

**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT**

**ADDENDUM NO. 1**

Arlington County RFP No. 21-HRD-RFP-479 for Countywide Training, General Training, Diversity/Equity Training, Computer Training, Virtual Training, Webinars, Executive Coaching and Organizational Development Services is amended as follows:

- **PROPOSAL DUE DATE IS EXTENDED TO APRIL 9, 2021 AT 2:00 P.M.**
  
- **AMEND SECTION II. INFORMATION FOR OFFERORS AS FOLLOWS:**
  - 8. FINANCIAL STATEMENT: **DELETE** (pg6)**
  
  - 13. EXCEPTIONS TO TERMS AND CONDITIONS **AMEND TO READ AS FOLLOWS:** (pg7)**  
The Offeror may not take exceptions to any provisions of the Contract Terms and Conditions (“Contract”) that are attached to this solicitation. All selected Offerors will be required to sign the Contract as-is as a condition of award.
  
  - 14. INSURANCE REQUIREMENTS **AMEND TO READ AS FOLLOWS:** (pg.7)**  
Each Offeror must be able to demonstrate proof of the specific coverage requirements and limits applicable to this solicitation.
  
- **AMEND SECTION V. PROPOSAL REQUIREMENTS; 7. PROPOSAL SUBMITTAL ELEMENTS; MANDATORY REQUIREMENTS; 3. STATEMENT OF QUALIFICATIONS (50 POINTS); b. Financial Stability (pg:23)**

**DELETE: b. Financial Stability**  
Offers are not required to submit annual reports or certified opinions of your company’s independent auditor.

**AMEND SECTION V. PROPOSAL REQUIREMENTS; 7. PROPOSAL SUBMITTAL ELEMENTS; 4. SPECIFIC COURSE, COACHING, ORGANIZATIONAL DEVELOPMENT INTERVENTION INFORMATION, EQUALITY, AND E-LEARNING DEVELOPMENT (45 POINTS); d. (pg.24**

**AMEND TO READ:**

  - d. Offerors must also provide the following:
    - 1. Name of certification program, and
    - 2. Type of certification (e.g., ICF, ACC, PCC, MCC)

- **SECTION VI AGREEMENT TERMS AND CONDITIONS:**

**AMEND AUDIT TO READ AS FOLLOWS:** (pg.34):

**33. AUDIT**

The Contractor must retain all books, records and other documents related to this Contract for at least five years after the final payment and must allow the County or its authorized agents to examine the documents during this period and during the Contract Term. The Contractor must provide any requested documents to the County for examination within 15 days of the request, at the Contractor's expense. Should the County's examination reveal any overcharging by the Contractor, the Contractor must, within 30 days of County's request, reimburse the County for the overcharges and for the reasonable costs of the County's examination, including, but not limited to, the services of external audit firm and attorney's fees; or the County may deduct the overcharges and examination costs from any amount that the County owes to the Contractor. If the Contractor wishes to destroy or dispose of any records related to this Contract (including confidential records to which the County does not have ready access) within five years after the final payment, the Contractor must give the County at least 30 days' notice and must not dispose of the documents if the County objects.

**52. ADA COMPLIANCE DELETE (pg.**

- **REPLACE ATTACHMENT B – COST PROPOSAL FORM WITH REVISED ATTACHMENT B (ATTACHED).**
- ***THE COUNTY HAS RECEIVED THE FOLLOWING QUESTIONS IN RESPONSE TO THIS RFP. QUESTIONS AND RESPONSES ARE INCLUDED BELOW.***
  1. Question: You are requesting an annual report and certified opinions of independent auditors. What if the company does not publish an annual report or have audit reports? For the financial records required, do you need these for all of the subcontractors just the primary responder?  
**Response: Section II No.8 FINANCIAL STATEMENT. Is removed from the solicitation in this addendum see above.**
  2. Question: Will the County consider Coaches with an ICF ACC credential?  
**Response: No, ICF PCC or MCC only**
  3. Question: Are there specific eLearning authoring tools that are approved and/or required for development? Can any authoring tool be used if it will publish to the required SCORM format and incorporate needed engagement/interactivity?  
**Response: No requirement for the authoring tool. Any development tool that will publish to SCORM format is acceptable.**
  4. Question: Will eLearning courses require assessment tests or knowledge checks? Will the eLearning developer be responsible for designing assessment tests or knowledge checks as well as developing them in the authoring tool?  
**Response: We generally incorporate knowledge checks into our e-learning but not tests. The County subject matter expert will provide the knowledge checks and the vendor will prepare them in the authoring tool.**

