



County of Fairfax, Virginia

ADDENDUM

DATE: December 1, 2020

ADDENDUM NO. 2

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP 2000003079

TITLE: Recreational Program Services

DUE DATE/TIME: December 8, 2020 @ 10:00 a.m.

The referenced Request for Proposal is amended as follows:

1. Refer to Attachment 1 in this document for responses to questions received.

All other terms and conditions remain the same.

Nicole Cifci, CPPB, VCA
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 RETURNED PRIOR TO DUE DATE/TIME OR MUST ACCOMPANY PROPOSAL BY WAY OF UPLOAD TO FAIRFAX COUNTY'S PROCUREMENT PORTAL AT [HTTPS://FAIRFAXCOUNTY.BONFIREHUB.COM](https://fairfaxcounty.bonfirehub.com).

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

Department of Procurement and Material Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035

Website: www.fairfaxcounty.gov/procurement

Phone: 703-324-3206, TTY: 711, Fax: 703-324-3228

ATTACHMENT 1

- Q1. Section 6.19: This section states, "The Contractor must maintain all records in compliance with federal and state regulations". Are there any specific federal & state regulations we need to comply with?
- A1. **This refers to the records retention procedures that any business must follow to remain in compliance with applicable regulations. If you run a licensed program, then you would also need to comply with DSS requirements as well. Please review the federal & state regulations regarding the requirements for maintaining records as specific regulations are not available.**
- Q2. On page 8 of the RFP, part 8.1, what is the "tab" it's referring to? Is that just Attachment B, the technical questionnaire, or is it something else?
- A2. **The reference to "tab" is just the title of the specific section and then below (item a) is the information that is being looked for. Attachment B is separate information.**
- Q3. On page 8, paragraph 9.1, it says the proposal should be "fully supported by cost and pricing data adequate to establish the reasonableness of the proposed fee (see Attachment C)". What type of "cost and pricing data" would you be looking for here? Would an example be listings of similar programs with prices attached in locations similar to Fairfax?
- A3. **The County would like to see what a vendor is requesting per student per class, as well as what the vendor currently charges to the public.**
- Q4. Page 14, paragraph 16.1a, it says to submit a background check letter; how do we submit that? Is it part of the bid here, or is it something we submit later?
- A4. **The last sentence in 16.1a states that completed record check forms can be submitted within 30 days of contract award.**
- Q5. Paragraph 17.2c says we need auto insurance. If that's not relevant for us, do we still need it?
- A5. **Yes, auto insurance is needed.**
- Q6. Attachment A, page 11 ("Attachment A9") says to provide the information on company letterhead, but the pdf is formatted to just allow us to type the information onto the form. Should we type into the form provided, or use company letterhead?
- A6. **Please follow the information listed in Attachment A9.**
- Q7. For Attachment B, the technical questionnaire, should we complete a separate one for each of our programs (i.e., if we are bidding to teach multiple types of camps) or just one for all of them?
- A7. **If the types of programs are different, such as a workshop, a three-hour camp, a seven-hour camp, a class, etc. then there should be a form for each type of program. If the question is do I need a form for a basketball class, a soccer class and a tennis class the answer is no because these are all sports classes.**
- Q8. For Attachment B, it says to attach lesson plans. However, the bonfire portal appears to only allow for the submission of one pdf. So should we make our own pdf rather than using the form provided, and have it include all of the answers to the technical questionnaire as well as lesson plan samples?
- A8. **Only one PDF can be uploaded, how you chose to submit the one PDF document is up to you.**

ATTACHMENT 1

Q9. Same question regarding Attachment A where it says to submit the BPOL?

A9. Please see response to Q8 above.

Q10. Can a business propose to collect all fees and reimburse the County on an agreed upon schedule each month instead of the County collecting all fees and paying the business?

A10. It can be proposed but the way we prefer, and have been doing business, is that we collect the funds.

Q11. Are we able to upload additional paperwork/attachment to go with the RFP? It would only allow me to attach one.

A11. Only one upload is allowed for each attachment, additional paperwork would need to be included within that specific attachment to make one large document.

Q12. Are we able to offer virtual TKD classes? How do we upload the PDF documents?

A12. Yes. Documents must be uploaded into the Bonfire system.

Q13. Tried to upload Attachment A9 on company letterhead as requested but it did not allow me to add a separate attachment?

A13. Only one PDF can be uploaded, how you chose to submit the one PDF document is up to you.

