

December 15, 2014

ADDENDUM #2

RFP 15-01 VIENNA COMMUNITY CENTER INSTRUCTORS, CAMPS, WORKSHOPS

*******ATTENTION BIDDERS*******

(To be completed and returned with bid response)

1. Clarification to Section 2. Contract Period and Renewal, paragraph 2.3 which includes a timetable with submission deadlines for publication. (see below)

Timetable for proposal due dates (An Addendum will be issued if or when the dates change):

Proposal Submission Table		
Proposal Submission Due Date	Publication Deadline Date	Program Session
November 1	December 1st	Spring/Summer Camps
February 1	March 1	Summer classes Summer camps
May 1st	June 1	Fall
August 15	September 15	Winter

This timetable includes the deadlines for submitting information to the printer for inclusion in the Parks and Recreation Seasonal Brochure only. The RFP is open and “rolling”. Instructors/contractors can submit a proposal at any time for consideration by the Evaluation Committee to be approved to teach a class or conduct a camp. However, if the dates that are indicated are not met, the class or camp may not be included in the brochure.

2. Question: Once I have submitted the documents required for the RFP, how do I sign up for subsequent sessions/seasons of that same class/camp?

Answer: Contractors will be contacted by Parks and Recreation staff for dates, times and fees.

3. Question: I have already submitted the required documents for the class/camp I am currently teaching, but want to add a class/camp to the next session/season. What do I need to submit?

Answer: Please submit the paperwork required in the RFP for any new classes/camps (Appendix A, Technical Proposal, Appendix B Pricing Proposal, and Appendix C Program Outline Form). You may include a copy of the background check and/or CPR certification that was submitted with the previous application, if applicable, or you can indicate that the information is on file at Parks and Recreation, and the staff will verify the information upon review. A signed copy of any Addendums must also be included.

4. **Change to Section 5. How To Submit a Proposal.** Paragraph 5.2 shall be changed so that only one (1) original of the proposal submission is required. Proposals may also be submitted via email to ggilpin@vienna.va.gov

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ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN THE SAME.

A copy of this signed addendum must accompany your proposal as an acknowledgment of its receipt. If you have already submitted a proposal, you do not need to return this page.

NAME AND ADDRESS OF FIRM:

PHONE #: _____ EMAIL: _____

NAME OF AUTHORIZED REPRESENTATIVE:

Please Print

SIGNATURE: _____ DATE: _____