5. Question: Will courses included in the eLearning Custom Development category require instructional design and development or only development in an authoring tool?  
**Response: The e-learning development will require instructional design as well as development.**
6. Question: For eLearning courses, will content be provided, or will the provider be required to source or recommend content aligned with the topic?  
**Response: If the topic is Arlington County specific, the county will provide a subject matter expert for the content. If the topic is of a more general nature, the vendor may be required to provide or suggest content.**
7. Question: Page 44 requests that vendors have the proposal form notarized. Are vendors still expected to adhere to the notary requirement in light of the current pandemic and organizational work from home orders?  
**Response: The Proposal Form will require a Notary.**
8. Question: If there is an incumbent, please provide the percentage of work that has been performed in each of the technical areas (i.e., training, OD, coaching, etc.)?  
**Response: The County is unable to provide the percentage of work assigned for 24 different Contractors for the categories at this time.**
9. Question: Will the County consider Organizational Development (OD) Services, inclusive of strategic planning, workforce planning, process improvement, change management, facilitation, and organizational or program assessments? Is there an incumbent for this work? If there is an incumbent for this work, please provide the name of the company? If there is an incumbent, please provide the percentage of work that has been performed in each of the technical areas (i.e., training, OD, coaching, etc.)?  
**Response: The County is unable to provide the percentage of work assigned for 24 different Contractors for the categories at this time.**
10. Question: Coaching Certification: Is an ACC level certified coach acceptable to Arlington county?  
**Response: No, PCC or MCC.**
11. Question: Three (3) references are requested for the proposal. If we are submitting a proposal on multiple capability areas, are additional references desired or required?  
**Response: Please provide 3 references for each category for which you are submitting. References can be used for multiple categories**
12. Question: If one (1) offeror meets and qualifies all categories/services per attachment A, would the County consider awarding to one offeror or award multiple offerors?  
**Response: There will be multiple awards.**
13. Question: When do you expect to award?  
**Response: The timeline for award will be dependent upon the number of proposals received.**
14. Question: Which Learning Management System (LMS) county's is currently using?  
**Response: Oracle Taleo Learn.**
15. Question: Page 23: 2.c says all coaches must be ICF certified. Page 24 4d. offers the possibility of indicating "no formal certification". Please clarify if experience, MSW, and 4c's coaching scenario is sufficient?

**Response: Page 24 4d Is amended in this Addendum (see above) be edited to remove the “no formal certificate” language and the reference to ACC. ICF PCC or MCC is required**

16. Question: County Agreement Requirement: My business is registered in Fairfax County and not in Arlington. Do we need to register in Arlington as well? Also, how about our subcontractors? If also Arlington, what us the process for registering in the Arlington?

**Response: All Contractors and Subcontractors are required to be authorized to transact business in the Commonwealth of Virginia. For further information to registering, refer to the Commonwealth of Virginia State Corporation Commission website at: [www.scc.virginia.gov](http://www.scc.virginia.gov) (pg.7).**

17. Question: Do we have to have an SCC number to submit a proposal?

**Response: Yes, any Offeror organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership must be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law. Failure of an Offeror to provide such documentation will be a ground for rejection of the proposal or cancellation of any award.**

18. Question: Section 18. RIDER CLAUSE: Does this clause allow other county offices (around the US?) to utilize this contract vehicle to access our services at our proposed in rates?

**Response: The County extends the resultant contract(s), including pricing, terms, and conditions, to all public entities under the jurisdiction of the United States of America and its territories (pg8).**

19. Question: Does Arlington County have preferred Platform for Virtual Training?

**Response: We do not have a preferred platform.**

20. Question: Does Arlington County provide evaluation forms for instructor led classes or is the contractor responsible for that?

**Response: The County will provide evaluation forms.**

21. Question: Is it a preference that instructors be within driving distance or is there a travel budget allotted for those not from the area?

