

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT

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

ADDENDUM NO. 2

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

1. **Reference Proposal Due Date:** Change to: **ELECTRONIC SEALED PROPOSALS WILL BE RECEIVED BY ARLINGTON COUNTY VIA [VENDOR REGISTRY](#), UNTIL 1:00 P.M. ON THE 11TH DAY OF APRIL 2022. REGISTRATION IS NOT REQUIRED TO DOWNLOAD THE RFP. IN ORDER TO SUBMIT A RESPONSE TO THIS RFP, REGISTRATION IS REQUIRED. NO RESPONSES WILL BE ACCEPTED AFTER THE PROPOSAL DUE DATE AND TIME.**

Proposals will not be publicly opened.

2. **Attachment A – Cost Proposal** is hereby replaced in its entirety with the attached **Revised Attachment A – Cost Proposal**. Proposal response **Must** be on the **Revised Attachment A – Cost Proposal**.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Tomeka Price

Tomeka Price, VCO, VCA
Procurement Officer
tprice@arlingtonva.us

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

OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 2.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

REVISED ATTACHMENT A

COST PROPOSAL

Hourly rate(s) shall be fully loaded fixed hourly rates to include all labor, markup, benefits, travel, overhead and profit and any incidentals to provide Technical Assistance Services as identified in the Scope of Work.

Description	Estimated Hours/Month	Number of Business assisting/month	Hourly Rate	Total Extended Cost (Est. Hrs. X # of Business/month X Hourly Rate)
Monthly Meeting with AED and/or BizLaunch Staff	1 hour	N/A		
Initial Monthly Assessments	1 hour per business	16 businesses		
Assisting businesses in financial management and sourcing capital	12 hours per business	2 businesses		
Assisting businesses in pivoting or adapting a business plan.	12 hours per business	4 businesses		
Assisting businesses in developing and adapting branding and marketing initiatives	12 hours per business	6 businesses		
Assisting businesses with creating or managing their digital presence	12 hours per business	3 businesses		
Promoting business knowledge and management of legal structures, documentation, and requirements	12 hours per business	1 business		
Collaborating with municipalities on educational programming tailored to the needs of the community's small businesses	Minimum of 4 programs per year	NA		
Grand Total				