



County of Fairfax, Virginia

ADDENDUM

DATE: November 14, 2014

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP 2000001342
TITLE: Innovative Solutions, Applications, Products and Services
DUE DATE/TIME: December 3, 2014 @ 2:00 PM

The referenced request for proposal is amended as follows:

1. The last date we will receive questions regarding this RFP will be November 21, 2014 by 2:00 PM EST.
2. All questions received to date are answered in the attached.

All other terms and conditions remain unchanged.

Kristy D. Varda, 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 TECHNICAL PROPOSAL OR RETURNED PRIOR TO DUE DATE/TIME.

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 Purchasing & Supply Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013

Website: www.fairfaxcounty.gov/dpsm

QUESTIONS AND ANSWERS

- Q1. How does this RFP response merge with state and local purchasing requirements?
A1. **All U.S. Communities contracts are solicited by a Lead Public Agency (in this instance, Fairfax County) in accordance with their government purchasing rules and regulations. Each solicitation contains language that advises all suppliers that the contract may be used by other government agencies throughout the United States. This language is based on the lead jurisdiction "Joint Powers Authority" or "Cooperative Procurement Authority". Although each government purchasing organization may have different purchasing procedures to follow, applying these competitive principles satisfies the competitive solicitation requirements of most state and local government agencies.**
- Q2. How does this response address state "Most favored nation" clauses?
A2. **Reference Exhibit B of the Administration Agreement, Supplier is required to offer its lowest available pricing (net to purchaser) on Products and Services it offers to Public Agencies through any ensuing Master Agreement.**
- Q3. How does this contract integrate with state "cooperative" contracts like the "Costars" state contract in Pennsylvania?
A3. **Costars is a separate cooperative led by the Commonwealth of Pennsylvania.**
- Q4. Beside the «Program Requirements» listed in section 5, is there any other criteria considered for offerors selection?
A4. **Please refer to paragraph 16.6 of the RFP for evaluation criteria.**
- Q5. Is it open to Canadian companies? If yes, is there different scoring criteria for non-USA companies?
A5. **This RFP is open to companies from any country and the scoring criteria are the same for all Offerors.**
- Q6. At section 5.9, «Solutions, applications products and services should have been recognized as successful innovation by national organization, institute of higher education or other organization.» Is there specific criteria to considered for success recognition?
A6. **No, there are no specific criteria.**
- Q7. Will there be an opportunity to qualify as a provider on this contract within the next 12 to 24 months or will we need to wait until after the 3rd anniversary? 6th anniversary?
A7. **It is the County's intention to re-open this solicitation at some point in the future but the timing of when it will be re-opened is unknown at this time.**
- Q8. For vendors with proposals that qualify based on their responses to this RFP will there be an opportunity to add new products and services within the next 12 -24 months or are our offerings locked in potentially for the 6 year maximum?
A8. **Offerors will have the opportunity to propose new products and services when the solicitation is re-opened.**
- Q9. Will you consider products and services that have not been offered for 12 months, however do fulfill the references requirement?
A9. **Offerors may propose products and services that do not meet one or more criteria of the Program Requirements in paragraph 5 of the Special Provisions. Not meeting one or more criteria will be reflected in the Offeror's score for this portion of the evaluation.**

Q10. The RFP mentions that over \$2.0 Billion in products and services are procured annually under this alliance. Is there data available that would give insight into the average dollar value per procurement? Possibly a high/low dollar range?

A10. **The average dollar value per procurement is unknown. Participating Public Agencies may purchase anywhere from \$0 to millions of dollars in a single procurement.**

Q11. Would Fairfax County entertain a 30 day extension on the due date? If not 30 days, what would you consider?

A11. **The due date remains as December 3, 2014, at 2:00 P.M.**

Q12. Page 4 / Special Provisions/ item 1.2:

The County will be receiving proposals throughout the contract period and will be making multiple contract awards.

- *Will multiple contract awards be made for the same set of services?*

A12. **The County anticipates multiple awards based on the scope of the RFP but it is unlikely that multiple awards would be made for the same set of services.**

Q13. Page 8/ Special Provisions / item 7.1:

The offeror must submit a cost proposal in a separate binder fully supported by cost and pricing data adequate to establish the reasonableness of the proposed fee.

