



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

REQUEST FOR PROPOSAL ADDENDUM

ADDENDUM #1

DATE: January 22, 2008

REFERENCE: Request for Proposals: #R-BH-8021
Issue Date: January 7, 2008
Title: Yearbook Services (Middle and High School)
Sealed Proposals Due Date: February 7, 2008 @2:00 p.m.

All potential Offerors are advised of the following responses to questions received to the referenced solicitation:

1. RE: Section 5.1.1 and 5.1.3. Is it absolutely critical that the school be paid personal visits in order to service this account?

In the technical proposal, Offeror's should provide a detailed description of all products and services which they are offering Prince William County Public Schools (PWCS) in response to this RFP.

2. RE: 6.2. TECHNICAL PROPOSAL REQUIREMENTS: Proposals should be as thorough and detailed as possible so that PWCS may properly evaluate the Offeror's capabilities to provide the required products and services. Proposals shall be submitted on 8 1/2" x 11" paper, and prepared simply and concisely and submitted in TABS AS OUTLINED BELOW. Elaborate, artwork, expensive paper, bindings, visual, and other presentation aids are not required. Each Offeror's proposal shall be tabbed and organized in the sequence indicated below:

Does this mean that each section we are responding to has to be tabbed in a binder? For example, does it need to be on one sheet by itself?

5.1.1. Contractor shall provide experienced yearbook representatives; representatives shall collaborate with school personnel on regular basis to advise on planning and design and to provide training, support and answer questions regarding production and financial matters pertaining to yearbook services.

Then this on the next sheet?

5.1.2. The Contractor shall provide a local and/or a toll free telephone number and email address for PWCS' yearbook representative, and shall respond to requests/phone call within two (2) business days.

As per Section 6.2 TECHNICAL PROPOSAL REQUIREMENTS, Technical Proposals shall be tabbed and organized in the following sequence:

SECTION 6.2.1. Proposed Approach/Methodology/Services
SECTION 6.2.2. Experience/Qualifications/Ability to Perform
SECTION 6.2.3. Quality of Material & Samples
SECTION 6.2.4. Favorable References
SECTION 6.2.5. Proposed Costs

3. **RE: The Metropolitan Washington Council of Governments (COG) Rider Clause Am I checking "yes" when I currently do business with the listed school system? Or, am I checking "yes" to authorize any effort they might make to reciprocate an agreement between our firm and PWCS? Also, I assume I would only check "yes" with listing on the form that are school systems?**

By checking "YES" by jurisdiction/s name on the COG Rider Clause, your firm is extending an invitation for jurisdiction/s to purchase at the contract prices. (See the COG Rider Clause, ATTACHMENT A, ITEMS A through F and General Terms and Conditions Item 25, Cooperative Purchasing.)

ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED.

A signed acknowledgment of this addendum must be received by the Central Purchasing Office either prior to the Proposal due date and hour specified, or attached to the RFP. Signature on this addendum does not constitute the Offeror's signature on the original proposal document. The original proposal document shall also be signed.

Barbara Hanlin, CPPB, Senior Buyer
Contract Administrator, Central Purchasing Office

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ACKNOWLEDGMENT:

Name of Firm

Signature

Date

Print Name and Title

Telephone Number

Fax Number