



County of Fairfax, Virginia

ADDENDUM

DATE: March 29, 2024

ADDENDUM NO. 2

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP 2000003910
TITLE: I-Net DNSS & NEP
DUE DATE/TIME: **April 19, 2024 @ 2:00 p.m.** eastern time (Revised)

The referenced request for proposal is amended as follows:

1. **ADD** the following statement "(Provide if offering a new solution (includes services or products being proposed that are different or alternative to those specified in the RFP, Special Provisions, paragraph 6.2. and 6.3.)" to Paragraph 8.5., 5. **County Documents**, bullet point three Attachment D.
2. Refer to Attachment A for responses to the questions received via e-mail.

All other terms and conditions remain unchanged.

Yong Kim, CPPB
Contract Specialist III

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.

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

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Attachment A

- Q1. If an offeror is not an authorized reseller and is only proposing staff services in accordance with 6.2 DNSS, do they need to address any elements under 6.3 NEP in the proposal?
- A1. Reference Addendum 1.**
- Q2. If an offeror is an authorized reseller and only proposing equipment resale in accordance with 6.3 NEP, do they need to address any elements under 6.2 DNSS in the proposal?
- A2. Reference to Addendum 1.**
- Q3. Please confirm that an offeror's proposal evaluation and scoring will not be affected if the offeror only proposes on one of either 6.2 DNSS or 6.3 NEP, but does not propose in both areas?
- A3. Reference to Addendum 1.**
- Q4. If the County decides that the evaluation and scoring of an offeror will be affected if they propose in only one area, but not both, please provide further information in the RFP regarding how an offeror only proposing on either 6.2 DNSS or 6.3 NEP, but not both, will be considered in the evaluation and scoring under RFP Sections 18. BASIS FOR AWARD and 18.5. Proposal Evaluation Criteria, respectively.
- A4. Reference to Addendum 1.**
- Q5. RFP Section 6.1.1.3. states, "Offerors of Network Equipment Procurement must be established and an authorized reseller with the manufacturers being proposed." Can an offeror who is not an authorized reseller partner with a subcontractor to offer the Network Equipment Procurement, or does the prime contractor as the offeror itself need to be established and an authorized reseller with the manufacturers being proposed?
- A5. The awarded contract is with the Primary not the subcontractors therefore it is the Primary's responsibility to maintain the awarded contract responsibilities.**
- Q6. Is Attachment D - Fairfax County Project Proposal Matrix for Meeting Information Technology Security Policy Requirements applicable to offerors who are only proposing for 6.2. DATA NETWORK STAFF SERVICES (DNSS)? If so, any additional guidance regarding how the Matrix should be completed for an offeror proposing only Staff Services would be appreciated. As noted for SECTION A of Attachment D on page 3: "Please complete the following section for proposed CLOUD, HYBRID SERVICES, and ON-PREMISES SOLUTIONS," but it is not clear how to complete the matrix for Staff Services, or if Staff Services should be applicable to the matrix?
- A6. Offerors should fill out what is applicable in Attachment D if they are proposing anything not listed in the RFP.**
- Q7. Regarding 7.9. Disaster Recovery/Continuity of Operations, does the County already have a BC-DR plan for I-Net? Or are DNSS and/or NEP contractors required to develop their own BC-DR plans for I-Net? Any clarification on the requirements under Section 7.9 would be appreciated.
- A7. The awarded are not responsible for developing or proposing a BC-DR plan.**
- Q8. Please clarify if redacted versions of the technical and cost proposals may also be submitted in Bonfire, to protect trade secrets and proprietary information from disclosure, per Attachment A3?
- A8. Offerors may submit redacted versions, please make sure to clearly mark the documents so the County may be able to determine what is redacted and the nonredacted version of the technical or cost proposal.**

