



Finance Department
18 Government Center Lane * PO Box 590
Verona, VA 24482-0590
Phone: 540-245-5741 * Fax: 540-245-5742

May 23, 2022

Addendum No. 1

To: Potential Bidders
Reference: Strategic Planning Session-Board of Supervisors
Agency: Augusta County
Solicitation: RFQ # 11010-22-01
Bids Due: June 9, 2022

The following information is made to the original referenced solicitation. Bid Due Date and time remains the same. Bidders shall acknowledge receipt of this Addendum on the Bid Form where indicated. Notice is hereby given that this addendum has been posted in full on the project's solicitation page of the Augusta County website and eVA.

Questions

- A1.1 **Question 1: Whether companies from Outside USA can apply for this? (like, from India or Canada)**
Response: Procurement is open to any vendor that wishes to submit a proposal.
- A1.2 **Question 2: Whether we need to come over there for meetings?**
Response: Yes, an in-person meeting is required.
- A1.3 **Question 3: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)**
Response: Tasks could be handled outside the USA, but in person meeting would be required.
- A1.4 **Question 4: Can we submit the proposals via email?**
Response: No, proposals cannot be submitted via e-mail.
- A1.5 **Question 5: Do you want a proposal to accompany the Price Sheet attached to the RFQ?**
Response: Yes, if you wish to submit more information, please do so.
- A1.6 **Question 6: Is there a budget or budget range for this project?**
Response: Looking for outcome of competitive RFQ for one facilitated on-site meeting and report.
- A1.7 **Question 7: Do you have a preference for a one-day strategic planning session to be in August or September?**
Response: No



Finance Department

18 Government Center Lane * PO Box 590

Verona, VA 24482-0590

Phone: 540-245-5741 * Fax: 540-245-5742

- A1.8 **Question 8: Do you have a preferred timeline for this project?**
Response: Meeting in August or September, Deliverable in October or November.
- A1.9 **Question 9: Are out of state firms encouraged to apply? We are headquartered in Minnesota and work nationally.**
Response: Procurement is open to any vendor that wishes to submit a proposal.
- A1.10 **Question 10: What is the total hours expected for the delivery on the day of the session?**
Response: 8 hours, including set up and take down.
- A1.11 **Question 11: Is there a specific start time for the session day?**
Response: Our work days are from 8-5, so begin around 8 or 9.
- A1.12 **Question 12: Is there a specific end time for the session day?**
Response: Our work days are from 8-5, so end around 4.
- A1.13 **Question 13: Is there a preferred or expected day of the week that the county wants the session to be held on?**
Response: No
- A1.14 **Question 14: How many people total, are expected to be in attendance for the session day?**
Response: 7 Board members and up to 5 staff.
- A1.15 **Question 15: Will the county be providing the A/V Equipment needed for the session day?**
Response: County will work with location and vendor for A/V Equipment needs.
- A1.16 **Question 16: Does the county anticipate or expect assistance in implementing the strategic plan after the session day?**
Response: Not as part of this procurement process
- A1.17 **Question 17: Will the one-day strategic planning involve only the seven Board of Supervisors or will other County officials attend?**
Response: Seven Board members and some County staff.
- A1.18 **Question 18: Can you provide a description of the board members' current core duties/services? This allows me and my team to properly plan our session based on the current mission statement and different responsibilities of each district.**
Response: Elected body of a Virginia Local Government.



Finance Department

18 Government Center Lane * PO Box 590

Verona, VA 24482-0590

Phone: 540-245-5741 * Fax: 540-245-5742

- A1.19 **Question 19: Will the vendor be responsible for the venue or will that be determined prior to the session?**
Response: Determined prior to the session.
- A1.20 **Question 20: Will I be able to discuss the overall intent, priorities, and desires with members of the Board or Supervisors (or yourself) prior to the session. I need to consider that in our planning, bid. This is critical to gain a better understanding of the Board's desires for the revised mission statement and identification of priorities, key concerns.**
Response: The one-day session will determine these outcomes.
- A1.21 **Question 21: Please let me know the best way to submit our bid. I assume a sealed bid mailed to your office. I didn't see specific instructions (or missed them) in the bid request.**
Response: The first page of the RFQ lists the address for the Sr. Purchasing Assistant.
- A1.22 **Question 22: Is this a newly elected Board of Supervisors? If not, how many years do they have in the four-year term?**
Response: No. Some members have 3+ years' experience and some have 1+.
- A1.23 **Question 23: Do you require the consultant to be a Virginia business, or could the company be from other states?**
Response: Any vendor can bid, but knowledge of Virginia local government is required.
- A1.24 **Question 24: Is the Board selecting and coordinating the catering for the day?**
Response: Yes
- A1.25 **Question 25: Do you think the Board of Supervisors be open for one day and a half or two days work session?**
Response: At this time, one day only.

Name of Firm: _____

Signature: _____ Date: _____