

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

**REQUEST FOR PROPOSAL NO. 22-AED-RFP-639**

**ADDENDUM NO. 1**

Arlington County Request for Proposal No. 22-AED-RFP-639 for Small Business Technical Assistance Services is amended as follows:

**Section V. Proposal Requirements:**

**Item Number 6. Proposal Evaluation Criteria and Weights, criteria “Approach and Understanding of the Scope of Work” is hereby deleted and replaced in its entirety with the following:**

**6. PROPOSAL EVALUATION CRITERIA AND WEIGHTS**

The County will evaluate technical proposals that meet the above-stated requirements using the following criteria.

Criteria	Points
<p style="text-align: center;"><b>Approach and Understanding of the Scope of Work</b> &lt;&lt;Page Limit: 10, not including examples&gt;&gt;</p> <p>The Offeror shall provide a statement that demonstrates the Offeror's understanding of the level of effort necessary to complete the Scope of Services, including the means, methods, and technical expertise for performing the Work. Include a description of the proposed approach to provide technical assistance.</p> <ul style="list-style-type: none"><li>• Offeror’s demonstrated understanding of the objectives and proposed scope of services, including Offeror’s capabilities and proposed methodology to perform services.</li><li>• Detailed methodology for executing the deliverables in the scope of work.</li><li>• The Offeror shall provide three (3) examples (i.e., build a website, provide a strategic plan or a marketing plan) demonstrating the ability to provide technical services in multiple languages with a special emphasis in the dual languages of English and Spanish or access to a partner with experience in providing services in English and Spanish, based on the Offeror’s current understanding and the background provided. The Offeror should also state additional languages for which they provide technical services. The Offeror shall provide:<ul style="list-style-type: none"><li>○ 1 example in English (i.e., build a website, provide a strategic plan or a marketing plan)</li><li>○ 2 examples in Spanish (i.e., build a website, provide a strategic plan or a marketing plan)</li></ul></li></ul>	<b>35</b>

**Non- Mandatory Preproposal Conference Minutes  
for  
22-AED-RFP-639, Small Business Technical Assistance Services  
via Microsoft Teams**

- Started @ 10:00 am Meeting was recorded.
- Sixteen (16) vendors and three (3) Arlington County Government employees were in attendance.
- Introduction of Arlington County Employees
- Tomeka Price, Procurement Officer, reviewed the Request for Proposal (RFP) 22-AED-RFP-639 with emphasis on requirements and submission deadlines.
  - Please submit all question via Vendor Registry by the question deadline of March 16, 2022, at 5:00 p.m. ELECTRONIC SEALED PROPOSALS WILL BE RECEIVED ON APRIL 4, 2022, AT 1:00 P.M. NO RESPONSES WILL BE ACCEPTED AFTER THE BID DUE DATE AND TIME.
  - Prior to the award of a contract resulting from this solicitation, Offerors are prohibited from contacting any County staff other than those assigned to the Office of the Purchasing Agent.
  - All Communications during the process must go through the Purchasing Office.
  - SCC registration and Business License is required to enter into an agreement but not to submit a proposal response.
- Tomeka turned over the meeting to Tara Palacios for overview of the Scope of Work. Tara explained the project and highlighted the work to be done.
- Once Tara completed the overview, Tomeka reiterated that all questions must be submitted in Vendor Registry.
  - Project concerns and question were discussed, but oral representations made at the pre-proposal conference are not binding upon the County.
- Meeting was adjourned.

Vendors in attendance below.

Cynthia Stewart – Goman+York, 803.634.2319 [cstewart@gomanyork.com](mailto:cstewart@gomanyork.com)

Dakota Michell – Dakota 3 Consulting Firm, 202.505.7525 [dmitchell@dakota3consulting.com](mailto:dmitchell@dakota3consulting.com)

Anna Shermeyer – Northern Virginia Family Service, 571.748.2528 [ashermeyer@nvfs.org](mailto:ashermeyer@nvfs.org)

Miles Friedman – Phoenix Advantage, 703.881.2607 [miles@phoenixadvantage.com](mailto:miles@phoenixadvantage.com)

Michael Aparicio – Revby LLC, 617.553.4343 [michael@revby.co](mailto:michael@revby.co)

Jeanine Henderson Arnett – Avanzar Solutions, 703.953.0315, [jeanine@prolificvisionsllc.com](mailto:jeanine@prolificvisionsllc.com)

Denise Robidoux – Goman+York [droidoux@gomanyork.com](mailto:droidoux@gomanyork.com)

Michel Daley – Aspira-USA, 202.744.3510 [mdaley@aspirausa.com](mailto:mdaley@aspirausa.com)

Sherrie Reece – The Learners Cube, 571.310.3030, [sherrie@thelearnerscube.com](mailto:sherrie@thelearnerscube.com)

Chase Damiano –Buoy Solutions, 804.366.7452 [chase@chasedamiano.com](mailto:chase@chasedamiano.com)  
Jeremy Martin – Buoy Solutions, 757.344.3886 [jeremy@buoys.co](mailto:jeremy@buoys.co)  
Mary Wong – EvaluCraft Global LLC, [mwong@evalucraftgloballlc.com](mailto:mwong@evalucraftgloballlc.com)  
Jody Mitchell – Directed Analytics, 225.892.4180 [jmitchell@directedanalytics.com](mailto:jmitchell@directedanalytics.com)  
Janmarie Pena – Latino Economic Development Center, 352.870.6332 [jpena@ledcmetro.org](mailto:jpena@ledcmetro.org)  
Grant Cohen – [gcohen@cambridgeretailadvisors.com](mailto:gcohen@cambridgeretailadvisors.com)  
Meg Zemlicka – HUUB, 602.806.4282 [meg@joinhuub.com](mailto:meg@joinhuub.com)

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Tomeka Price, VCO, VCA  
Procurement Officer  
[tprice@arlingtonva.us](mailto:tprice@arlingtonva.us)

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

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

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

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