



CITY OF SUFFOLK

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ADDENDUM NO. 2

City of Suffolk
RFP #15123-JS
June 25, 2015

Purchasing Division
442 Market Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

The Request for Proposal (RFP) for Companion Services for the Department of Social Services has been amended as follows:

The following questions and answers are incorporated in this RFP:

Q1: Do the companions need to be CNA's or have similar certification or licenses?

A1: CNA's and other professional and paraprofessional licenses and certifications are preferable but not required.

Q2: "Fee Schedule" is listed as one the Evaluation and Award Criteria on page 11 of the RFP. Is there a desired format or specific location where the proposed hourly rate should be listed?

A2: The fee schedule should be presented in the body of the proposal, after the cover letter but before the required forms. There is not a desired format for the fee schedule.

Q3: Page 12 of the RFP under item #7 states: "Acknowledgment of all issued Addenda shall be indicated on the proposal form in the appropriate spaces." None of the provided RFP forms contain space to acknowledge issued Addenda. Can this item be disregarded? If not, where would you like offerors to acknowledge addenda?

A3: This item can be disregarded. Offerors did not have to formally acknowledge the addenda. However, offerors are still responsible for being aware of any information presented in Addenda.

Contract Officer:



Jay Smigielski, Purchasing Agent.

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at jsmigielski@suffolkva.us

It is the responsibility of the offeror to ensure that they have read and incorporate all addendums in their proposal.