

# LONGWOOD UNIVERSITY

201 High Street  
Farmville, Virginia 23909  
tel: 434.395.2093  
fax: 434.395.2246  
trs: 711

June 30, 2017

## ADDENDUM 1 TO ALL OFFERORS:

Reference Request for Proposals (RFP):	LU214-17-030
Commodity:	Parking Management System
Dated:	June 16, 2017
For Delivery To:	Longwood University Materiel Management Farmville, Virginia 23909
Proposal Due Date:	<b><u>July 12, 2017 at 2:00 p.m. Local Time</u></b>
Optional Pre-Proposal Conference:	June 27, 2017 at 1:00 p.m. Local Time

This Addendum 1 to the RFP is being issued to answer questions asked by or received from potential offerors and to publish the Notes and On-Site Registry from the Optional Pre-Proposal Conference.

1. Several inquiries were received regarding a dial-in option for the Pre-Proposal Conference.

**RESPONSE:** The University did not offer this option.

2. Please describe the scoring system for the evaluation criteria. Are points awarded based on specific sub-criteria being met (if so, what are they), by ranking (e.g., 1<sup>st</sup> = 100% of possible points, 2<sup>nd</sup> place = 66% . . .) or by subjective evaluation (e.g., 17 points out of 20)?

**RESPONSE:** Scoring is subjective based on the evaluation committee members' review of proposals.

3. For vendors who do not use subcontractors, but are not a DSBSD-certified business, how will the scoring for the Small Business Subcontracting Plan work? Would this situation mean that zero points would be awarded under this criterion even if Attachment B is competed? Are points for this criterion awarded based on the dollar value of DSBSD/SWaM participation?

**RESPONSE:** If an offeror is not a DSBSD-certified SWaM business and does not propose utilization of DSBSD-certified SWaM businesses in the performance of the contract, they would receive zero points for the SBSP score. Scoring of the SBSP is calculated using a formula; total value of proposed SWaM spend divided by total dollar value proposed, multiplied by a percentage of the possible points allowed for the criterion.

4. Is license plate/bar scanning what was meant by recognition?

**RESPONSE:** Yes.

5. Did the University have any assistance from a vendor on writing the Statement of Needs for the RFP?

**RESPONSE:** No.

Office of the Director of Materiel Management,  
Central Stores, and Property Control



6. Does offeror's experience need to be in the U.S.?

**RESPONSE:** No

7. Reference Section IV. STATEMENT OF NEEDS, Paragraph A. Mandatory Requirements, Subparagraph 3. Support, Item b.: How should the 60 hours be broken down? Are all 60 hours needed?

**RESPONSE:** Offeror should include a breakdown of the 60 hours of on-site instruction in their proposal and may suggest an alternate on-site instruction schedule for the University to consider.

8. Can the University share a budget amount that has been allocated for this project?

**RESPONSE:** The University does not disclose project budget information.

9. Can the University share the expiration date of their current contract with their parking technology vendor?

**RESPONSE:** The University signed a Software License Agreement for BOSSCARS from Boss Consulting Services (now AssetWorks LLC) in October 2010 that includes a 12-month software maintenance term. The maintenance term is renewed annually, unless terminated by the University. The current term is 5/15/2017 to 5/14/2018.

All other general terms, conditions, and specifications shall remain the same.

**Note:** A signed acknowledgment of this addendum must be submitted with your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,



Cathryn B. Mobley, CPA, CUPO, VCCO, VCO  
Associate Vice President for Administration and Finance

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Name of Firm

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Signature/Title

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Date

- Optional pre-proposal conference.
- Introductions of Longwood personnel.
- Questions from the floor:
  - Longwood will answer questions from the Contractors in attendance that are to clarify where information can be found in the documents. Other questions, depending on the complexity may be answered and documented by Longwood or may request that the question be submitted in writing by the Contractor. All questions and responses will be documented and included in an addendum.
  - All other questions should be received in writing on or before **12:00 Noon on July 6, 2017** and will be responded to in writing in an addendum.
- Sealed Proposals are **due Wednesday, July 12<sup>th</sup> at 2pm** in Lancaster Hall, Room 207A.
  - If the University is closed for any reason on the date/time specified for receipt of proposals, proposals will be due at the same time the next business day the University is open.
  - Parking is difficult – please plan to arrive early if delivering your proposal.
  - If you are using a delivery service such as FedEx or UPS – they may say next day delivery, but that may not be by 2pm.
  - Proposals cannot be faxed to the University – there is a mailing service company “Midtown Mailboxes” across from the High Rise Dorms or in some cases the area hotels will accept faxed proposal, place it in an envelope, seal and deliver it to Longwood. You should still mail/deliver the original proposal and copies to Longwood.
  - Proposals must be submitted on the forms furnished, where applicable.
    - All addenda must be acknowledged.
    - The Proposal must be complete and signed by the appropriate individual.
    - Make sure your proposal contains all the requirements set forth in Section V. Proposal Preparation and Submission Instructions.
- All inquiries for information should be directed to Cathryn Mobley using the “Written Pre-Proposal Question Form”.
  - These questions will be responded to in an addendum and posted on the eVA website, on the Longwood MM website, and the public posting board at the front of the Bristow Building.

#### Attachments

- A – Written Pre-Proposal Question Form

- B – Small Business Subcontracting Plan
- C – Offeror Data Sheet
- D – Quarterly SWaM Subcontractor Expenditure Reporting Form
- E – Longwood University 2017 Holiday and Winter Closing Schedule
- Campus Map - Directory

OPTIONAL PRE-PROPOSAL CONFERENCE  
ON-SITE REGISTRY

Page 1 of 1

PROJECT: RFP#LU214-17-030	TITLE: Parking Management System	BUYER: Debby Cooper
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DATE: 6/27/17	TIME: 1:00
REPRESENTATIVE'S PRINTED NAME:	
REPRESENTATIVE'S SIGNATURE:	
NAME OF FIRM:	
ADDRESS OF FIRM:	
TELEPHONE NUMBER:	
OTHER:	



Research  
Network  
Performance

**MAX BALBOA**  
Business Development Manager

3600 Pointe Center Court  
Suite 175  
Dumfries, VA 22026

O 703.445.9889  
F 703.945.1764  
mbalboa@creativernp.com  
www.CreativeRNP.com

DATE: 6/27/17	TIME: 1:00 p.m.
REPRESENTATIVE'S PRINTED NAME:	
REPRESENTATIVE'S SIGNATURE:	
NAME OF FIRM:	
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