



MORIN BUILDING
8570 EXECUTIVE PARK AVENUE
FAIRFAX, VIRGINIA 22031

February 8, 2019

To: All Prospective Offerors

Issued by: Mary L. Pennington, CPPB, Buyer II

Subject: Addendum # 1, RFP 19-13 – Provide Human Resource Training, Organizational Development Programs and Services

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

I. General

The deadline for submitting proposals remains unchanged as 2:00 p.m., Tuesday, February 19, 2019. All other terms conditions and specifications remain unchanged.

II. Questions and Answers

1. Q. I am interested in submitting a proposal for Executive Coaching only (Deliverable 2.2 #10). Is this an option for this RFP?
 - A. Yes, you can but the remaining scope of work still applies as applicable.
2. Q. Regarding Attachment B, Transmittal form, do we need to obtain a VSCC number in order to submit a bid, or can we do that once we have been awarded the contract?
 - A. Please see Section 4.1 - Authorization to Do Business in Virginia.
3. Q. SUMMARY INFORMATION (1.1) – What was delivered under the previous RFP 16-05? Who were the vendors?
 - A. Scope of RFP 16-05 is the same as this RFP.
Thompson & Associates, Inc.; Magus Group; ICF Incorporated, L.L.C.; HR Advisors Group; ERC; Brad Sterl & Associates, Inc.

4. Q. Terms of Contract & Contract Renewal (1.4) – What is the time frame between contract award and start up?
 - A. It's all dependent on when specific training is needed by FW.

5. Q. QUALIFICATIONS (1.5) – How long is “pilot” supposed to be?
 - A. Qualifications (1.5) does not mention anything regarding a pilot. However, under Course Delivery 2.5 #E Pilot Classes, depending on the content of the material. If selected, the pilot would be further discussed with our HR Department for length of time.

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 19-13

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: _____
Company Name

Date

Signature of Authorized Agent

Printed/typed name

Title