



ROANOKE COUNTY

**FINANCE AND MANAGEMENT SERVICES DEPARTMENT
PURCHASING DIVISION**

ADDENDUM # 1

FOR

RFP # 2021-084

**Financial Statement Review and IRS Form 990
for
Roanoke County Public Schools Education Foundation, Inc.**

**OPENING DATE: May 5, 2021
OPENING TIME: 2:00 P.M.**

DATE of RFP: Wednesday April 7, 2021

This Addendum # 1 will be used to answer questions received.

Q&A

1. Is there a specific reason for the timing of the RFP?
 - No specific reasoning other than the completion of the prior year review, availability of part-time staff to prepare an RFP, and the fact that the fiscal year end is approaching. Also, there are no records of when the last RFP may have been released in prior years.
2. Is there a required firm rotation or is the RFP process required every few years?
 - There has been no required firm rotation or RFP process in the past. However, it is best practice to obtain competitive quotes on a somewhat regular basis to ensure the most effective use of donor funds. There was no evidence that competitive quotes had been obtained in many years so this RFP attempts to set best practice baseline. The RFP is written to provide for up to a 5-year term with expectations of releasing an RFP every 5 years.
3. Is the incumbent allowed to participate in the bidding process?
 - Yes, any potential offerors that have the ability to meet all the requirements are permitted to participate and submit a proposal.
4. The Evaluation criteria lists delivery of items in a prompt and timely fashion, can you provide further detail on the expected timeline to complete the reports?
 - The Foundation has flexibility with timing as there are currently no external or regulatory requirements for the review reports. Tax extensions have been filed in the past to allow for completion of the review before filing the tax return. It is expected that the successful vendor and client would work together to identify the best timing while perhaps taking advantage of slower work schedules and therefore lower rates.
5. Is it permissible to contact an officer or manager of the Foundation to discuss the nature of the foundation and their operations in further detail?
 - No, the only contact for this project is the Purchasing Agent listed on the Project. Any questions should be directed to Heath Honaker, hhonaker@ronaokecountyva.gov, these questions are preferred to be in writing as any response will have to be provided via public Addenda to this project. Any attempt to contact any other party on this project may be considered as a violation of procurement laws, doing so may result in elimination from this project and future projects.

REQUIRED

ADDENDUM # 1

Sign and return with your proposal package

Sign Name:

Print Name:

Date:

Company

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