



Loudoun County, Virginia

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Department of Finance and Procurement  
Division of Procurement  
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Leesburg, Virginia 20175  
[www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)

April 5, 2019

NOTICE TO OFFERORS

ADDENDUM NO. 2

RFQ 74773

The following changes and/or additions shall be made to the original Request for Proposal No. **RFQ 74773, Commercial Property Assessed Clean Energy Program Administrator**. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Questions and answers regarding the RFP are attached.

Prepared By: s/Cheryl L. Middleton, CPPB Date: 4/5/2019  
Purchasing Agent

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

## Questions and Answers

- Q1. Section 5.1 of the RFP references the program guidelines. Does the County have specific requirements for the guidelines? Additionally, is the Program Guide required to be submitted with the proposal?
- A. The program guidelines must be in line with the ordinance. Other than that, the County is flexible in how the guidelines are developed. Further, only a sample guide is required to be submitted with your proposal. The actual guide for the County's program will be required after contract award.
- Q2. Section 4.0 requires financial documents to be submitted in response to the Minimum Qualifications. For a new entity, what can be submitted as acceptable? Additionally, can this information be protected under the Freedom of Information Act?
- A. A balance sheet and income statement would be acceptable. The offeror's financial statements that are confidential and not otherwise publically available and that could harm the offeror if disclosed, may be considered proprietary information if appropriately designated as such pursuant to Virginia Code §§ 2.2-3705.6 and 2.2-4342(F).
- Q3. Does Section 6.4 apply to all firms or only those firms located in Loudoun County?
- A. That section only applies to firms located in Loudoun County.
- Q4. Some of the marketing materials that my firm wants to submit are not easy to print. Is there another way that this information can be submitted?
- A. Oversized marketing material can be submitted with your original proposal either on a flash drive or via a link within your proposal.
- Q5. Please confirm whether the website mentioned in Section 5.2.2 will be hosted by the County or the awarded firm? Additionally, what level of involvement will County staff have in reviewing content of the website?
- A. It is the County's intent that the awarded firm will host a website for the County's program. The County will link that website from a County website. The awarded firm will have to work closely with the Contract Administrator and Public Affairs staff in terms of website content and messaging to ensure that any information provided on the firm's website is consistent with the County's program and communication requirements.
- Q6. Please clarify the last sentence in Section 8.2.2. Does this refer to the person actually servicing the loan or actually closing a successful loan process?
- A. This language is intended to request information concerning the number of successful CPACE loans the person has facilitated.
- Q7. Section 8.3 discusses the pricing proposal in terms of base fee as well as a la carte fees. The RFP requires a breakdown to be submitted. Please explain what the County is looking for?

A. The breakdown should illustrate that your firm's fee structure includes all necessary items to fully fund the administration of the proposed program.

Q8. Section 8.3.3: Is the example fee based upon \$25,000 or \$25,000,000?

A. The sample fee should be based upon \$25,000,000.