- *Please provide examples of pricing data needed to establish reasonableness of the fee*

A13. **Examples include, but are not limited to, published manufacturer price list, published labor rates, benchmark comparison(s) showing cost savings, etc.**

Q14. Page 10, Section 13.5: This section implies that both the Technical and Cost Proposals are to be combined. Please confirm if this is the case, or if they are to be separately bound as indicated in Section 13.1.

A14. **The Technical and Cost Proposals are to be separately bound per paragraph 13.1.**

Q15. Appendix F: Instructions state to sign an unaltered copy of this appendix and return it with the bid. Does the County require contact information and company name to be typed into the appropriate sections, or is that to be completed later upon contract execution? Please confirm.

A15. **Offeror shall complete page 60 of the RFP. Contact information and company name in the various sections leading up to page 60 are not required.**

Q16. Is the County willing to purchase off an existing contract, such as WSCA or GSA in order to obtain better pricing/discounts? If so, which one?

A16. **No, the County is soliciting Proposals from Offerors on behalf of the County and Participating Public Agencies for Offeror's best government pricing to Participating Public Agencies nationwide.**

Q17. If the County is willing to purchase off an existing contract, such as WSCA or GSA, is Appendix F still required even if it conflicts with the terms of those contracts?

A17. **See answer to question Q16.**

Q18. Will the County allow for additional questions after the Addenda from the bidder's conference is released?

A18. **All questions are due by 2:00 P.M, November 21, 2014.**

Q19. Since many innovative solutions, applications, products and services are available on wireless devices, is it Fairfax County's intent to replace existing wireless contracts as part of this RFP?

A19. **No.**

Q20. Do we need to have a current business presence in Virginia or Fairfax County?

A20. **No.**

Q21. If a vendor is not currently registered or does not have a BPOL in VA and Fairfax County, does it preclude them from bidding? Can such registration and license be obtained upon award notification?

A21. **No, however registration and licensing is required before an award can be made.**

Q22. Do we need to be headquartered in VA?

A22. **No.**

Q23. Does this list include all types of Information Technology Services and Products?

A23. **Offerors should propose innovative solutions, applications, products or services which fall in one or more of the categories listed in the Overview Paragraph 3.1 of the RFP.**

Q24. How many vendors will be awarded on this Cooperative Agreement?

A24. **This information is unknown at this time.**

Q25. What is the evaluation method(s) to evaluate the vendors for award?

A25. **See answer to question Q4.**

Q26. Is this list a re-bid or is this a new agreement that has never been in place before?

A26. **This is a new solicitation. There is no existing contract in place.**

Q27. We are certified as a WOSB (Woman Owned Small Business and EDWOSB (Economically Disadvantaged Woman Owned Small Business) is the County seeking vendors with these certifications?

A27. **The County will accept Proposals from all Offerors.**

Q28. How many small vs. large firms are typically awarded on this contract?

A28. **See answer to question Q26.**

Q29. Is VA certification required for minority or woman owned businesses?

A29. **No.**

Q30. Is a Maryland Corporation required to register to conduct business in the Commonwealth prior to the granting of an award for services to the Master Contract led by Fairfax County as the Lead Public Agency? (#66 under General Conditions and Instructions to Bidders)

A30. **See answer to question Q21.**

Q31. Can our online product and payment gateway be proposed as an add-on solution in some way but not as a contracted item like the POS product?

A31. **Offeror may submit a Proposal for its Products or Services, it may partner with another company to submit a Proposal, or it may partner as a subcontractor to a company submitting a Proposal.**

Q32. How does US Communities typically structure revenue share with a financial services product?
A32. **Offeror would pay a monthly administrative fee based on the monies Offeror collects on its transaction(s) with a Participating Public Agency.**

Q33. Are you planning to have multiple awards per category? For example, would you have more than one vendor providing similar services or products?

