

Fairfax Water

MORIN BUILDING
8570 EXECUTIVE PARK AVENUE
FAIRFAX, VIRGINIA 22031

May 4, 2016

To: All Prospective Offerors

Issued by: Donald R. Legg, CPPO, Procurement Manager

Subject: Addendum #3, RFP #16-05

The purpose of this addendum is to answer questions submitted by the specified deadline.

I. General

Note: The deadline for submitting proposals is 2:00 p.m., Tuesday, May 13, 2016. All other terms conditions and specifications remain unchanged.

II. Questions and Answers

1. Q. Our organization does not provide or own Leader's Guides for all of our courses. We only provide them to customers when the customer pays for licensing fee. We are wondering if that will disqualify us?
 - A. If some courses provided have Leader Guides without a licensing fee offeror will not be disqualified from consideration.

2. Q. Is it necessary to include Learning Objectives for all courses at this time. We have over 60 courses available to deliver to our customers and if we include learning objectives for each course, it will be well over your maximum length of 2 pages. Can we provide the learning objectives at a later time?
 - A. Offerors do not have to provide learning objectives for every course offered in proposal. This can be provided at a later date.

NO OTHER QUESTIONS WERE RECEIVED

III. Acknowledgement

Acknowledge your receipt of, and compliance with, this Addendum by either signing the attached acknowledgement, or referencing its receipt and your compliance, in your bid.

RFP #16 – 05

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM # 1

I certify that the information contained in the proposal submitted on behalf of the below named firm incorporates any and all changes to the original specification. I further certify by my signature below, that I am fully authorized to acknowledge receipt of the above addendum and also bind the below named firm to the terms, conditions and specifications of the RFP and any changes thereto made by this addendum.

ACKNOWLEDGED BY:

FOR: ERC
Company Name

5-10-16
Date

C. Christine Kutsko
Signature of Authorized Agent

C. Christine Kutsko
Printed/typed name

Director, On-Site Training
Title

