

**RFP No. 1019-16-HC
Hobby Classes**

April 8, 2020

ADDENDUM #3**To: ALL PROSPECTIVE OFFERORS****THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL PACKAGE.****NOTICE: THE CITY OF FALLS CHURCH HAS TEMPORARILY REVISED THE PROPOSAL SUBMISSION REQUIREMENTS FOR THIS SOLICITATION DUE THE COVID-19 CORONAVIRUS PANDEMIC.****I. RFP QUESTIONS AND ANSWERS**

- Q.1 In light of the current COVID-19 crisis, will the City waive its requirement of a hard copy submission, and a physical CD or flash drive? Will the City instead accept an electronic submission - e.g., a PDF file submitted via email?
- A.1 City is temporarily modifying proposal submission requirements. See Section II below.
- Q.2 If bidding as an individual, rather than a company, and the individual is a lawful long-time resident of Virginia and a US citizen, does the individual need to present any additional proof of being able to conduct business in Virginia, such as Attachment 5 (Virginia SCC Registration Information)? Or does Attachment 5 not apply to individuals?
- A.2 Attachment 5 "Authority to Do Business in Virginia" Form must be completed, signed and returned with your proposal. Please note that there is a box that may be checked if an Offeror is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust.
- Q.3 Based on the City's past experience, what is a typical class size (i.e. number of students) for a similar type of hobby class?
- A.3 Hobby classes typically have a ratio of no more than 1:15 but varies depending on the age group and type of class. We recommend planning 1:9 in the event a no more than 10 persons gathering requirements remain in effect.
- Q.4 Is the City able to share past flyers for past courses offered, in order to offer a sample of past courses and the prices offered to students?
- A.4 All our past brochures are available online - <http://www.fallschurchva.gov/1301/Brochures>

Q.5 In light of the current COVID-19 crisis, would the City accept an offer for an online-based class, via a commercial online medium acceptable to the City, as an alternative to classroom-based teaching?

A.5 The City is currently exploring virtual class options as an alternative to on site, classroom-based teaching. No decision has been made at this point.

Q.6 If the bidding individual lives close enough to the teaching venue in Falls Church and doesn't plan to drive to the classroom, are all of the automobile insurance requirements applicable?

A.6 If the work to be provided does not include automobile usage, that clause may be waived in a resultant contract.

II. RFP MODIFICATIONS:

- See Attachment A for the revised Cover Sheet to be completed and returned with your proposal.
- See Attachment B for the Revised Proposal Submittal Guidelines.
- All references to delivery of hard copy proposals in the RFP are hereby deleted.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED AND IN FULL FORCE & EFFECT.

Contractor must take due notice and be governed accordingly. This Addendum is considered a part of the above referenced solicitation.

Acknowledged by:

Name of Firm/Offeror

Authorized Signature

Date



Attachment A Revised Cover Sheet

REQUEST FOR PROPOSAL (RFP)

April 8, 2020

RFP NUMBER: 1019-16-HC ADDENDUM 3

RFP SUBJECT: HOBBY CLASSES

EMAIL PROPOSALS

TO BE SUBMITTED ONLY TO:

James Wise, Purchasing Agent City of Falls Church
jwise@fallschurchva.gov; (703) 248-5007

With Copy to: fsmith@fallschurchva.gov

PROPOSAL DUE DATE AND TIME: OPEN THROUGH NOVEMBER 30, 2021 at 1:00 PM.

Prevailing Local time (Purchasing Office Clock)

Proposals are to be presented for time and date validation **ONLY to email addresses listed above.**

All inquiries and questions should be made in writing and forwarded to Jim Wise, Purchasing Agent, via email to jwise@fallschurchva.gov with copy to fsmith@fallschurchva.gov.

THIS PAGE AND ALL REQUIRED FORMS MUST BE COMPLETED, SIGNED, AND RETURNED WITH PROPOSAL

In compliance with this Request For Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Please type or legibly print all information.

LEGAL NAME & ADDRESS OF FIRM:

_____ By: _____
Company's Legal Name Authorized Representative - Signature in Ink

_____ Name: _____
Street Address (not PO Box)

_____ Title: _____

_____ Zip: _____ Date _____

Phone: _____ Email: _____

FAX: _____ VA SCC Business Registration # _____
See Section V "Proof of Authority to Transact Business In VA"

Does the proposal package contain priority/confidential information?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
If yes, is it appropriately marked?	<input type="checkbox"/> NO	<input type="checkbox"/> YES

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability or that this document be made available in an alternate format, call 703 248-5007, (TTY 711). The City of Falls Church does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any Bidder or Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment. .

Attachment B – Revised Proposal Submittal Guidelines

Attachment B, Section A is hereby modified to read as follows:

A. GENERAL REQUIREMENTS

1. Offerors shall submit proposals consisting of secure/protected PDF files containing an original signed copy with all attachments, to be delivered to Jim Wise, Purchasing Agent, City of Falls Church, at jwise@fallschurchva.gov with a copy to fsmith@fallschurchva.gov.
2. The PDF files must include the RFP number, RFP Title, Offeror's name and proposal date and any attachment names/number. **DO NOT include a copy all the pages of this RFQ and Attachments in your proposal package. See the Proposal Checklist for clarification.**

If the proposal contains proprietary or confidential information, the Offeror shall also submit a separate clearly labeled, redacted and secure PDF copy of the proposal. **Classification of an entire proposal document as proprietary or trade secret is NOT ACCEPTABLE and may result in REJECTION of the proposal**

3. The PDF documents shall be formatted for 8 ½" x 11" pages, (1.5 spaced preferred), with type no smaller than 11 point Arial or equivalent font size.
4. In preparing proposals, Offerors should consider the details included in the *Scope of Work & Requirements* (Attachment A) and in the *Criteria for Proposal Evaluation* (Section II of this document). Proposals should provide complete, straightforward, clear responses to this RFP.
5. Proposals must be signed by an authorized representative of the Offeror. The Offeror's signature on the RFP cover page certifies that:
 - (a) The proposal, as submitted, complies with all provisions, requirements terms and conditions and instruction as set forth in this RFP unless otherwise detailed in the "Exceptions" (Section II.F below) section of the proposal.
 - (b) In the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 et seq.) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.
 - (c) The Offeror submitting the proposal, if required, is registered to do business in the Commonwealth of Virginia and currently holds all required and applicable licenses and/or permits.
6. The City reserves the right to accept or reject all or any part of proposals, waive minor technicalities/informalities and award the contract to the most qualified and best suited Offeror(s) to best serve the interests of the City.
7. Failure to submit all information requested may result in the City Purchasing Agent requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the City at its discretion.
8. The City will not consider information other than the materials provided in a duly submitted proposal and/or subsequent interviews for proposal evaluation purposes.