Q14. Special Provisions Re: 3) 3.1 The contracts beginning on the day of award seems to be disadvantageous to some programs of current contractors who have set pricing, minimums, maximums all surrounding the evolving Covid situations with many extra guidelines, payroll and other expenses. Can this be changed to commence from the dates and information not yet set in motion through Parktakes Spring and Summer programs? The FCPA Camp fees to parents are already set so the amount vendor charges county to operate program should not be affected but programs such as the Preschool would be affected. Example: If there is a RFC that is in existence through the end of May, 2021 which would be in place?

A14. Contracts will become effective based on the Date of Award, however any vendors that currently have a contract will have their Spring and Summer 2021 programs based on their current contract prices. The pricing for programs on their new contracts would not be effective until Fall 2021 classes/camps/etc.

Q15. Special Provisions Re: 6) 6.18 and 16) 16.1 Does the Virginia Department of Social Services (VDSS) required Fieldprint Fingerprint Check replace the National background check since the wording on the returned form is that the person named has been cleared in Virginia Records and FBI Screening? The reason for the question pertains to FBI being a National Screening. The State Police Background check was eliminated when the Fingerprinting was instituted. While acknowledging that there is no national database that includes all records, this appears to be duplication of work and monies?

A15. Fieldprint required by VDSS is a national search so that would suffice as the required national check we require.

Q16. Special Provisions RE: 17) 17.2 b. A point of reference, not a question- All VDSS licensed programs are required to maintain Commercial General Liability Insurance in the amount of \$2,000,000 or 2 occurrences/aggregate.

A16. The requirements listed in Section 17 are the requirements for vendors doing business with the County.

ATTACHMENT 1

Q17. Attachment A1 Re: Payment Address – Can the information for Direct Deposit be used? If the answer is no, can a P.O. Box address be used?

A17. Direct deposit information is set up separately after a contract is awarded, a P.O. Box address can be used.

Q18. Attachment A9 Re: Can remittance address be the Direct Deposit information as above? Can the Purchase Order address be a P.O. Box address?

A18. Direct deposit information is set up separately after a contract is awarded, a P.O. Box address can be used for Purchase Orders.

Q19. On the Attachment B Technical Questionnaire program outline form, is 20 class participants per fitness instructor an allowable amount for a virtual class? Also, on the same form mentioned above, does all of the unfilled spaces need to be filled or does one filled out program space suffice? - The entire row was filled out of course.

A19. If a vendor is offering programs that have different registration spaces, then a line should be filled out for each one. Example. An art class for children could have a max of 10 students. A parent/child class might have a max of 5 since there are two people per registration. Camps and/or workshops would be different from classes. Virtual classes should have a max because the offeror would have to deal with letting in whatever that number of students is, and also think about any needed supplies.

Q20. If our RFP is applying for two different recreational programs, is it ok if we list both events on this form for e.g. virtual bootcamp class and virtual sports camp?

A20. Yes.

Q21. Can you help guide me through the process of getting a valid password for an electronic signature?

A21. Please see Addendum 1, question 7.

Q22. Attachment A, Pg 11: You asked for the info to be on company letterhead, but it is a fillable form. Do you want the information transferred to our letterhead and uploaded, or is it fine to simply fill in the form? Also, I'm not sure what the little check boxes next to the section titles are for?

A22. Please see response to Q6 above for information regarding your first question. The check boxes next to the section titles for "remittance address" and "purchase order address" is if you have a different address than what is listed on your W9. If these addresses are different then those sections should be completed.

Q23. Appendix A, pt 60: I am a registered business located in Arlington County and most of my business takes place in Arlington at this time. Does this requirement still apply to me?

A23. Yes, for additional questions regarding business licenses please contact the Department of Tax Administration.

Q24. Attachment B, pg2 #6: What are you looking for in a safety plan? Is this COVID related?

A24. COVID would be a part of any safety plan. Tell us how you plan to keep students safe.

Q25. Class ratio question: Our camp ratio is 1:10. For our classes, we have always had a ratio of 1:14 since they are only 45 minutes. This has worked well in Arlington County. Is that okay for Fairfax?

A25. Please submit your requested ratios on the form provided.

ATTACHMENT 1

Q26. We primarily teach our pottery classes to children, but we also offer adult classes. When we submit our RFP can we include adult classes?

A26. Please submit any programs that you think you might offer, either now or in the future.

Q27. Regarding background checks for our employees, are the FCPS checks sufficient? Our more veteran employees have background checks also with the VA State Police, but our teachers from last year just got their checks through FCPS to obtain their badges for the school system.

A27. No. FCPS and FCPA are separate entities and the systems do not share information.