

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

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

ADDENDUM NO. 3

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

The County provides responses to the following questions received:

Question 1: Are we still able to use UK Police Background Reports as in the past 15 years?

Response: Please see page 21, Paragraph 11, Background Checks. The last sentence specifically states, "In the event the Contractor has employees whose primary residence is not in the United States, the Contractor must provide to the County, at cost to the Contractor, an equivalent background check performed in the country of the employee's residence."

Question 2: My coaches arrive in the USA in July and we can have our Team Leader take the remaining 4-hour course 3 days before our proposed field hockey camp at Greenbriar. Therefore, we will have a staff member MAT certified. Is this acceptable?

Response: No, the contractor needs to show MAT certification 30 days prior to a camp's start date to the Project Officer. Please note that any staff that meets the RFP requirements may obtain this certification on behalf of the company. Please note that only one person is required to have this MAT certification. The County encourages the vendor to research and determine if the MAT certification can be obtained online or internationally.

Question 3: Does the scope of work pertain to our company goals and objectives, ie mission statement, etc.?

Response: This question is not clear. The Scope of Work in the RFP is a detailed listing of services requested by the County. This scope does not pertain to your company goals, objectives, or your mission statement.

Question 4: Which address in the RFP is needed to be listed on the COI?

Response:

The County Board of Arlington county, VA
c/o The Purchasing Agent
2100 Clarendon Boulevard, Suite 500
Arlington, VA 22201

Question 5: Does Arlington County provide the training for required certifications? Ex. First Aid, CPR, and MAT.

Response: No, the County does not offer these trainings. Each of these

certifications are available through various vendors. Additionally, there are various options to obtain these certifications of which some options include the ability to take online courses. The County does not maintain a vendor's list or specify or require a specific vendor.

Question 6: Do we need to send TWO hard copies of all signature pages?

Response: Please see page 15, Paragraph 2, Proposal Submission.

The Offeror must submit one hard copy of the proposal containing an original longhand signature on the Proposal Form. The Offeror must also submit one electronic copy of the proposal on an unencrypted CD or flash drive. The electronic copy of Offeror's cost proposal must be included on the CD or flash drive in a separate file.

Question 7: Are bidders required to include Exhibit B - contract pricing? If so, would this be included in Tab II?

Response: The exhibits listed on page 18, Paragraph 1, Contract Documents are not required submittals. Those exhibits shall be developed as attachment to the contract after the RFP process has been completed.

Question 8: Our "curriculum" is a document which includes the lesson plans. Each curriculum with a summer camp theme for our engineering and technology camps can range from 40-80 pages and we have over 30 summer camp curriculums. This could equate to more than 1500 pages if we were to attach them all. How would you suggest we provide this information?

Response: Curriculum provided should demonstrate the content and planning for your camp. If you run multiple camps of a similar nature, then you may provide sample curriculum, which includes things such as a daily schedule, lesson plans, or descriptions of various activities and not a separate document for each similar camp.

Question 9: Clarify: "Utilize a secure and auditable online registration and payment system for all registrations and collections of fees." (emphasis added), without offering qualifications or exceptions.

Response: An online registration must be available for all camp registrations. Please note that the camp contractors may accept checks and cash payments; however, the registrant must be entered into an electronic system for roster purposes.

Question 10: Exhibit A, Scope of Work - missing

Response: The exhibits listed on page 18, Paragraph 1, Contract Documents are not required submittals. Those exhibits will be developed as attachment to the contract after the RFP process has been completed.

Question 11: living wage requirement on page 8: How can we be sure if we are subject to this rule? Obviously, we can't be certain of how much revenue we'll earn. We're also wondering if the \$100,000 limit applies to a year, or to the entire length of the contract (potentially 5 years)?

Response: Please see page 31, and read Paragraph 50, Living Wage. This paragraph specifically states that this provision is not applicable to this contract. The County does not anticipate any of the proposed contracts to exceed \$100,000. If the contract exceeds the \$100,000 then follow the provision found on page 31, Paragraph 50. Please note that the Living Wage Rate is not applicable until the contract exceeds \$100,000.

Question 12: What exactly is the living wage? A quick google search leads us to some conflicting information.

Response: Living Wage is defined as the minimum income necessary for a worker to meet their basic needs. The County requires contracts performed on County-owned or controlled property that exceeds \$100,000 for the Contractor to pay their employees the living wage rate, which is currently \$15.00 per hour. This rate is subject to change annually.

This living wage rate is not applicable to the following types of contracts: professional services, construction, construction management, design build, goods, or those procured by emergency or sole source.

Question 13: Can you provide more specifics about "MAT" certification and what exactly our staff needs to do to meet this requirement? Can you shed any light on why this particular requirement was added?

Response: MAT certification is available through various vendors. There are various options to obtain this certification. Some options include the ability to take online courses. The County does not maintain a vendor's list or specify or require a specific vendor.

The County added this mandatory certification in response to on-going requests for vendors to administer medications and be prepared for a variety of medical needs (e.g. asthma)

The balance of the solicitation remains unchanged.

Arlington County, Virginia



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 3.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____