

# COUNTY OF MONTGOMERY

PURCHASING DEPARTMENT  
755 ROANOKE STREET, Suite 2C  
CHRISTIANSBURG, VA 24073-3179  
PHONE (540) 382-5784 | FAX: (540) 382-5783  
Jeff Groseclose CPPB, VCA, VCO, Procurement Manager

---

## REQUEST FOR PROPOSAL, RFP # 23-16 issued May 31, 2023 ADDENDUM NUMBER 1

**DATE:** June 20, 2023  
**TITLE:** Travel & Tourism FAM Tour Program

### Amendments:

1. No further questions will be accepted after the issuance of this addendum.
2. The table of contents in page 2 of the RFP is incorrect. A revised table of contents is included as an attachment to this Addendum.
3. Section IV.A.1.a. is hereby changed to read as follows:
  - a. **One (1) original and three (3) paper copies of the entire proposal INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked.

### Clarification:

1. **Question:** Section III.A.10 (page 6) of the RFP states a FAM Tour is to be deployed during Summer and Fall of 2023. It is likely too late to implement something for Summer 2023. What flexibility do you have related to time constraints?

**Montgomery County Response:** Proposals should include what can realistically be provided regarding timelines. Montgomery County Regional Tourism (Tourism) understands that Summer 2023 may not be possible and Fall 2023 is a more likely scenario. Tourism may be open to splitting between Fall 2023 and Spring 2024 Tours, however this may not allow for all required deadlines to be met related to ARPA funding. Offerors should propose their best solutions and their ability to assist in completing and providing all required documentation to meet ARPA funding requirements.

2. **Question:** Section IV.A.f (page7) of the RFP states ownership of all data, materials and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County, etc. Itineraries created for other clients are owned by those clients. How can this be addressed?

**Montgomery County Response:** Offerors should clearly state any exceptions to any RFP specifications and requirements in their proposal. Any exceptions may be subject to negotiation and mutual agreement prior to contract award.

3. **Question:** The RFP requests a bound single volume of proposals. Section IV.B.6 (page 8) of the RFP requests multiple itineraries, which can be quite lengthy. May we submit the itineraries as attachments to the proposal?

**Montgomery County Response:** Yes, however it should be clear to the evaluation committee what is an attachment and how the attachment relates to the proposal.

4. **Question:** Section IV.B.8 (page 8) of the RFP requests contact information for journalists. Can journalist contact info be kept confidential and not posted on the internet?

**Montgomery County Response:** Montgomery County contracts are not currently posted on the internet, but are subject to public review via FOIA requests. Offerors should include a redacted copy of their proposal as directed in Section IV.1.c (page 6) of the RFP. Only redacted copies, of anything agreed to be kept confidential as part of a contract award, will be provided as a response to FOIA requests.

5. **Question:** Paragraphs 11 and 16 of Section IV.B are contradictory. Do you need five (5) or ten (10) references?

**Montgomery County Response:** Please provide ten (10) DMO references similar to Montgomery County Regional Tourism for whom your firm has provided the type of services described herein within the last year. Include the date(s) the services were provided, the client name and address, and the name, phone number and email address of the individual Montgomery County has your permission to contact.

**ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:**

COMPANY/FIRM NAME AND ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

SUBMITTED BY:

NAME: \_\_\_\_\_  
(print)

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**REVISED TABLE OF CONTENTS**

**Request for Proposal Number 23-16**

Travel & Tourism FAM Tour Program

<u>Section #</u>	<u>Description</u>	<u>Page Number</u>
I	Purpose.....	4
II	Background.....	4
III	Statement of Need .....	5
IV	Proposal Preparation and Submission Requirements.....	6
V	Evaluation and Award of Contract .....	9
VI	Pre-Proposal Conference.....	10
VII	Contract Administration.....	10
VIII	Payment Procedures.....	11
IX	Contract Period.....	11
X	Pricing Schedule.....	11

ATTACHMENT A: Terms and Conditions

ATTACHMENT B: Montgomery County Standard Contract (sample)