



County of Fairfax, Virginia

ADDENDUM

DATE: October 9, 2020

ADDENDUM NO. 2

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP 2000003061
TITLE: Security Awareness Day
DUE DATE/TIME: October 19, 2020 @ 2:00 P.M. EDT

The referenced request for proposal is amended as follows:

1. Refer to Attachment A for responses to the questions received via e-mail.

All other terms and conditions remain the same.

Yong Kim, 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 PROPOSAL PACKAGE OR RETURNED PRIOR TO DUE DATE/TIME. FAILURE TO DO SO MAY RESULT IN THE REJECTION OF THE PROPOSAL.

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

Department of Procurement & Material Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013
Website: www.fairfaxcounty.gov/procurement
Phone 703-324-3201, TTY: 711, Fax: 703-324-3228

ATTACHMENT A

- Q1. Section 3.3 of the RFP states that the event expectations include "8 Breakout sessions with minimum 8 individuals' speakers or panel." Is this a requirement, or a guideline (i.e. can the number be higher or lower)?
- A1. We have had 8 breakout sessions for our last 14 events and want to keep it at 8. There is always a possibility of less but never more due to space.**
- Q2. Section 5.1.B of the RFP states "Conference facility breakout rooms are to be provided by the County." Will the other expected spaces (e.g. luncheon space, exhibitor space, keynote space) be provided by the County as well, or do these need to be separately obtained?
- A2. All event space will be provided by the County and we hope to continue to have it at the Government Center, 12000 Government Center Parkway, Fairfax, VA**
- Q3. Section 5.1.A of the RFP states "Develop articles and advertisements for the event for publication in County resources such as NewsLink, Team Fairfax Insider, and other mediums." Does this also include publishing the articles and advertisements and paying for any associated costs?
- A3. This event is only for County employees and invited guests. The articles are only for publishing in our County newsletter (free of charge).**
- Q4. Section 3.3 of the RFP states the event expectations include "Multiple sponsors of raffle prizes, individual sessions, and other event related items" and Section 5.1.A states "Solicit and obtain vendors/exhibitors for sponsorship of sessions and raffle prizes." Will these sponsorships include vendor fees as a revenue source to offset contractor costs?
- A4. We have never charged vendor fees. We ask them to sponsor a part of the event. If they do not want to sponsor, that will not prevent them from being allowed to exhibit.**
- Q5. Are there any page limits or font size requirements for the Technical and Cost Proposal volumes?
- A5. No**
- Q6. Section 6.4.B of the RFP states "Provide a minimum of three references. Special notation must be made of similar or related programs performed and must include organization names, addresses, names of contact persons, and telephone numbers for such reference." Is it correct to assume that "References" are the same as "Past Performance"?
- A6. Yes, but we require a contact so we may be able to determine the capability of performing contractual requirements whereby previous business are contacted concerning the potential contractors' skills, qualifications and capabilities.**