A33. **See answer to question Q12.**

Q34. Can you explain the invoicing process if awarded the bid? For example, will US Communities send one monthly invoice based on the sales report?

A34. **See Appendix F, Commitments and Roles of Supplier, number 4 for additional information regarding monthly reporting and payment to U.S. Communities.**

Q35. Appendix C - References: Is the total dollar amount meant to mean the total contract amount or the amount of money saved?

A35. **Total dollar amount refers to the total contract amount.**

Q36. Billing: As a SaaS company, we invoice at the date of contract signed and at the date of original contract anniversary for renewal. Will this be a problem?

A36. Generally, Fairfax County will pay the Contractor based upon completion, acceptance, and approval or as negotiated in the final contract. Also a Participating Public Agency may have other specific requirements.

Q37. Additional products: As we add on new products, how would we work with US Communities to account for new products released after the bid is awarded?

A37. **See answer to question Q8.**

Q38. *(General)* Offeror respectfully requests the ability to address questions to the Contract Specialist prior to the proposal solicitation and that the answers to questions would be posted for review by all Offerors.

A38. **See answer to question Q18. All questions and answers are posted per this Addendum.**

Q39. *(Pg. 6, 5.3)* Offeror respectfully requests flexibility to offer solution that are commercially available for less than 12 months and remove the requirement for "currently in operation in at least 3 government entities"

A39. **See answer to question Q9.**

Q40. *(Pg. 6, 5.4)* Please define methodology for demonstrating scalability.

A40. **It is up to the Offeror to define its methodology for demonstrating scalability.**

Q41. *(Pg. 6, 5.5)* Please define methodology for demonstrating a proven return on investment.

A41. **It is up to the Offeror to define its methodology for demonstrating a proven return on investment.**

Q42. *(Pg. 7, Item Tab 4, Offeror Methodology & Information)* Does this information include subcontractors/solution providers the offeror may use? Is this applicable to just the primary Offeror?

A42. **The Offeror who provides a Proposal response is required to provide this information.**

Q43. *(Pg. 7, Item Tab 5, Offeror Qualifications)* Does this information include subcontractors/solution providers the offeror may use? Is this applicable to just the primary Offeror?

A43. **See answer to question Q42.**

Q44. *(Pg. 14, 21.1)* Offeror respectfully requests that the County modify the language to include "subject to mutual agreement of changes".

A44. **Offeror may request a modification in its Proposal response. Any request may be accepted, denied or negotiated.**

Q45. *(Pg. 15, 23.1)* Please clarify that Fairfax County Purchasing Agent will only have access to work being performed upon consent by the using agency. Further, that the "using agency" will only have access to the work being performed on their behalf.

A45. **That is correct.**

Q46. *(Pg. 45, Supplier Information)* Does the supplier information apply to just the Offerer or its subcontractors also?

A46. **See answer to question Q42.**

Q47. *(Supplier Qualifications)* Segment information is proprietary and not publicly reported. Offeror respectfully requests that the County remove Segment requirements.

A47. **Denied. Proposer shall follow instructions in paragraph 10 regarding Trade Secrets and Proprietary information. All Trade Secret and Proprietary information should be identified and marked in accordance with the Virginia Freedom of Information Act (VFOIA). Please do not mark your entire proposal as proprietary, only the sections that are applicable.**

Q48. *(Exhibit D)* Please define Supplier categories.

A48. **There is no Exhibit D. There is an Appendix D. If you are referring to Supplier Qualifications and Supplier Information, Company, numbers 3-5, Supplier Annual Sales Segments, they are defined as follows:**

- a. **Cities – Cities, towns, villages, municipalities, etc.;**
- b. **Counties – A political and administrative division of a state, providing certain local government services;**
- c. **K-12 (Public/Private) – Publicly and privately supported school grades prior to college, from kindergarten through twelfth grade as well as technical and vocational schools;**
- d. **Higher Education – Publicly and privately supported education institutions beyond high school, such as a community colleges, colleges and universities;**
- e. **States – The 50 states of the United States;**
- f. **Other Public Sector and Nonprofits – Other public sector includes special districts and any other form of local or state government not defined as a city, county, K-12, higher education or state. Special districts are a form of local government created by a local community to meet a specific need, such as sewage, water, fire protection, etc. Nonprofits are any nonprofit entity providing public benefit, such as YMCA, churches, hospitals, etc.;**
- g. **Federal – The United States federal government; and**
- h. **Private Sector – Any sales in the United States outside of the above categories.**

