



Loudoun County, Virginia

www.loudoun.gov/procurement

Department of Finance and Budget

Division of Procurement

P.O. Box 7000, Leesburg, VA 20177

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

November 22, 2019

Pre-Proposal Meeting Agenda

RFQ 136783 – Request for Proposal (RFP) for Core Healthcare Services

1. **Introduction:**
 - a. Introduce County Staff
 - b. Review key contracting issues – Process change
 - c. Description of requirements – Section 8.0 Proposal Submission Format
 - d. Q & A session
2. **Communications with County:** **All communications** go through the assigned Procurement Team member until the contract is awarded.
3. **Review Key Dates:** (Acceptance date is: **December 17, 2019**)
 - a. Emphasize that late proposals/bids will not be accepted, last day for questions
 - b. The County utilizes: Atomic Time
 - c. Public Opening
4. **Addendums or Question & Answers:** Review the use of addendums to answer questions, where they can be found and that they must be included in proposal submission. Last date for questions to be accepted by **12:00pm, December 3, 2019**.
5. **Contracting Process (RFP):**
 - a. **Contract Award Schedule:**

Issue:	November 12, 2019
Pre-Proposal Meeting:	November 22, 2019 at 1:00 p.m.
Questions Deadline:	December 3, 2019 at 12:00 p.m.
Proposals Due:	December 17, 2019
Contract Award:	April 2020
Effective Date:	July 1, 2020
Kick-Off Meeting:	Prior to the Effective Date
 - b. **Proposal Submissions:**
 - 1) Minimum Qualifications: RFP Section 4.0
 - 2) Review proposal submission requirements form: RFP (Pricing Page), Pages, have handout, review requirements
6. **State Corporate Commission Registration**
7. **Services Summary:** Department End User.