



Upper Occoquan Service Authority

Leader in Water Reclamation and Reuse

14631 COMPTON ROAD, CENTREVILLE, VIRGINIA 20121-2506
(703) 830-2200

May 19, 2023

TO ALL RFP RECIPIENTS:

For UOSA RFP 23-08 IT Support Services

SUBJECT: Addendum # 1

The above numbered solicitation is amended as set forth below. The hour and date specified for receipt of offers:

is not extended

is extended

OFFERORS MUST ACKNOWLEDGE receipt of this Addendum by one of the following methods:

- a. By acknowledgement of this Addendum on Submission Form submitted with the proposal;
- b. By referencing its receipt in your Transmittal Letter

If by virtue of this Addendum you desire to change a proposal already submitted, such change may be made by letter, provided it includes reference to the solicitation and this Addendum and is received prior to the due hour and date specified.

DESCRIPTION OF ADDENDUM:

1. Answers to all questions received prior to the deadline for questions. Provided as Attachment A
2. Additional subsection 2.13 that shall be included in IFB 23-08 Section 2 Scope of Work. Provided as Attachment B

All other Terms, Conditions, Tables, Charts and Specifications, and Drawings not otherwise changed remain as originally stated or as shown.

ISSUED BY:

Upper Occoquan Service Authority

A handwritten signature in blue ink, appearing to read 'Dustin Baker', is written over a horizontal line.

Dustin Baker, Senior Buyer

05/19/2023

Date

Attachment A – Q&A

Q: It looks like 30% of the evaluation is based on prior history with UOSA, and we have not done much work for several years at UOSA. Therefore, do you think it is worthwhile for us to submit a proposal?

A: Although past performance working for UOSA may be considered when scoring proposals, none of the criteria are based solely on a vendor's prior performance at UOSA and prior work with UOSA it is not a requirement of the solicitation. The intent is to make multiple awards to cover all the areas of support required and it is UOSA's expectation that vendors who have never worked for UOSA before could be competitive in the scoring process.

Attachment B – Additional Subsection

The following subsection 2.13 shall be inserted into Section 2 of UOSA RFP 23-08 immediately following subsection 2.12:

2.13 Vendor Management

UOSA has a Vendor Management Policy that utilizes the Panorays platform to manage the assessment and evaluation of vendor's security and risk management policies. Panorays uses a customized vendor questionnaire to perform a risk assessment that results in a graded evaluation including steps for mitigation in low scoring areas or areas that are out of compliance. UOSA reserves the right to require any vendor to complete the Panorays questionnaire at any time during the solicitation process or during the contract period. Awarded vendors may also be required to periodically update the questionnaire at UOSA's request. UOSA typically requires an overall rating of at least "Fair". If a vendor scores lower than a "Fair" rating they will have the opportunity to mitigate the deficient areas. If a vendor cannot achieve a "Fair" rating within 60 days UOSA, at its sole discretion, may elect to terminate the contract.