- Q49. *(Invoicing of 3rd Party Services)* Could invoices for 3rd party services sold by a contract holder be sent directly to a government end user or would the contractor be required to invoice all services (direct and 3rd party) on a single invoice to a government customer?
- A49. **No, all invoices need to come from the contracted vendor.**
- Q50. Please provide additional detail and scope regarding the responsibility and role that a selected offeror will have in marketing the Master Agreement and the offeror's services to eligible public agencies and political subdivisions.
- A50. **Please refer to Appendix D, Supplier Qualifications and Supplier Information, Commitments, of the RFP for additional details. It is up to the Offeror to sell its products and services to Participating Public Agencies.**
- Q51. Please provide additional information as to who will be on the Selection Advisory Committee and who their employers are.
- A51. **The specific make-up of the Selection Advisory Committee will not be disclosed prior to award of the contract.**
- Q52. Please provide guidance as to limits of services and products that can be listed in an offeror's proposal. Guidance under 3.1 implies that any service or product that offers a "solution" to government or educational district or agency need is allowed.
- A52. **All proposed Products and Services must be transformative innovations that provide new and better ways of operating and delivering public services and programs.**
- Q53. As a follow-up to the previous question, how will the Selection Advisory Committee consider the numerous "solutions" that will be presented by the many offerors and decide which are desirable under the Master Agreements, and how will they compare pricing/costs between offerors who may have similar but not the same solution to a need.
- A53. **See answer to question Q4.**
- Q54. Should an offeror develop its proposal with Fairfax County as its central focus as the customer?
- A54. **Offeror should develop its Proposal to address Fairfax County and the 90,000+ public agencies nationwide.**
- Q55. As a follow-up to the previous question, if Fairfax County should not be the central focus as the customer in the proposal, should the universe of U.S.-located and eligible public agencies and political subdivisions be the central focus as the "customer."
- A55. **See answer to question Q54.**
- Q56. If an offeror chooses not to use subcontractors in its proposal, can we utilize subcontractors at a later date when we have executed a Master Agreement and are evaluating opportunities with an eligible public agency?
- A56. **The use of subcontractors is a business decision. Fairfax County asks that you notify us using the form in the RFP should you choose to use a subcontractor at any point during the term of the contract.**

- Q57. Can eligible public agencies who choose to make use of the contracting vehicle add additional terms and conditions to the existing Master Agreement terms and conditions that would apply to the supplier?
- A57. **It is up to the Offeror to ask the Participating Public Agency if there are additional terms or requirements. The Master Intergovernmental Cooperative Purchasing Agreement (MICPA), Appendix E of the RFP, permits a Participating Public Agency and Offeror to agree upon certain different or alternative terms and conditions. Each Offeror has discretion as to whether such terms and conditions are acceptable.**
- Q58. With the amount of information required to develop a thorough response, would Fairfax County consider extending the due date to December 19th and extend the question and answer period to November 21st?
- A58. **See answer to question Q11.**
- Q59. Special Provisions – Subcontracting section 28.1
Can Fairfax County clarify that any small, minority-owned and women –owned businesses that are recognized by a State Department of Minority Business will qualify as minority participation? Or is there another jurisdiction used to identify qualified minority entities?
- A59. **Please refer to Appendix B, Business Classification, on page 34 of the RFP for business classification definitions.**
- Q60. Can you elaborate on what is meant by national awards or recognition?
- A60. **County is looking for innovations that are recognized by a national organization. Examples can be found on the U.S. Communities website at www.uscommunities.org/innovation-exchange.**
- Q61. If we propose multiple solutions, do we need to provide references for each?
- A61. **Yes, for each solution offered Offeror must provide three or more references.**