Attachment A

- Q9. Section 6.2.2. states, "DNSS are experts in their field that will be used on a project specific basis or as augmented staff under the direction of a designated County supervisor. The County desires that all positions filled should possess a bachelor's degree or industry certification along with the stated years of experience." Would the County accept DNSS experts to fill positions who do not possess a bachelor's degree or industry certification, but instead allow additional experience to be substituted for the degree/certification, with the DNSS experts having over 4 years of additional highly relevant experience to make up for not having a degree or industry certification?
- A9. The degrees are desired but not required. Each potential DNSS may be interviewed on their own merits to determine if they will be onboarded.**
- Q10. What is the anticipated Contract Award Date?
- A10. The County hopes to award the contract before 11/30/2024.**
- Q11. Do we need to provide a resume for each of the labor categories? The positions listed for pricing, are we required to submit a resume for each of the positions listed and if so, how many resumes? Resumes of the staff and proposed consultants the offeror is proposing are required to be submitted.
- A11. The number of resumes depends upon how many the offeror is offering.**
- Q12. Will the current resources be transitioned to the new vendor?
- A12. No**
- Q13. Will you share the Network design and topological information regarding the current network/backbone architecture infrastructure? The current network information is required for possible redesign.
- A13. A network redesign is not in scope, we are seeking augmented staff to be under the direction of the County. Any and all documentation will be shared with those staff once onboarded.**
- Q14. Does the cyber insurance policy need to be included with RFP submission or at time of contract award?
- A14. The Offeror that is awarded a contract will be required to have the insurance agreed upon by both parties at time of contract award.**
- Q15. If we are proposing subcontractors, can we use some of their references in the areas they will provide services under the contract?
- A15. You may use the subcontractors' references if you subcontracted them for your projects or contracts.**
- Q16. Addendum 1, ADD paragraph 1.2. Offerors may submit a proposal for one or both services listed above in paragraph 1.1. If an offeror is proposing both DNSS and NEP, can the County confirm that one all-inclusive technical proposal incorporating DNSS and NEP is acceptable?
- A16. No, it should be separated so the County can clearly evaluate what is provided.**
- Q17. Addendum 1, question 6, Q6. Are the services going to be attached to a particular service? Or the personnel will be assigned to do different tasks? A6. Most DNSS may be utilized as staff augmentation on an annual 2080-hour PO. Those staff are used for day-to-day operational, solution engineering or other assigned tasks. There may be occasions where a specific DNSS may be requested with a special skillset for a specific project and a defined term (e.g. 6 months, 1 year, etc.). Are there particular labor categories/positions from section 6.2.2.3 the County anticipates using as staff augmentation vs. specific project-based staff?
- A17. No, it will be decided on an as needed basis.**

Attachment A

Q18. Addendum 1 – Q&A #18, Q18. RFP Attachment D, Multiple sections/items, Many of the questions (for example, but not all inclusive: A.5, A.7, A.9, B.7, B.8, B.11, B.14, C.4, C.8, D.1, D.7, D.17, D.25, etc.) refer to a proposed solution – how should offerors complete this matrix given this opportunity spans a number of possible solutions / offerings to be provided to the County? A18. If the offeror is offering a new solution the offeror is required to fill out Attachment D. New Solutions include services or products being proposed that are different or alternative to those specified in the RFP (Reference paragraphs 6.2 and 6.3). To confirm, Attachment D is not required to be completed and submitted if the offeror is only proposing the services/solutions specified in the RFP?

A18. Question is already addressed see Addendum 1, Q&A18.

Q19. Can the County update the RFP instructions under 8.5 to state “(if required)” next to Attachment D?

A19. See Addendum 2 above.

Q20. Appendix S – NEP Price Sheet, Network Equipment Procurement, The previous awarded contract incorporates separate sub-categories for each manufacturer. Are we allowed to break down the individual categorical discounts as it may be more favorable to the County?

A20. Offerors need to provide what the County has requested so we are able to compare offers from offerors. Offerors may also feel free to propose alternative pricing or discounts, however, will still require the pricing of what is specified on Appendix S.

Q21. 6.2. DNSS, Are there any sample task LOEs that can be provided to better understand the resource requirements and potential size/scope?

A21. Yes, sample provided. See upload Sample pdf in Bonfire.

Q22. Do the staffing resources have to be US citizens?

A22. Reference, General Conditions and Instructions to Bidders, paragraph 73.

Q23. Are the staffing resources to be provided exactly as listed in section 6.2.2.3 i.e. strictly one resource per listed skillset?

A23. It is up to the offeror in what you’re going to propose to the County to fulfill the requirements of the RFP.

Q24. 1) Are the staffing resources expected to work exclusively at the Fairfax County direction? 2) If the answer is yes and if workload indicates the need for more resources, will Fairfax County authorize the addition of more resources on a chargeable basis?

A24. 1). Yes. 2) Fairfax County will determine the workload and if there are needs for additional resources.

Q25. Will Fairfax County train the resources on the usage of the Fairfax County existing NMS tools and ITSM?

A25. Yes, if needed

Q26. If the resources feel there is a tool gap, will Fairfax County provide funding to fill that gap?

A26. Fairfax County will review and make the determination on a case-by-case basis.

Q27. Is the Contractor expected to furnish any additional NMS tools and/or ITSM at optional cost?

