has been awarded?

A88. No, please refer to question 39 page 88 above.

Q89. Describe the County's current list of projects; is there a backlog and architectural structure?

A89. No, the county does not have a current backlog of projects we are working on however, the schools always as a list of projects they desire to complete if resources can be found. The current architectural structure can be surmised from the RFP details.

Q90. Since a CD is being submitted, must 15 copies be provided as well?

A90. Yes.

Q91. Once contract is awarded, who will use it and how will it be used?

A91. The intent of this RFP is a "as needed basis", departments are encouraged to utilize the contracts in place, however they are not required to use the resultant contract(s). For FCG, most departments are required to work with the Department of Information Technology (DIT) for any IT matter.

Q92. How will incumbent vendors be compared or treated as compared to new vendors who have never done business with the county in terms of the evaluation process, will their existing relationship hold more weight?

A92. All offerors are evaluated using the same criteria.

Q93. Will business be considered if they have been in business 4 years and 10 months?

A93. No, all firms are required to have been in business for a minimum of five (5) years as of the date of submission of response to the RFP.

Q94. Is a SCC identification number required to submit a proposal?

A94. For most firms yes, however there are exceptions as granted by the Commonwealth of Virginia, please reference Special Provisions paragraph 33, titled "State Corporation Commission Identification Number", and Appendix B, document titled "Virginia State Corporation Commission (SCC) Registration Number". Please contact the applicable Commonwealth Agency for further information / clarifications.

Q95. Will the County pay for background checks of a firms employees?

A95. No.

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Q96. What will comprise the overall contract?

A96. The resulting contract will consist of the RFP, County issued Addendums, the vendors Technical and Cost proposals, the Memorandum of Negotiations, Acceptance Agreement, and subsequent mutually agreed upon contract amendments.

Q97. Please clarify pricing schedule?

A97. There are two pricing schedules under Appendix D- on-site and off-site. Please include hourly rate based on category - hourly, monthly, quarterly, six-month hourly, intermediate, senior, etc. In some cases, these may be the same hourly rate. Only billable hours will be allowed to be invoiced. All rates proposed are to be fully loaded, no additional charges of any kind will be allowed.

Q98. During RFP evaluation should Fairfax County staff choose to visit a site, who is responsible for the fees?

A98. Fairfax County (FCG and/or FCPS).

Q99. May a vendor include past experience of subcontractor?

A99. The prime contractor must meet the qualifications.

Q100. May offerors submit more than one resume per position?

A100. Yes.

Q101. Is this contract task oriented?

A101. The intent of the County is by labor category, and not task oriented.

Q102. Are resumes required for each staff level i.e. junior/ middle/ senior levels?

A102. Yes.

Q103. Do small businesses have to meet requirements of 3 years of staff experience?

A103. Yes.

Q104. Can a department use any awardee under contract?

A104. Yes, so long as it meets the technical requirements of the task.

Q105. May labor categories and positions be added after award?

A105. No, please refer to question 39 page 88 above.

Q106. 1.4 Tab 4 – Offerors Qualifications: (b) Organizational and Staff Experience (Pg. 23). Question: Is the Offeror required to submit actual Scopes of Work and quotes from previous completed projects for each labor category being proposed or can we submit sample SOW, and quotes from a previous similar projects?

A106. Per the referenced provision “Offerors **shall submit actual** Scopes of Work (SOW).....”

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- Q107. "Relevant experience must be associated with projects completed not more than three (3) years prior to the date of this RFP. Special consideration will be given to those firms with a clear track record of success in providing services in a given area. Offerors shall submit actual Scopes of Work (SOW), quotes, etc. and associated resumes of at least one job that has been completed in the previous three (3) years for each Labor Category being proposed." Questions 1: Do we need to provide the full SOW document for each Reference or will a narrative description of the work performed suffice? Question 2: Do we need to provide our full detailed price quote for each Reference or will total contract award data suffice?
- A107.** Offerors shall submit actual Scopes of Work (SOW), quotes, etc. and associated resumes