

#### RFQ NO. 100127-FY22-06 CLOSED CAPTIONING SERVICES

### ADDENDUM NO. 1

#### JULY 29, 2021

#### ITEM NO. 1: MODIFIED QUOTE DUE DATE

Interested bidders shall be mindful of the following change in the quote due date:

• Quotes must be received by the Town of Leesburg no later than 3:00 p.m. on Thursday, August 5, 2021.

#### ITEM NO. 2: EVA GUIDES

Please note that the eVA New Vendor Registration Guide and eVA Electronic Bid Submission Guide for RFQ are attached to this addendum as Exhibit A.

## Bidders must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Request for Quote or your quote may not be considered.

For the Town of Leesburg,

Kelly Neff, VCA Buyer Town of Leesburg, Virginia Email: <u>kneff@leesburgva.gov</u> Bid Board: <u>http://www.leesburgva.gov/bidboard</u> Exhibit A



Virginia's Total e-Procurement Solution

www.eva.virginia.gov

# **Step by Step Vendor Registration Instructions**

Start by clicking the *Register Now* link on the eVA website homepage (www.eVA.virginia.gov).





### **Registration Checklist**

1. Company name – Be sure to list a name that buyers will easily recognize.

2. Federal Tax Identification Number (TIN) – The 9 digit TIN or Social Security number that identifies your organization.

3. Addresses & Contact information You will need street and/or PO box addresses, phone & fax numbers, and email addresses for orders, payments, bills, solicitations (business opportunities), and physical location.

4. Commodity Codes – Describes to buyers what your company sells. Use the *NIGP Code Look Up* link on the left hand menu of the eVA home page.

## You can either begin a New Registration

Or you can choose Add Location or Change Registration Type to update an existing account

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Company Name :	Search	-			
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	Company Nan	ne			
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#### For a new registration,

you will start the registration process by reviewing & accepting eVA's Memorandum of Agreement then entering your company's EIN or SSN number.

### eVA Memorandum Of Agreement (Effective 5/16/2006)

Thank you for joining the Commonwealth of Virginia eVA supplier community. You must agree to the terms defined below in order to:

continue with the eVA registration process.

avoid having an existing registration deactivated/canceled.

You are strongly encouraged to click on the "help & advice" button for more information.

This Memorandum Of Agreement (Agreement) sets forth the terms that have been established by the Commonwealth of Virginia, Departm and Supply ("DPS") to govern all electronic procurement transactions made between your firm ("Vendor") and any agency or public body made, in whole or in part, utilizing the Commonwealth of Virginia's web-centric statewide electronic procurement solution (eVA).

#### For purposes of this Agreement:

- electronic procurement transaction is defined to include electronic quotations, bids, proposals, purchase orders, contracts, invoi procurement information, instruments and notices electronically transmitted, received, or posted using eVA in lieu of or in additional statement information.
- agency is defined as any department, authority, board, post, commission, division, institution, or office of State government of th
- public body is defined as any legislative, executive or judicial body, agency, office, department, authority, post, commission, cor created by law in Virginia to exercise some sovereign power or to perform some governmental duty, and empowered by law to ur eVA.
- eVA Fee Schedule is defined as a listing of eVA registration, transaction, and other fees (eVA fees) that are assessed to eVA user
  nublished on the eVA Website. Each fee set forth on the eVA Fee Schedule is effective dated so eVA users, including Vendors, o

cept Lerms	Provide the following a	nd continue 🛛 🗙	Reject Ferr
	Taxpayer ID & Type <mark>:</mark>	💽 EIN 🔿 SSN	
	Company Zip:		
	Continu	e	

## **Company Profile**

Tell us about your company, including if you'd like to receive bidding opportunities and whether or not your company accepts charge cards.

			appears on your W-9	form
Company Profile				
* Taxpayer ID Number(Type) :	451203698(EIN)		Tax Address	
* Organization Type :	•		* W-9 Address :	
Supplemental Organization Type :	Organization Type (Required)		City/State/Zip :	
Company/DBA/Location Name:	Check if same as above		Country :	
* Company Legal Name :				
* DBA/Location Name :				
Web Address :				
* Notification of Bids? :	Send bid notices 🔻			
* Accept Charge Cards? :	Accepts VISA			
Tax Exempt :	T			
Attachments - attach supporting files: W-9, W-8, Registration is not considered complete unless a ( and payments for goods or services may be impac Get the W-9 form here: http://www.doa.virginia.go Add Attachments	etc. Commonwealth of Virginia Substitute W sted without a properly executed Comm v/General Accounting/Forms/W9 CO Dur W-9 here.	Purchases under \$5 via the Commonwea Charge Card (VISA) merchant fees apply	,000 will be made lth's Small Purchase . Standard vendor	
Registrati Substitute without a found her <u>http://www</u>	on is not considered comp W-9 is received. Payme properly executed Comme e: v.doa.virginia.gov/General	blete unless the Comm nts for goods or servic onwealth of Virginia Su _Accounting/Forms/W	onwealth of Virginia es may be impacted ubstitute W-9 form /9_COVSubstitute.pdf	<u>f</u>

#### **User Information**

By checking the box for *Notifications* you are requesting for the *User to be* sent bidding opportunities.

