



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

April 30, 2010

ADDENDUM NO. 2 TO ALL VENDORS:

Reference Request for Proposals:	BEN-10-057
Title:	Employment Advancement for TANF Participants
Proposals Due:	June 1, 2010
Pre-Proposal Conference:	May 11, 2010

The above hereby changed to read:

See Attached Changes to RFP

Note: A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal must be signed.

Very truly yours,

Sharon Vaughan, Contract Officer
(804) 726-7185

Name of Firm/Organization/Agency

Signature and Title

Date

Changes to RFP

1. Reference Section V, Evaluation and Award Criteria, Subsection 5.1: *Replace* the last sentence that reads, “Any not deemed complete or responsive will not be forwarded to an evaluation panel,” with “*Proposals that are substantially incomplete or lack key information may be rejected.*”

Explanation: The term “responsive,” as used in this particular sentence, may give the appearance of being used as the term associated with Invitations for Bids (IFBs) (versus Requests for Proposals or RFPs). In evaluating bids received in response to an IFB, the award is made to “the lowest responsive and responsible bidder.” Proposals received in response to an RFP may not be declared unresponsive according to procurement regulations; however, if a proposal is substantially incomplete or lacks key information it does not have to be evaluated.

2. Reference Attachment 2, Proposal Template, Section II, Narrative (page 41 of the RFP): In the first paragraph (italics), removed the third sentence that reads, “*Concise and specific documents will be viewed most favorably.*”

Explanation: The sentence may give the appearance that extra evaluation points will be given. Proposers should certainly provide concise and specific documents/attachments, in order for the evaluators to understand them and be able to find and refer back to them during the evaluation process.