**Response: There is no provision for reimbursable expenses in the Agreement (pg.27).**

22. Question: Can the government clarify what is meant by electronic dividers with tabs which is required for submittal? We assume the government means insert a section divider with a tab that is accessible through the Table of Contents?

**Response: Correct, the County is requesting a Table of Contents with Section dividers.**

23. Question: Will the County waive the audit requirement for small businesses? The RFP makes 3 references to audited financial statements: 1) Page 6, paragraph 8 has provisions for what to submit if the County requests audited financial statements and they are not available

**Response: Yes. The audit requirement was removed in this addendum (see above).**

24. Question: The proposal instructions on page 23, paragraph 3.b. states that proposals must “include a copy of the company’s three most recent annual reports, including the certified opinions of the company’s independent auditors.” 3) In the draft contract on page 34, paragraph 33 requires that financial statements be audited. In the bidders’ conference it was stated that the requirement was that the County “may” request audited financial statements. However, the language in the draft contract on page 34 of the RFP uses “must” as follows: “The Contractor must provide to the County the complete findings and all components of an independent

certified public accountant's audit of its finances and program operation within two months after the close of Contractor's fiscal year." Does the language about alternatives on Page 6, paragraph 8 apply to the requirement to submit audit information with the proposal, and to the contract language?

**Response: The audit requirement was removed in this addendum (see above).**

25. Question: Page 13, Attendance and Evaluations: For training delivered, please clarify what the County expects as to tracking participant attendance, late arrival, and early departure in a virtual delivery environment

**Response: We ask that the vendor provide a participant list at the conclusion of the virtual class.**

26. Question: Page 15, Virtual Instruction: The paragraph states that electronic versions of training materials must be made available to participants including presentation files, handouts, and workbooks. Where IP licensing restricts distribution of course or participant materials in soft copy, is it acceptable to provide hardcopies to each participant, instead?

**Response: Softcopy of materials are the preferred method for virtual instruction. Hard copies can be provided to participants individually to their preferred address prior to instruction.**

27. Question: Page 16, Instructors: Please clarify what is expected by the last bullet "Reflect the diversity of the County workforce and design training and use tools that reflect the diversity of our workforce". - Is the instructor supposed to reflect the diversity of the workforce? - What tools does the County envision that would reflect the diversity of the workforce? - Does the County require courses be delivered in languages other than English?

**Response: This is about understanding that Arlington County is a diverse workforce and community and instructors' presentations and materials use reflect that understanding and sensitivity.**

28. Question: Page 23, MANDATORY REQUIREMENTS, Items e and f: Do the requirements for closed captions, storyboards with voice overs, and SCORM certification apply to instructor facilitated interactive courses that will be delivered virtually?

**Response: No, only e-learning.**

29. Question: Page 23, STATEMENT OF QUALIFICATIONS, Items a and d: Is there a page limit requirement for these two items?

**Response: Only section c. has a page requirement (not to exceed 5 pages)**

30. Question: Page 24, SPECIFIC COURSE, COACHING, ORGANIZATIONAL DEVELOPMENT INTERVENTION INFORMATION, EQUALITY, AND E-LEARNING DEVELOPMENT, item e Are the requirements and requested information for "Webinars" applicable to what the County has listed as "Virtual Instruction" on page 15?

**Response: Yes, Webinars and Virtual Instruction are used interchangeably**

31. Question: Page 24, Is it acceptable to provide additional information (pages in an addendum) to explain more depth about a course offered in addition to what is requested on page 23 and 24 of the RFP?

**Response: No, one page maximum.**

32. Question: Terms and Conditions requirements: The statements below from the RFP about exceptions, alternatives, and negotiable terms appear to be conflicting. - Page 4, paragraph 3 about "The County reserves the right to negotiate terms and conditions with the selected Offeror before executing a contract.", - Page 7 Item 13, EXCEPTIONS TO TERMS AND CONDITIONS stating that some T&Cs are mandatory and some are negotiable - Page 7 Item 14.