* First Name :		
* Last Name :		
* Email :		
* Retype Email :		
* Phone :		
Fax :		
Notifications :	(Include this user for Bid Notifications)	
* Password :		
Petyne Password		

Department of General Services • Division of Purchases and Supply • eProcurement Bureau 1111 East Broad Street • Richmond, VA 23218-1199 • Patrick Henry Building For additional information, contact evacustomercare@dgs.virginia.gov or 1-866-289-7367.

Enter information as it

#### **Ordering Information**

If your Ordering Address is the<br/>same as the W-9 address youIf your Ordering Contact is<br/>the same as the Login Profile<br/>you entered above, then click Copy<br/>Tax Address.If your Ordering Contact is<br/>the same as the Login Profile<br/>you entered above, then click<br/>Copy Login Profile Ino.

rdering Address	(Copy Tax Address)		Ordering Contact:	( Copy Login Profile Info)
* Street 1	-		* Contact First Name :	
Street 2	:		* Contact Last Name :	
* City/State/Zip	:	•	* Email :	
* Country	:	-	* Retype Email :	
Method of Notification	Email 👻		* Phone :	
			* Fax :	
Recei notifications by selecting	ve bid electronically g <i>email</i> from			

Leave the default as "Yes" if your other addresses are the same as your Ordering Address.

If one of the addresses is NOT the same as your *Ordering Address* then select "No" from the drop down menu for that address type and complete all required fields.

Physical Address/Contac	ct(same as Ord	lering?) No 🔻		Physical Contact:	( <u>Copy Login Profile Info</u> )
* Street 1 :				* Contact First Name :	
Street 2 :			_	* Contact Last Name :	
* City/State/Zip :				* Email :	
				* Retype Email :	
* Country :			•	* Phone :	
* Method of Notification :	<b>.</b>			* Fax :	

#### Receive your Orders Electronically

The Commonwealth of Virginia uses the Ariba Network, an Internet based service, to transmit Purchase Orders to our Vendors electronically. Electronic order routing is the preferred method of the Commonwealth.

If you have an Ariba Network Account choose "Electronic." Select "Yes" to *Do you have an Ariba Network account?* and be sure to list your Ariba Network ID.

* How do you want to get your Order	s ?: Electronic 🗸
Do you have an Ariba Network accourt	nt?: Yes 🗸
Ariba Network ID (if know	wn): AN01000032826

If you do not have an Ariba Network Account choose "Electronic." Select "No" to *Do you have an Ariba Network Account?* and select Email or Fax as your Delivery method. Orders will be routed to the Email or Fax you listed in your Ordering Address details.

By selecting "Electronic," a free Ariba Network account will be pre-enabled for you. You will receive instructions on how to activate your Ariba account with your first order. With an Ariba account you will have access to Ariba's vast network of users to whom you can also market your goods and services.

 ▼ Order Delivery Options
 \* How do you want to get your Orders ? : Electronic ▼
 \* Do you have an Ariba Network account ? : No ▼
 \* Select Delivery Method :
 Email (using Ordering Address email) Fax (using Ordering Address fax) CXML/EDI Transaction

Choose "US Mail" only if the above methods do not fit your needs.

#### Service Area(s)

Tell Buyers where you do business

By choosing Zone 10, Statewide, you'll receive bid notifications from all over the state, not only from your area—providing you greater access to opportunities.

- ▼ Se	ervice Area(s) and Commoditity Pro	file —
Select Al	t Area(s)	s
Delete	Service Area Zone	

Cł	loose
Sele to sa	ct one or more Service Areas to associate to your company. To search for your Service Area, enter in a valid service area and click Search. Please click OK we your changes.
<u>Clear</u> Serv	ice Area Zone : Search
	Service Area Zone
	Statewide
	Cities: Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg. Counties: Isle of Wight, James City, Southampton, Surry, Sussex, and
	Cities: Colonial Heights, HopeWell, Petersburg, and City of Richmond. Counties: Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, King William, New Kent, Powhatan, and Prince Geo
	City: Fredericksburg. Counties: Caroline, Culpeper, Essex, Gloucester, King and Queen, King George, Lancaster, Madison, Mathews, Middlesex, Northumberland, Orange, Richmond County, Spotsylv
	Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park and Winchester. Counties: Arlington, Clarke, Fairfax, Fauquier, Frederick, Loudoun, Page, Prince William, Rappahannock, Shenand
	Cities: Charlottesville, Harrisonburg, Staunton, and Waynesboro. Counties: Albemarle, Augusta, Fluvanna, Greene, Highland, Louisa, Nelson, and Rockingham.
	City: Emporia. Counties: Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Greensville, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Edward.
	Cities: City of Bedford, Buena Vista, Cliffton Forge, Covington, Danville, Lexington, and Lynchburg. Counties: Alleghany, Amherst, Appomattox, Bath, Bedford County, Botetourt, Campbell, Pittsylvania
	Cities: Galax, Martinsville, Radford, City of Roanoke, and Salem. Counties: Carroll, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski, and Roanoke County.
	Cities: Bristol and Norton. Counties: Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe.
	Counties: Accomack and Northampton
First F	OK Cancel

#### **Commodity Codes**

Enter the Commodity Codes that best describe what you sell.

