



Loudoun County, Virginia

www.loudoun.gov

Department of Finance and Procurement

Division of Procurement

P.O. Box 7000, Leesburg, Virginia 20177

Physical Address: 1 Harrison Street, S.E., 4th Floor, Leesburg, Virginia 20175

September 5, 2019

NOTICE TO OFFERORS

ADDENDUM NO. 3

RFQ 99780

The following changes and/or additions shall be made to the original Request for Proposal (RFP) for Agenda Management System, RFQ 99780. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Please note the Acceptance Date has been changed to prior to 4:00 p.m., September 23, 2019 "Atomic" Time.
2. Section 5.8 of the RFP has been deleted in its entirety.
3. Section 5.12 of the RFP has been deleted in its entirety and replaced with the following:

5.12 System Warranty and Ongoing Maintenance Support

- A. The Contractor shall provide a fixed cost for maintenance fees for years one (1) through five (5) as provided in the pricing proposal herein. In addition, the Contractor shall provide a fixed percentage for increases, but in no case shall any increase in any given year exceed ten (10) percent from the previous year's maintenance fees.
 - B. It is required that any selected Contractor maintain compliance with all State and Federal mandates, updates, and modifications related to the New System as part of the support they provide.
4. Section 10.0 of the RFP has been deleted in its entirety and replaced with the attached Proposal Submission Forms – Revised.
 5. Attached are the questions and answers received in response to the solicitation.

Prepared By: s/ Diane C. Smith Date: September 5, 2019

Acknowledged By: _____ Date: _____

QUESTIONS AND ANSWERS

Q1. In Section 5.8 of the RFP, the County is requesting that the successful Contractor agree to deposit source code escrow with an agreed upon Escrow Agent. If this product is not currently in escrow with a firm and there are no plans to move in this direction, is there a possibility that this requirement can be waived?

A1. The County will waive this requirement – see Page 1 of this Addendum.

Q2. In Section 5.12 of the RFP and page 38, the County is requesting “the first (1st) year of maintenance will be deemed “System Warranty” and shall be provided at no charge to the County.” If this is not an option for any of a firm’s existing products/services, is there a possibility that this requirement can be waived?

A2. The County will waive this requirement – see Page 1 of this Addendum.



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10.0 PROPOSAL SUBMISSION FORMS - REVISED AGENDA MANAGEMENT SYSTEM

THE FIRM OF: _____

Address: _____

FEIN _____

Hereby agree to provide the requested services as defined in Request for Proposal No. RFQ 99780 for the price as stated in the price proposal.

PRICING INFORMATION

Total Cost of System:	\$ _____
Year 1 Maintenance	\$ _____
Year 2 Maintenance	\$ _____
Year 3 Maintenance	\$ _____
Year 4 Maintenance	\$ _____
Year 5 Maintenance	\$ _____

- A. Return the following with your proposal. If offeror fails to provide with their proposal, items shall be provided within twenty-four (24) hours of proposal opening.

ITEM:	INCLUDED: (X)
1. W-9 Form:	_____
2. Certificate of Insurance:	_____

3. Addenda, if any (Informality): _____

B. Failure to provide the following items with your proposal shall be cause for rejection of proposal as non-responsive and/or non-responsible. It is the responsibility of the offeror to ensure that it has received all addenda and to include signed copies with their proposal (9. 2).

ITEM:	INCLUDED: (X)
1. Addenda, if any:	_____
2. Payment Terms:	_____ net 30 or _____ Other
3. Proof of Authority to Transact Business in Virginia Form:	_____
4. Minimum Qualification Documentation (4.0)	_____
5. References (County Form):	_____
6. Proposal Submission Format (8.0):	_____
7. Exhibit A – System Requirements:	_____

Person to contact regarding this proposal: _____

Title: _____ Phone: _____ Fax: _____

E-mail: _____

Name of person authorized to bind the Firm (9.8): _____

Signature: _____ Date: _____

By signing and submitting a proposal, your firm acknowledges and agrees that it has read and understands the RFP documents.