



ROANOKE COUNTY

FINANCE AND MANAGEMENT SERVICES DEPARTMENT
PURCHASING DIVISION

ADDENDUM # 4

FOR

RFP # 2021-063

Demand Response Transportation Program for Roanoke County

**OPENING DATE: April 21, 2021
OPENING TIME: 2:00 P.M.**

DATE of RFP: March 8, 2021

This **Addendum # 4** will be used to answer questions.

NOTIFICATION

Questions and Answers:

- 1. Would the County accept digital submissions (via email or another electronic channel) in lieu of physical delivery of the proposal?**
 - a. No, we will require physical copies delivered to us as there will be no digital copies accepted other than the required thumb drives requested. As a note, any Offeror selected for the informal interviews will also be required to be present the day of any such informal interviews.
- 2. In an effort to adhere to CDC guidelines for physical distancing, our company continues to abide by a work-from-home policy. Given the challenge of securing wet-ink signatures in a remote environment, would the County accept digital signatures (verified via DocuSign) for the original copy?**
 - a. We will accept a digital verified printed signature on the documents. We reserve the right to request real "wet ink" signatures on final contracts.
- 3. In what part of the proposal should Vendors address the requested scope of work outlined in SECTION 6. SERVICES AND/OR ITEMS REQUIRED of the RFP? For example, should we create a separate section titled "Requested Services" to describe our plan for delivering the required scope of work?**
 - a. This is acceptable to add a section titled "Requested Services" or feel free to place your plan in the "Vendor Provided Pricing Structure" section.
- 4. Is there a specific format required for the price proposal, or can Vendors submit pricing in the format deemed most effective for outlining the fees and cost structure?**
 - a. Offeror may submit pricing as the deemed best fit for their model. This will not be the best and final so there of course may be changes for the top Offeror selected through any negotiations and as final scope of work are determined.
- 5. Can the County share the anticipated/estimated budget for this contract?**
 - a. At this time Roanoke County is not disclosing any formal budget as this could change based off of any final proposed models from potential Offerors. The County's proposed and prior budgets, with line item expenditures, are available for public viewing on the County's website.
- 6. Can the County elaborate on how pricing will be evaluated?**
 - a. Pricing will be evaluated in totality based off of the proposal submitted and how it ties in with the overall plan laid out by the Offeror. Pricing is not the primary factor in evaluation of proposals; it is one of several factors including customer service delivery for a vulnerable population. The County of Roanoke does not use a numerical weighted scoring system when evaluating selection criteria.

REQUIRED

ADDENDUM # 4

Sign and return with your proposal package

Sign Name:

Print Name:

Date:

Company

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK