



CITY OF SUFFOLK

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ADDENDUM NO. 2

City of Suffolk
RFP #22030-JS
September 16, 2021

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) 22030-JS for Compensation and Classification Study has been amended. The following information and questions and answers are hereby made a part of the Contract Documents for RFP 22030-JS as fully and completely as if the same were fully set forth therein:

New Proposal Due Date: September 30, 2021

The new bid opening dates supersedes the previous due date.

The following clarification, questions and answers are incorporated in the bid:

CLARIFICATIONS

Page 6, Section 4.0 Scope of Services

DELETE "Statement of Needs" in the first sentence.

INSERT "Scope of Services"

QUESTIONS

Q1: How many health fairs were held in 2019? 2018?

A1: The City did not have a health fair in 2018 or 2019. One health fair was held in 2020.

Q2: How many critical incident response/CIR/CISD hours were used in 2020? 2019? 2018?

A2: The City does not have this information.

Q3: Please confirm the 1479 employee count includes the eligible retiree population. If not, please share the total employee count including eligible retirees.

A3: The 1479 employee count is active full and part time employees only. Retirees are not included in the EAP program.

Q4: On page 10, letter B, you state, (Tab 1) Provide an executive summary, minimum service requirements, and summary of deviations from the specifications, can you please tell us what page the minimum service requirements are on within the RFP?


A4: Please see Section 4.0 Scope of Services

Q5: Will the proposals be accepted in electronic format?

A5: No. Offerors need to send one original and six printed copies of the proposal along with two electronic (flash drive or CD) copies. All proposals must be received by the City by 3:00 PM September 30, 2021.

All other information remains unchanged.

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 met the specifications of all addendums in their proposal.