A27. No

Q28. Does the Offeror need to be an established and authorized reseller for each vendor listed in section 6.3.1?

A28. The offeror needs to be able to provide what is listed in 6.3.1. as the County wishes to procure various manufacturer equipment, licenses, software, and maintenance services.

Attachment A

- Q29. Is equipment procurement a collaborative effort between Fairfax County and the Contractor? (i.e. creation of BOM)
A29. All procurement efforts are led by Fairfax County and if needed the County may utilize augmented staff for assistance in the BOM creation.
- Q30. Will Fairfax County share current equipment inventory or authorize bidder to get the details from vendors in scope?
A30. Not relevant to this contract, all procurement efforts are led by Fairfax County and if needed the County may utilize augmented staff for assistance.
- Q31. Will Fairfax County share current detailed ITSM ticket data for the past 12 months?
A31. Not relevant to this contract.
- Q32. Attachment D lists several security requirements such as PCI, HIPAA & PII. How are they applicable to the offeror if the resources provided only utilize Fairfax County's existing NMS tool and ITSM?
A32. Reference Addendum 1 Attachment A, Q18 and A18.
- Q33. Does the County have an existing Enterprise Agreement in place for Cisco today?
A33. No, we are currently exploring.
- Q34. The County insurance requirements are too broad and can be reasonably interpreted to hold liable the OEM HW/SW vendor for damages beyond that which they are directly or indirectly responsible. Is the County open to negotiate these terms to define responsibility more narrowly?
A34. It depends on what is being negotiated but note some insurance provisions may not be negotiable. The County will do what is in its best interest.
- Q33. The selected/awarded HW/SE vendor will not be responsible for taking *ownership* of any existing infrastructure. Can you confirm?
A33. The Contractor is not responsible for taking ownership of any County infrastructure.
- Q34. Is it necessary to have licenses to do business in Virginia at the time of the submission or is required post-award?
A34. If you are required to have a business license you are required to provide at contract award.
- Q35. Is the W-9 necessary with the proposal response?
A35. No.
- Q36. Could the County please confirm if offerors can use "N/A" when they do not have an answer for a requested item within a form?
A36. It depends on what the Offerors use the N/A for in the requested item within a form because some of the answers may be required to be addressed and are needed as they will be scored.
- Q37. Is the certificate of Insurance required with the response?
A37. No.
- Q38. Are electronic signatures allowed?
A38. Yes, but must be from an authorized individual from the Firm.
- Q39. Does the County prefer on-site resources to execute this engagement?
A39. The Contractor is required to work onsite.

Attachment A

- Q40. Does the County accept offshore resources to work on this engagement?
A40. No
- Q41. Does the County accept remote resources to work on this engagement?
A41. Reference Addendum 1, Attachment 1, Q2.and A2.
- Q42. Could the County please confirm if the response must be formatted in compliance with ADA regulations?
A42. No.
- Q43. Could the County please confirm if offerors are required to comply with the Special Provisions, paragraph 7.8., Hardware Requirements?
A43. Yes, if it applies with what the offeror is proposing.
- Q44. In case firms are submitting confidential information in the response, is it required to provide a redacted version?
A44. No, it is up to the offeror. If a redacted version is provided the offeror needs to clearly mark the redacted version and unredacted version so the County can evaluate the correct document.
- Q45. Could the County please clarify whether vendors are required to include information related to Americans with Disabilities Act (ADA) requirements within their responses?
A45. It will depend upon what your firm is offering in your proposal. If your solution requires ADA requirements then it should be addressed in the offeror's proposal and if not, you would not need to respond to ADA requirements.
- Q46. Could the County please clarify whether offerors must include their sign in the Attachment E Fairfax County IT Services Provider Consultant/Contractor Agreement within their response?
A46. You should provide Attachment E.
- Q47. Could the County please confirm if offerors are required to provide all services including manufacturer equipment, licenses, software, and maintenance services?
A47. If you are providing a response for NEP the offeror should be able to meet the requirements stated in the RFP.
- Q48. Could the county please clarify if offerors are required to possess all the licenses necessary for the project?
A48. It will depend upon what is being offered and what is stated in the RFP.
- Q49. Could offerors apply to one specific category or is it a requirement to apply to all categories?
A49. Offerors should propose all requirements listed in DNSS or NEP.
- Q50. Could the County please confirm if there is any SBE/DBE/WBE/MBE goal for this engagement?
A50. The County does not have any set asides.
- Q51. Is there a tentative budget assigned for the resultant contract?
A51. Yes, there is a budget that funds the contract(s).
- Q52. Could the County please confirm that offerors can fill out proposal forms electronically?
A52. It is up to the Offeror as it would be your responsibility to make sure your proposal is made correctly.
- Q53. Could the County confirm if this is only for, I NET and NCR networks?
A53. Yes.

