

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

REQUEST FOR PROPOSALS (RFP) NO. 19-016-RFP

ADDENDUM NO. 2

Arlington County Request for Proposals No. 19-016-RFP for the Provision of Summer Camps for Arlington County is amended as follows:

- A. The County attaches the Attendance Sheets from the Pre-Proposal Conference held at 2 pm on October 10, 2018.
- B. The County attaches modified Mandatory Requirements to this Addendum. Please note that these Mandatory Requirements must be acknowledged, agreed upon, and submitted with the Proposal as a mandatory submission. Failure to submit or comply with the Mandatory may result to reject of the Contractor's proposal.

The County provides responses to the following questions received:

Question 1: Since background checks have been good for two years in the past, can we use last year's checks?

Response: No. The Contractor is required to submit new background checks for everyone on their summer camp staff. The previous contract has expired and is no longer valid.

Question 2: Are CPR, First Aid, and MAT certification required at the time of bid or by the time the camp is held?

Response: On C in Mandatory Requirements, page 17, the Offeror must acknowledge that the camp site will have certified personnel available to render adult and child CPR and First Aid. (Please see the revised Mandatory Requirements attached.)

On D in Mandatory Requirements, page 17, the Offeror must acknowledge that, a certified personal will have MAT certification will be on-site during camp.

A copy of these certifications must be provided to the DPR Project Officer at least 30 days prior to the camp start date. Failure to do so, may result in termination.

Question 3: Page 18, Scope of Work: Can Offerors propose a camp for ages 3-5 year olds?

Response: The County modifies, Page 18, Contract Terms and Conditions, Paragraph 2, Scope of Work as follows:

[DELETE] ...on an as-needed basis to youth from ages 5 through 18..

[AMEND] ... on an as-needed basis to youth from ages 3 through 18..

Yes, DPR will accept proposals for 3-5 year old camps. Please keep in mind all state requirements and licensing must be met for these camps if

applicable. See requirements at:

https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/code_regulations/regulations/final_cdc_reg.pdf

Question 4: Page 19, Payment: Are camp payments required 21 days after each week of camp or after a camp is complete?

Response: The County modifies, Page 19, Contract Terms and Conditions, Paragraph 7, Payment as follows:

[DELETE]: Arlington County must receive camp payments by close of business 21 days after each individual camp session ends...

[AMEND]: Arlington County must receive camp payments by close of business 21 days after the Contractor's last week of summer camp.

If the contractor runs camp only in week 1, then the payment is due 21 days after the first week of camp concludes. If a contractor runs camp through the summer, then payment is due 21 days after the final week of camp.

Question 5: Does Exhibit C, Business Associate Agreement need returned?

Response: Yes, please sign and return pages 35-45 as part of your bid packet. Please remember to complete page 43, which the person that will be the "Business Associate" for your company. Also, the signature is required for page 45.

Question 6: Are all staff resumes required to bid?

Response: No, Offerors should submit resumes of the camp director and/or owner and known staff with their proposal. Please note that all staff must be identified and their resume must be provided at least 30 days prior to the beginning of the camp.

Question 7: Is the following outline recommended for submission of the proposal? If not, can you send a precise outline of what is required and how you want it organized?

Tab I, Fully Executed Forms

- a. Proposal Form
- b. Conflict of Interest Statement
- c. Addendum Acknowledgement Forms
 - a. Addendum No. 1

Tab II, Statement of Purpose, Goals and Objectives

- Exhibit A - Scope of Work
- Exhibit C - Business Associate Agreement (pp 35-45)

Tab III, Ability to Meet Mandatory Requirements

- A. Technical Questionnaire - Attachment A and Attachment B
- B. Corporate Experience/Capacity of Offeror
- C. Understanding of the Project and the County's Objectives
- D. Qualification and Experience of Assigned Key Personnel
- E. References - Attachment C
- F. Insurance Checklist - Attachment D

Response: The Proposal should be formatted as follows:

Tab I, Fully Executed Forms

- A. Proposal Form
- B. Conflict of Interest Statement
- C. Addendum Acknowledgement Forms (attach and sign each addendum issued)

Tab II, Statement of Purpose, Goals and Objectives

- A. Exhibit A - Scope of Work

Tab III, Ability to Meet Mandatory Requirements

- A. Mandatory Requirements Acknowledgement Form (attached to this Addendum)

Tab IV, Required Submittals

- A. Technical Questionnaire - Attachment A
- B. Program Outline - Attachment B
- B. Corporate Experience/Capacity of Offeror
- C. Understanding of the Project and the County's Objectives
- D. Qualification and Experience of Assigned Key Personnel
- E. References - Attachment C
- F. Insurance Checklist - Attachment D
- G. Exhibit C - Business Associate Agreement (pp 35-45)

The balance of the solicitation remains unchanged.

Arlington County, Virginia

/s/

Shawn Brooks, JD, CPPO, CPPB
Procurement Officer
sbrooks@arlingtonva.us

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

PROPOSER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 2.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

MANDATORY REQUIREMENT ACKNOWLEDGEMENT FORM

The following requirements are mandatory. If the County concludes after its initial review of a submitted proposal that the Mandatory Requirements are not met, the proposal will be considered non-responsive and will not be evaluated further.

