



Department of Purchasing

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August 12, 2020

To All Interested Parties:

**Subject: Addendum #1,
Workplace Investigative Services**

Question: Is this an original solicitation or a re-compete?

Answer: This is a new solicitation with no current or previous provider.

Question: I am certified in workplace violence; my business was formed 2 years ago and I have not accumulated references pertaining to the scope of work detailed in the RFP (my background stems from conducting investigations while on active duty as a Naval Officer), do you recommend that I attempt to subcontract or submit my proposal based off of my experience?

Answer: It is encouraged that proposers provide as much information as possible and/or provide a subcontracting plan as a part of meeting the requirements found in the Request for Proposals. It is also important that should a proposer wish to use a subcontractor that as much information as possible is provided as a part of the proposal submission. Suffolk Public Schools reserves the right to use all available information to determine who is best suited to perform these services. Please refer to page 6 of the RFP for the evaluation criteria.

Question: EY performs workplace investigations on a regular basis as Forensic Accountants and Investigators. Is the School system looking for a law firm to perform the services requested or would you be open to a Forensic Investigations firm to support the school?

Answer: At this point, we are not looking for this service. Should this service be required a separate Request for Proposals would be issued with a detailed scope of service.

Question: Are you looking for one firm to provide all services? For example, EY can perform wage & hour audits, from an accounting perspective, but not related to any legal issues.

Answer: The School Board reserves the right to award a contract or contracts to meet the needs that are specified in the Request for Proposals.

Question: Can you identify the current vendor(s) providing these services to Suffolk Public Schools, and the fees, or range of fees, currently charged by such vendor(s)?

Answer: This is the first time that Suffolk Public Schools will be awarding a contract for this service. This contract is being procured under the Professional Services provisions found in the Code of Virginia which allows us to identify the company based solely on qualifications other than price and to then negotiate a fair price.

Question: Is it correct that a proposer need only timely submit an electronic copy of its proposal using EVA as one of the means of submission in order to be considered for selection?

Answer: A submission through the EVA portal is all that is required to submit to this Request for Proposals. Should you wish to submit this way, the proposer must be a registered member of EVA (which is a free service). Proposers may also drop off their proposal or mail their proposal per the directions found on page 1 of the Request for Proposals. Regardless of the way the proposals are sent to Suffolk Public Schools, the proposer is responsible for the timely delivery of the proposal.

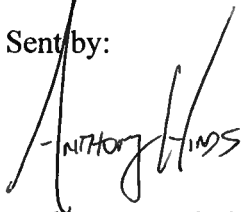
All questions received to date have been answered. The deadline for questions is Friday, August 14, 2020 by 2:00 PM so an addendum may be issued.

Please email Anthony Hinds at anthonyhinds@spsk12.net if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal.

Addendum 1 Acknowledged:

Date _____

Sent by:



Anthony W. Hinds, CPPB
Purchasing Manager