INSURANCE REQUIREMENTS “propose alternate insurance coverage in its exceptions to the County’s Terms and Conditions.” - Page 22, 2. MANDATORY REQUIREMENTS, item a, “Offeror may not take exceptions to any provisions of the Contract Terms and Conditions” - Page 25 “NON-NEGOTIABLE PROVISIONS THAT ARE REQUIRED BY VIRGINIA LAW OR BY THE ARLINGTON COUNTY PURCHASING RESOLUTION ARE INDICATED BY AN ASTERISK (\*). THIS AGREEMENT IS SUBJECT TO REVIEW BY THE COUNTY ATTORNEY BEFORE BEING SUBMITTED TO THE SUCCESSFUL OFFEROR FOR SIGNATURE.” - Page 35, AMBIGUITIES. "The parties and their counsel have participated fully in the drafting of this Agreement; ...." Page 37, ADA Compliance for delivery of services to County personnel 1. Please clarify the County’s request and position relative to the negotiability of Terms and Conditions clauses listed in the RFP body and part VI TERMS AND CONDITIONS. Which terms and conditions are negotiable? Also, please specifically clarify requirements, expectations, and negotiability as pertains to T&Cs around: - item 23. Copyright for materials restricted by, and work based upon, non-assignable licenses for third party Intellectual Property, - item 33. If the standard “VI Contract Terms and Conditions” are overbroad and/or irrelevant to the services being proposed, will the County accept an alternate agreement for, negotiations or will the Contractor be outright disqualified?

**Response: As noted above the term and condition for 13. EXCEPTIONS TO TERMS AND CONDITIONS is revised in this addendum (see above). Any submission of alternate terms and conditions will be deemed non-responsive.**

33. Question: item page 37, number 52. ADA compliance for delivery of courses to County personnel in personal and using virtual platforms like MS teams

**Response: The ADA Compliance was deleted from Section VI Terms and Conditions in this Addendum.**

34. Question: Attachment B the Cost Proposal Form looks to be structured for ILT / Consulting / Webinars - requesting daily and half daily rates. Will you accept for consideration a non-instructor led training with an annual licensing subscription model as an option? If so, please provide the number of licenses for accurate pricing.

**Response: The annual license subscription for an online learning content library was a different solicitation and is not in this scope of work.**

35. Question: What LMS is Arlington County using?

**Response: Oracle Taleo Learn.**

36. Question: Is annual subscription to online Learning platform & out of the box content library provider in scope for this RFP or is there another opportunity to propose learning and training content and platform for the County’s training needs?

**Response: The out-of-the-box content library for online learning was a different solicitation and is not in this scope of work.**

**ATTACHMENT B**

**REVISED**

**COST PROPOSAL FORM**

**COURSE DELIVERY PRICING**

<b>GENERAL INSTITUTE &amp; DIVERSITY AND INCLUSION IN PERSON TRAINING COURSE</b>	
DAILY RATES	
HALF DAY RATES	
<b>COMPUTER AND TECHNOLOGY APPLICATIONS IN PERSON COURSE</b>	
DAILY RATES	
HALF DAY RATES	
90-MINUTE SESSIONS	
<b>VIRTUAL LEARNING SESSIONS</b>	
1-HOUR SESSION	
2-HOUR SESSION	
4-HOUR SESSION	

**SERVICES DELIVERY PRICING TABLE**

<b>EXECUTIVE COACHING SERVICES</b>	
HOURLY	
<b>ORGANIZATION DEVELOPMENT SERVICES</b>	
DAILY RATE	
HOURLY RATE	

<b>DIVERSITY &amp; INCLUSION ORGANIZATION DEVELOPMENT SERVICES</b>	
DAILY RATE	
HOURLY RATE	
<b>MULTI-RATER ASSESSMENT</b>	
COST PER INDIVIDUAL ASSESSMENT/REPORT	
CUSTOMIZATION	
<b>INSTRUCTOR-LED NEW COURSE DEVELOPMENT</b>	
HOURLY RATE	

**E-Learning Custom Development**

Simple Asynchronous	Static HTML pages with text and graphics	
Average Asynchronous	Above plus - flash, animation, GIF's	
Complex Asynchronous	Above plus - audio, video, interactive simulations	

**OFFEROR'S NAME:** \_\_\_\_\_



**RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:**

**OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.**

**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The balance of the solicitation remains unchanged.

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