

DEPARTMENT OF FINANCE

CAD / RMS CONSULTING RFP
ADDENDUM #1 : Proposal Submission Instructions
RFP # D00125

To: All Potential Offerors

Date: April 4, 2025

Subject: Addendum #1 to RFP #D00125 dated April 1, 2025

Title: CAD / RMS Consulting

TO ALL POTENTIAL BIDDERS:

The following information is being provided for purposes of clarification or in response to questions received from potential bidders. This addendum will be posted on the eVA website and City of Staunton's procurement website:

- **eVA website:** <https://m.vendor.evro.cgipdc.com/Vendor/public/AllOpportunities>
- **City website:** <https://www.ci.staunton.va.us/departments/finance/procurement>

Summary of Additions and Revisions to Proposal Document

In the event that any of these specifications conflict with the previous specifications, the specifications in this addendum shall control. Prepare your bids accordingly:

Addition of updated Sealed Proposal Submission Instructions to comply with Virginia Public Procurement Act Code § 2.2-4303.

(Instructions & Acknowledgement Form on following pages.)

SEALED PROPOSAL SUBMISSION INSTRUCTIONS

This RFP is a request for a sealed proposal; therefore, proposals may be submitted electronically through the eVA system, or they may be submitted by non-electronic means (paper submissions) outside of the eVA system.

1. Proposals that are mailed (U.S. Postal mail), sent by delivery services (UPS, FedEx, etc.), or hand-delivered shall be delivered to:

Hand or Delivery Service	Postal Mail
City of Staunton	City of Staunton
Finance Department	Finance Department
ATTN: Chad M. Horvat	ATTN: Chad M. Horvat
116 W. Beverley Street	P.O. Box 58
Staunton, VA 24401	Staunton, VA 24402-0058
540-332-3819	540-332-3819

2. Electronic sealed proposals will be accepted ONLY through the eVA system.

Proposals delivered electronically by any method outside of the eVA system, such as via E-mail or fax, WILL NOT be accepted.

Sealed proposals, whether electronic or paper, will be received until the closing date and time provided in the solicitation.

Proposal Submission via the eVA System:

Prior to the due date, Offerors should:

- Check the status of the solicitation on eVA at www.eva.virginia.gov by clicking on Business Opportunities and then click on Virginia Business Opportunities (VBO) for any updates, changes, amendments, cancellations, etc.;
- Check the Solicitation in VBO for all attachments and documents to be completed and submitted; and
- Complete all attachments, amendments, exhibits, product information, etc. and attach electronically to the Offeror's electronic submission.

Offerors are solely responsible for reviewing, complying, and returning a complete and responsive proposal. Failure to submit any of the required information may result in the proposal receiving a lower evaluation score. Changes to the solicitation's forms or formats are prohibited except where clearly instructed and permitted.

Electronic proposal submission with all required documents attached is required.

1. Offerors must submit one (1) complete copy of the proposal and all required documents and/or attachments.
2. **Submission as one singular PDF formatted document is preferred.**

3. If proprietary/confidential information is included in the proposal, it shall be identified **CONSPICUOUSLY** using **Attachment B**, and
4. Offeror is required to submit an additional redacted copy of the proposal.
5. **The redacted copy is also preferred to be provided as one singular PDF format document.**

All electronic copies shall be the exact image of PDF-scanned copies of the original, signed, and with all completed documentation.

eVA Submission Instructions:

Offerors must be registered in eVA in order to submit an electronic proposal.

The following are instructions for submitting an electronic proposal:

- a. Go to www.eva.virginia.gov;
- b. Click on “I Sell To Virginia”;
- c. Click on “eVA Supplier Training”; and
- d. Click on “Viewing and Responding to Solicitations Video”.

If an Offeror needs assistance submitting an electronic response, the Offeror must contact eVA Customer Care at 866-289-7367 or email eVACustomerCare@dgs.virginia.gov.

Note: A signed acknowledgement of this addendum must be received by this office prior to the due date and time, or must be attached to your bid. Signature on this addendum does not constitute signature on the original bid document. The original bid document must also be signed per bid instructions.

Company Name: _____

Signature: _____

Type/Print Name: _____

Title: _____

Date: _____