Attachment A

Q54. Could the County please clarify whether offerors who provide services without offering hardware or software will lose points in their evaluation?

A54. NEP and DNSS responses are evaluated independently on their own merit.

Q55. Could the County please clarify if offerors are required to provide any type of discount?

A55. It is up to the Offeror in what you're offering and what you're submitting a proposal for.

Q56. Could the county elaborate on the breakdown of other expenses, such as clerical support, overhead costs, and supplies? What specific details should be included?

A56. All your costs associated with your firm to fulfill the requirements of the RFP regarding submitting a proposal for.

Q57. Could the County please clarify if the price breakdown should be provided separately for each individual service, and whether totals are required for services provided together?

A57. Yes, a price breakdown should be provided separately for any rate being offered in the offeror cost proposal. There are no totals listed in the excel Appendix S DNSS and Appendix S NEP. Your breakdown should total out to the price for the rates being offered.

Q58. Can firms provide commercial references?

A58. Refer RFP 2000003910, Special Provisions, paragraph 8.4.

Q59. Could the county please clarify the definitions of 'key personnel,' 'consultants,' and 'regular employees'?

A59. Key personnel: Offeror's Staff, proposed consultants and proposed subcontractors or will be assigned to the contract. Consultants: A person or company that possesses unique qualifications which allow them to perform specialized advisory services, usually for a fee. Regular employees: "Offeror's staff that work at the firm."

Q60. Could the County please provide more details about how the chart should partition the time commitment of each professional staff member across the proposed tasks?

A60. See RFP Special Provisions, paragraph 8.3. 3., Staffing Plan.

Q61. If firms must present actual candidates, can these be replaced by equally qualified candidates if they are no longer available at the time of contract award?

A61. Yes, if they are equally qualified and approved by the County.

Q62. If a consultant needs to be replaced during the project, could the County please outline the procedure that firms need to follow? Are there any specific criteria or approvals required for the replacement?

A62. Reference Special Provisions, paragraph 8.3. 2. Personnel.

Q63. In section 8.3.3.2, 'Personnel,' could the county please clarify whether firms are required to submit actual resumes or sample resumes of the consultants?

A63. Actual resumes should be provided of the consultant(s) if your firm is proposing a consultant(s). In submitting a minimum of one resume per job class category may provide the County information on the skillsets your organization possesses.

Q64. In 'Organizational and Staff Experience,' offerors are required to describe their qualifications and experience relevant to the work outlined in this Request for Proposal. Could the county please specify if a statement regarding experience would suffice, or if firms need to provide any evidence? If evidence is required, what kind of evidence is needed?

A64. The statement above is not correct as a sentence was left out. Offerors should provide what is stated in Special Provisions, paragraph 8.3. 1. Organization and Staff Experience.

Attachment A

Q65. Does the County have prescribed deadlines for the "monthly statistical report" and the "annual tabulated report" mentioned in Section 21 of the RFP?

A65. Yes.

Q66. Regarding the Reports and Invoicing requirements in Section 21 of the RFP, can the County please provide report templates or a detailed description of the information required for the "monthly statistical reports" and the "annual tabulated report"?

A66. At this time no templates or detailed information can be provided. The County and the offeror may negotiate what these reports may contain or may be agreed upon by the contractor and the County post award.

Q67. Regarding the Evaluation Criteria listed in Section 18.5 of the RFP, can the County provide clarification concerning how "cost reasonableness and competitiveness" will be evaluated?

A67. No.

Q68. Can the County confirm the "Base Discount Percentage" required in Appendix S NEP can be calculated based on an OEM's MSRP, list price, or an Offeror's advertised price?

A68. The County desires the base discount percentage should be off MSRP. Offerors may feel free to clarify what type of percentage discount being proposed in the cost proposal.

Q69. Does the County anticipate a migration of the I-Net into the cloud over the next ten years?

A69. The I-Net is a private dark fiber owned and managed by Fairfax County, e.g. private cloud. The I-Net does have ingress and egress to Cloud resources.

Q70. Regarding Section 21.2 which states, "The Contractor must invoice each County department using the final contract separately," are County departments purchasing services off the contract individually or is the County purchasing services on behalf of its various departments?

A70. There are different agencies that may be procuring services off the contract. At the minimum it will be Fairfax County public schools and Department of Information Technology.