



Loudoun County, Virginia

Department of Management and Financial Services  
Division of Procurement  
1 Harrison Street, SE, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175

October 30, 2015

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 300

The following changes and/or additions shall be made to the original Request for Proposal RFQ 246 for the Specialized Programs and Camp Instructors. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Attached are the questions and answers received in response to the solicitation and from the Pre-Proposal Conference that was held on Friday, October 23, 2015.

Prepared By: s/ Diane C. Smith Date: October 30, 2015

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

## QUESTIONS AND ANSWERS

Q1. Does the County allow offerors to submit electronic responses for this solicitation?

**A1. The County will not accept any forms of electronic responses for this solicitation. All responses must be in paper form.**

Q2. Does a vendor currently under contract QQ-01769 with the County still need to apply?

**A2. Since all of the contracts currently under RFP QQ-01769 will expire on June 30, 2016, the current contractors with the County will need to apply to this solicitation.**

Q3. How are vendors better able to promote their camps and programs and gain visibility to ensure maximum visibility?

**A3. The offerors are required to contact their PRCS contact on how best to promote their camps. If the offeror has specific methods of promotion they are interested in pursuing, they must obtain approval of the Contract Administrator or their designated individual. The offeror would consult with that contact to ensure compliance with PRCS policies and procedures.**

Q4. Are the logos associated with the County Parks, Recreation and Community Services required to be contained on any flyers?

**A4. Yes, the logos associated with the County Parks, Recreation and Community Services are required to be contained on any flyers distributed for camps and specialized programs under this Contract.**