



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

April 30, 2010

## **ADDENDUM NO. 1 TO ALL VENDORS:**

Reference Request for Proposals:	BEN-10-057
Title:	Employment Advancement for TANF Participants
Proposals Due:	June 1, 2010
Pre-Proposal Conference:	May 11, 2010

The above hereby changed to read:

### **See Attached Changes to RFP and Questions and Answers**

Note: A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal must be signed.

Very truly yours,

Sharon Vaughan,  
Contract Officer  
(804) 726-7185

---

Name of Firm/Organization/Agency

---

Signature and Title

---

Date

## Changes to RFP

1. Reference Attachment 1, Checklist for Proposal, Item A: Delete: *signature required* on Number 1, Proposal Cover Form. Add: Page 1 of the RFP (*completed and signed*) as Number 2 and move the *Note* in Number 1 under this addition and change to: *Note: Signature on Page 1 of the RFP must be by the person who has authority to formally commit the organization, locality, or state agency to comply with all the terms of the proposal. This **must** be the chief executive officer of the organization submitting the proposal, the highest elected officer of the locality, or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the proposal, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.* Delete: Numbers 4 and 5 from the checklist. Renumber subsequent forms and narrative documents accordingly.
2. Reference Section IV, Proposal Preparation and Submission Requirements, Subsection B, Specific Proposal Instructions, No. 1 Employment Advancement for TANF Participants Proposal Cover Form (*signature required*): Delete: *signature required* on the Proposal Cover Form. Add: As sub-letter a: Page 1 of the RFP (*completed and signed*). Renumber subsequent items accordingly.

### Questions Submitted Prior to the May 11, 2010, Pre-Proposal Conference in Response to RFP # BEN-10-057

1. Q. Reference, Attachment 1, Checklist for Proposal and Section IV, Proposal Preparation and Submission Requirements, Subsection B, Specific Proposal Instructions, No. 1 Employment Advancement For TANF Participants Proposal Cover Form (*signature required*): Attachment A lists a requirement for signatures on General and Special Terms and Conditions (numbers 4 and 5), and on the Proposal Cover Form (not to be confused with Page 1 of the RFP). In addition, on Page 14, there is a requirement for a signature on the Proposal Cover Form. There are no signature lines on the Proposal Cover Form or on the General or Special Terms and Conditions. Where do you want proposers to sign?

**A. See Changes to RFP. The requirement that proposers sign a separate certificate of compliance for the General and Special Terms and Conditions sections has been removed. The signature requirement on the Proposal Cover Form has also been removed. Signature on Page 1 of the RFP is required. (See Page 1 of the RFP where it is stated that, “In Compliance With This Request For Proposals And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.”).**

2. Q. Reference, Section I, Purpose, Entities eligible to submit proposals: What does “LDSS may not provide direct services” mean?

**A. Local agencies cannot use existing local department of social services staff that have other functions and split time between the main function and the grant. Restricted positions (grant funds used to hire and the continuation of the position dependent on the grant) are permissible.**

3. Q. Reference, Section III, Statement of Needs, Item 3.3, Geographic Coverage: This section stresses the importance of regional and multi-locality programs. Will an application from one locality lose credits?

**A. There is no penalty, but in some cases a regional approach would make for a stronger proposal.**

4. Q. Reference, Section III, Statement of Needs, Item 3.9.2: Are collaborative agreements required:

**A. No; however, a short description is needed of what is being offered to the project and a signature. See (B) page 49.**

5. Q. Reference, Attachment 2, Proposal Template: Who has to complete the Small Business Subcontracting Plan?

**A. Any for-profit business would need to complete this form. For Questions concerning this requirement, please contact Sharon Vaughan at [Sharon.vaughan@dss.virginia.gov](mailto:Sharon.vaughan@dss.virginia.gov) or (804) 726-7185.**

6. Q. Reference, Attachment 2, Proposal Template: Should all forms included in the Proposal Template be included in the Proposal, even if they do not apply?

**A. Yes. Mark forms that do not apply to your project with N/A.**