1. The Offeror may not take exceptions to mandatory provisions of the draft Contract Terms and Conditions that are attached to this solicitation. Mandatory provisions are marked with an asterisk.

Compliance with this mandatory requirement will be verified against the Offeror's exceptions, if any, to the County's draft Terms and Conditions.

Response Yes/No	Requirement	Signature
	<i>The Offeror ACKNOWLEDGES AND CERTIFIES that their firm did not take exceptions to mandatory provisions of the draft Contract Terms and Conditions that are attached to this solicitation.</i>	

2. The Offeror's owner and/director must have a minimum of one year of experience running a successful recreational program and ACKNOWLEDGE this Mandatory Requirement. This can include previous summer camp programs, previous class/clinic programs, or previous childcare programs. Provide resumes of the owner and/or director that demonstrate previous experience of the owner and/or camp director and complete the form below. Please note, the County Project Officer may require the Contractor to provide names and resumes of all summer camp staff at any time prior or during the summer camp.

Response Yes/No	Requirement	Signature
	<i>The Offeror ACKNOWLEDGES AND CERTIFIES that their Owner and/or proposed Director of the Summer Camp has at least one year of experience running a recreational program.</i>	

<u>Owner</u>	
Name	
Years of Experience:	
Name of Previous	

Summer Camp	
Point of Contact:	
Address:	
Contact phone number & Email:	
Project Description:	

<u>Director</u>	
Name	
Years of Experience:	
Name of Previous Summer Camp	
Point of Contact:	
Address:	
Contact phone number & Email:	
Project Description:	

3. The Offeror must have certified personnel to render adult and child CPR and First Aid at the camp site at all times and ACKNOWLEDGE this Mandatory Requirement. Provide a copy of each proposed staff member's CPR and First Aid Certificate at least 30 days prior to the beginning of summer camp.

Response Yes/No	Requirement	Signature
	<p><i>The Offeror ACKNOWLEDGES AND CERTIFIES that their firm will employ or will contract personnel that is certified to render adult and child CPR and First Aid at the camp site at all times. Further, the Offeror acknowledges their requirement to provide this certification at least 30 days prior to the beginning of the summer camp.</i></p>	

4. The Offeror must have certified personnel to administer medication in the event a participant requires medication. Provide a copy of each proposed staff member's active Medication Administration Training (MAT) certification.

Response Yes/No	Requirement	Signature
	<p><i>The Offeror ACKNOWLEDGES AND CERTIFIES that their firm will employ or will contract personnel that is certified to administer medication at the camp site at all times. Further, the Offeror acknowledges their requirement to provide this certification at least 30 days prior to the beginning of the summer camp.</i></p>	

Preproposal Conference

RFP No. 19-016-RFP

	Name	Organization	Phone Number	Email Address
1	Watie Lagundan	Tiny Chefs	703-201-0127	watie@tinychefs.com
2	Allison Collins	Tiny Chefs	804.415.7043	allison@tinychefs.com
3	Adam Weissbarth	Silver Knights Enrichment	703-574-2066	adam@skenrichment.com
4	Sharon Buttram	"	703-574-2066	sharon@skenrichment.com
5	Debbie Derichsen	Alpha BEST	703 895 8430	dederichsen@alphabest.org
6	Shannon Hampton Lewis	Alpha BEST	703 457-3092	shannon.lewis@alphabest.org
7	Mike Murray	VA Baseball Club	703 5599	mikemurray0715@gmail.com
8	Alan Glascock	SPORTE CAMP 24 KIDZ	703 998 8123	sportzcamp24kidz@yahoo.com
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Preproposal Conference

RFP No. 19-016-RFP

	Name	Organization	Phone Number	Email Address
1	G. Kaidauer	Nova FC	703 999 8077	Coach Greg@NovafencingClub.com
2	Donna Felsenfeld	Nova Fencing Club	511 239 7326	donna@novafencingclub.com
3	STEPHAN SCHLITZBERGER	FIRESTRIKE TENNIS	703 867 1970	STEPHAN.FIRESTRIKETENNIS@SMITH.COM
4	Martyn Conquest	Academy International	703 899 5355	Martyn@aifieldhockeycamps.com
5	ROB TITMUS	KINDERALM	703 283 5818	ROBE@KINDERALM.COM
6	ADAM BRICK	AFC Soccer Assoc	703 571-0157	ADAMBRICK@KINDERALM.COM
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Preproposal Conference

RFP No. 19-016-RFP

	Name	Organization	Phone Number	Email Address
1	Tee Clarkson	Virginia Outside	804-687-1869	+sclarkson@virginiaoutside.com
2	Shelly Suarez	Learn New Music	800-399-6414	Shelly@LearnNewMusic.org
3	Henry C. Mahan III	Lon I Basketball	914-960-0751	henryc@lonibasketball.com
4	Christina Romero	Engineering for kids	703-965-8151	capital@engengineeringforkids.com
5	Greg Keim	Americans IN Line	703-950-7417	greg@americansinline.com
6	Braun Moraw	Boulder Girl	703-608-9941	braun.moraw@bouldergirl.org
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