



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

May 13, 2010

### **ADDENDUM NO. 3 TO ALL VENDORS:**

Reference Request for Proposals:	BEN-10-057
Title:	Employment Advancement for TANF Participants
Proposals Due:	June 1, 2010
Pre-Proposal Conference:	May 11, 2010

The above hereby changed to read:

### **See Attached Changes to RFP and Questions and Answers**

**Note:** A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal must be signed.

Very truly yours,

Sharon Vaughan, Contract Officer  
(804) 726-7185

\_\_\_\_\_  
Name of Firm/Organization/Agency

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

## Changes to RFP # BEN-10-057

1. Reference Section VII, Optional Pre-Proposal Conference: *Change* the fourth (4<sup>th</sup>) sentence to read, “After the pre-proposal conference, however, all additional questions must be submitted in writing to A. Faye Palmer at [faye.palmer@dss.virginia.gov](mailto:faye.palmer@dss.virginia.gov) or at the address listed on the first page of this solicitation, for receipt within five (5) *working days prior to the due date of proposals.*”

*Explanation:* This change to the Pre-Proposal Conference section makes the number of days reflected in this section consistent with the number of days stipulated in Section VIII, General Terms and Conditions, Subsection I.

## Questions and Answers - RFP # BEN-10-057

1. Q. Reference Section III, Statement of Needs, Subsection 3.8, Expected Outcomes: Is it a requirement to report on all the outcome measures listed?

**A: No. You should only report on those that apply to your project.**

2. Q. Reference Section III, Statement of Needs, Subsection 3.9, Community Partnerships, 3.9.2, Documentation of Partnerships, and Attachment 1, Checklist for Proposal: The RFP indicates proposers are to submit copies of their interagency agreements or other comparable documents to demonstrate partnerships. Some agreements/contracts are quite lengthy and make up many pages. Sending a copy of each agreement/contract in each original proposal and proposal copy will result in a lot of paper. Can proposers send in one set as allowed for exhibits [Section IV, Proposal Preparation and Submission Requirements, B, Specific Proposal Instructions, 4, Optional, page 14 of the RFP]?

**A. Yes. Proposers may elect to submit partnership agreements/contracts in one set as allowed for exhibits. All exhibits will be available to the evaluation panel members.**

3. Q. Reference Section III, Statement of Needs, Subsection 3.10, Funds: Is it allowable to pay court fines?

**A: The decision has been made not to allow the payment of any type of fines.**

4. Q. Reference Section IV, Proposal Preparation and Submission Requirements, A, General Instructions, 1, RFP Response: Is it necessary to have three letters with original signatures for each letter of support submitted?

**A: Only one letter of support with original signature is required. The referenced section refers to page one of the RFP and addenda.**

5. Q. Reference Section VII, Optional Pre-Proposal Conference: This section states that questions must be submitted in writing to [faye.palmer@dss.virginia.gov](mailto:faye.palmer@dss.virginia.gov) for receipt within five (5) calendar days prior to submitting proposals. Monday, May 31, 2010, is a holiday. Please clarify the last date for submission of questions.

**A. Also see Changes to RFP. Submit questions prior to 5:00 P.M. on May 21, 2010. The Virginia Department of Social Services (VDSS) is closed on Friday, May 28, 2010, and on Monday, May 31, 2010 (as are all state agencies - for a furlough day and a holiday). Proposers need to consider these dates when mailing or delivering proposals. No one will be available at VDSS to accept proposals or to sign for overnight or special delivery packages May 28 through May 31, 2010. In addition, security staff at WyteStone Plaza will not accept VDSS mail/packages. It is the proposer's responsibility to ensure their proposal is received by appropriate VDSS staff by the proposal due date and time – Tuesday, June 1, 2010, 5:00 P.M. Late proposals will not be accepted for any reason.**

6. Q: Reference Attachment 1, Checklist for Proposal: Is it required to have the General Terms and Conditions included in the package?

**A: No. Refer to Addendum 1, Change 1 and Question 1, where these items were removed.**

7. Q. Reference General: If an existing project is again funded under a new contract, may participants be carried over?

**A: Yes. If participants are still engaged in the project, they should be added to the planned numbers. It is expected that this will be an estimate, as the proposal is due several months before the end of current projects.**