



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 25, 2019

Pre-Proposal Meeting Agenda

RFQ 136782 – Request for Proposal (RFP) for Core Domestic Violence 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. (*emphasize*)

3. **Review Key Dates:** (Acceptance date is: **December 20, 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 15, 2019
Pre-Proposal Meeting:	November 25, 2019 at 9:00 a.m.
Questions Deadline:	December 5, 2019 at 12:00 p.m.
Proposals Due:	December 20, 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.