

April 2, 2013

ADDENDUM NO. 2 TO ALL VENDORS:

Reference Request for Proposals:	BEN-13-045
Title:	Employment Advancement for TANF Participants
Proposals Due:	April 15, 2013
Pre-proposal Conference:	February 25, 2013

The above is hereby changed to read:

See Attached Changes to RFP and Questions and Answers

Note: A signed acknowledgment 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 S. Vaughan
Contract Officer
(804) 726-7185

Name of Firm

Signature and Title

Date

Changes to RFP

1. Reference RFP Section IV, Proposal Preparation and Submission Requirements, Subsection B, Specific Proposal Instructions, Item 5, Proposal Envelope/Package Identification: **Change** the RFP # listed in this item to read: **BEN-13-045**.

Questions and Answers

1. Q. Reference RFP Section IV, Proposal Preparation and Submission Requirements, Subsection A, General Instructions, Item 1, RFP Response: It is understood that three (3) originals and three (copies) of the proposal/application is due, but does VDSS require three (3) originals (with original signatures) of the letters of support and collaboration agreements? Proposers/applicants often ask organizations to provide three (3) documents with original signatures on all three (3), but organizations frequently send only one (1) signed letter of support or agreement.

A. VDSS will not reject a proposal/application if it receives only one (1) original signed letter of support or agreement from the proposer's/applicant's inclusion of collaborative agreements, community partners and documentation of support in the RFP response, if copies are received for the remaining two (2) original proposals/applications submitted.

2. Q. Reference RFP Section IV, Proposal Preparation and Submission Requirements, Subsection B, Specific Proposal Instructions, Items 2 and 3, Narrative and Required Forms for Signatures and Attachments: If you have received funding from VDSS for the Employment Advancement for TANF Participants Program in the past, will new outcome projections start again or will they continue from the last subgrant (contract) period?

A. If an organization has received funding under the Employment Advancement for TANF Participants Program previously, and will continue to serve certain participants from a previous award, these persons should be included in the projected outcomes.