ADDENDUM NO: ONE

TO ALL OFFERORS:

REFERENCE: RFP No: 2020-04293-113
Commodity: Evaluation Plan for Yancey School Community Center
RFP Closing On: April 29, 2020

1. Please note ELECTRONIC RECEIPT OF BIDS AND QUESTIONS AND ANSWERS TO THIS SOLICITATION:

1. Please see the following options for Receipt of Proposals:
   a. Electronically:
      i. Email: Proposals and a redacted copy if necessary, may be emailed to dshifflett3@albemarle.org, however, due to limitations of the size of email attachment (25 MB), documents may need to be sent in more than one (1) email. Please see item 3 below.

      ii. Flash Drive (See b and c below): Proposals may be mailed on a flash drive containing the proposal and redacted copy if necessary, to the Issuing Agency Address, as noted in the RFP document. Be sure to include the room number and that the RFP number is clearly written on the exterior of the shipping package. Please see item 3 below.

   b. USPS Mail: One (1) original copy RFP, and redacted copy if necessary, and one flash drive containing the proposal and redacted copy if necessary, may be mailed to the Issuing Agency Address as noted in the RFP document. The room number and RFP number shall be clearly written on the exterior of the shipping package. Please see item 3 below.

   c. Shipping Services: One (1) original copy RFP, and redacted copy if necessary, and one flash drive containing the proposal and redacted copy if necessary, may be mailed to the Issuing Agency Address as noted in the RFP document. The room number and RFP number shall be clearly written on the exterior of the shipping package. Please see item 3 below.

   d. Lock Box: One (1) original copy RFP, and redacted copy if necessary, and one flash drive containing the proposal and redacted copy if necessary, may be deposited in the Lock Box at the County Office Building (401 McIntire Road, Charlottesville, VA
22902), prior to the established due date and time. The room number and RFP number shall be clearly written on the exterior of the shipping package. Please see item 3 below.

2. For the immediate COVID 19 emergency, notary requirements are waived. However, documents should be properly signed, and the attached Electronic Transaction Authorization signed and included with the electronic package.

Electronic Transactions. By [initialing/clicking/signing - pick whichever one is most appropriate] here, I agree that all transactions, acts, and notices under this Agreement may be carried out by electronic means, unless the context would not permit a transaction, act, or notice to occur electronically. [______]

QUESTIONS AND ANSWERS

It is the offeror’s responsibility to insure and confirm delivery by the established due date/time.

Question- It is possible to allow for Electronic Proposal Submission?
Answer-Yes, see above

Question-What is the expected budget for this project?
Answer-$7000

Question-Please clarity the schedule, is the county looking to award the contract by June 30, 2020 or does the county expect to have a fully completed evaluation plan that includes community input, stakeholder outreach, a mechanism to report monitoring and performance data, and all other elements of an evaluation plan by June 30, 2020?
 a. If the County is expecting the latter, please clarify how the outreach and input are to happen under the current COVID 19 circumstances.
Answer-We can have flexibility in the timeline-something to be discussed/negotiated with whoever is awarded the contract.

Question-Is this evaluation plan part of or building on the survey work the OEI has been conducting and data they have been collecting from residents over the past year?
Answer-The Yancey School Community Center work is not directly tied to the roadshow I believe is being referenced here. However, everything that we do is in support of the OEI goal to promote an equitable Albemarle community and to reduce barriers to accessing community services throughout the County and to the extent that this effort furthers those goals-yes.

Question-What are the specific deliverable expected?
Answer-Plan for ongoing evaluation of success of the goals of the Yancey School Community Center Program (ie. Integrated services, community connection/capital) including community perspective as part of that measurement.

Question-Do you anticipate any impacts on the intended project completion date of June 30, 2020 due to COVID-19 closures?
Answer-Certainly there is that potential.
Question-Will the selected vendor be responsible for implementing the evaluation plan (including collecting data and determining progress toward outcomes) by the June project completion date, in addition to developing the plan itself?
Answer-No

Question-Would you consider an outside evaluator that cannot be physically present in person, but is outside of the Charlottesville Area and can join via conference all or video conference? Normally we’d travel and do such, but with COVID 19 limitations we cannot travel by June?
Answer-Yes, of Course.

Question-In the following milestones listed in the proposal, will the evaluators need to be physically present in person to collect the data and participate or can we collect such information remotely?
Answer-Will likely trim down some of the engagement piece-we have a strong and fairly representative resident group that can be tapped for this. Yes, can be accomplished virtually.

Question-What is the selection timeline after the proposal is submitted?
Answer-Approximately 2 Weeks

Question-Virginia Contractor License
Answer-No reply is needed for this

Question-What is the proposed start date of the project with June completion? Or has this timeline been pushed back since the impact of COVID19?
Answer-Negotiable

Question-Can you provide confirm that our proposal should adhere to the organization set forth in Section V1.B as opposed to the “Elements of Proposal” bullet points set forth in Section V.E.?
Answer-Not sure how to answer the question, not sure what is being asked. The bullet points are what is expected of the vendor about your experience.

Question-Cannot find Attachment E-Certification of Crimes Against Children and Acts of Moral Turpitude? It was not included.
Answer-This form was not included due to this is a Community Center and not a school and just an Evaluation plan is being done.

Question-Can this be conducted with school and activities stopped until the end of the year?
Answer-Not sure understand the question, easier to have a conversation and this is a Community Center now, not a school.

Question- $7000 is a very, very low budget for any evaluation. Is there a basis for this costing?
Answer-Grant funded, reductions in the scope of the work can be discussed.

Question-Attachment D requires a notary, is it possible for this to be waived due to COVID?
Answer-Yes

Question-Is there potential for the timeline to shift for this project due to COVID?
Answer-No

Question-In the Insurance section bullets F-H displays amounts but then N/A after the Amounts. Does this mean that these are not insurance requirements?
Answer: If it has an N/A then those are not requirements that you would need if you received the Contract for insurance purposes.

2. All other terms and conditions of the solicitation remain unchanged. Proposals must be received in accordance with the solicitation requirements by 3:00 p.m. EDT on April 29, 2020. Late proposals will not be considered.

3. A signed acknowledgement of this addendum must be received by this office attached to your bid. Signature on this addendum does not constitute your signature on the original proposal document. The original proposal document must be signed also.

Sincerely,

Debra Shifflett

Debra Shifflett, VCO, VCA
Buyer II
Phone: (434) 296-5854

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