**TIPS!** Do you provide all of the goods/services listed under a main category? If you said yes, then simply select only the main class code for your Vendor Account and you will receive notification for every opportunity for every item code under that main class!

#### (Required) Select NIGP codes to describe goods/services you sell

Delete	NIGP C	ode	Description	
	23227		Dried Flowers and Plants	
	23235		Floral Supplies: Artificial Flowers, Floral Tape, etc.	
	flower			
	39367	Nuts, Edible	(Incl. Sunflower Seeds)	
	59515	Bulbs and S	eeds (Incl. Flower Seeds)	
	59528	Flowers, Fr	esh	
	59557	57 Plants, Non-Flowering		
	59566	Shrubbery,	Flowering	
	59588	Vases, Flor	ver Pots, Pottery, etc.	

For help understanding how Commody Codes are categorized and used, reference the Understanding Commodity Codes guide located in the Vendor Resource Center under Tools.

If you need help identifying your Commodity Codes, use the NIGP Code Lookup located on the *I Sell* to Virginia page of the eVA website also found under the *Tools* section.

NIGP Code Starting With:	285 Please enter a NIGP Code or leave blank!
Search Description:	
	Search View All
1	
Class De	scription
28500 ELE	TRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
NIGP Code	Description
28500	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
28501	Automated Meter Reading Systems (AMR)
28502	Analyzer, Electric Power Demand
28503	Arresters, Lightning
28504	Back-up Systems, Battery Operated (Emergency)

#### Change your mind? It's easy to edit the Commodity Codes you have selected!

#### (Required) Select NIGP codes to describe goods/services you sell

Delete	NIGP Code	Description	
	23227	Dried Flowers and Plants	
	23235	Floral Supplies: Artificial Flowers, Floral Tape, etc.	

### **Submit Registration!**

Your eVA registration is complete and a username has been created for you.

Welcome aboard!

#### Thank You!

Congratulations, you have completed the registration process. You may now login to VSS using the User Name and Password you just created.

#### Your User Name is: tjohn

You Should

- Review your confirmation email from eVA (NoReturn@dgs.virginia.gov)
   Obtain an Ariba account for electronic orders (see guidance below)
- Obtain an Ariba account for electronic orders (see guidance below)
   Login to review Account Maintenance features
  - Login

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## Www.eva.virginia.gov Quick Steps for Submitting an Electronic Response to an RFP Solicitation

Need help? *Call eVA Customer Care at 866-289-7367 or Email eVACustomerCare@dgs.virginia.gov* General Requirements

- Your business must be eVA registered and in <u>active</u> status.
- AVOID waiting until the day the solicitation closes to submit your response.
- Delaying submission could put your response at risk of not being accepted on time.

1	Login to eVA	Login with your eVA account user name and password @
	8	https://vendor.cgieva.com/loginEngine/index.jsp ** If you have not
		registered, use the Register button.
2	Find the Solicitation	i. Enter solicitation number/description into the Search field.
		ii. Click the <b>Search</b> icon
		iii. Click the <b>View Opportunity</b> button on the solicitation you wish to view.
		Didn't find it? Use the Advanced Search filters.
3	Review Solicitation & begin the response	i. Review the solicitation posting and attachments.
		ii. Click Respond Online
4	<b>Response Steps:</b>	i. Click on +Solicitation Summary for a summary of the solicitation.
	1: Response Header	ii. Attach Your Files. *The maximum size allowed for each file is 60.0MB.
		<ul> <li>a. Click Add Attachment button</li> <li>b. Click Browse/Choose File, locate the file you want to attach, and click Open, select file attachment Type: Standard, Pricing, or Proprietary; repeat this step as necessary to attach more files.</li> <li>c. Click Attach File(s) button</li> </ul> NOTE: If you need to attach more than five files, repeat a-c.
		<ul><li>iii. Respond to Evaluation Criteria, Reminders, and enter any Overall Response Comments (Optional) as applicable.</li></ul>
		iv. Click Next
	2: Subcontractor Plan	NOTE: Small Business Subcontracting Plan Submission, refer to the instructions provided in the solicitation.
		i. Click Next
		NOTE: A warning pop-up confirmation message will appear if you have not answered the subcontractor plan questions, "Who will be doing the work?". Click <b>Cancel</b> to edit response and add a subcontractor plan or click <b>Continue</b> to review and submit the respond.
	3: Review & Submit	<ul> <li>i. Review response and click Submit</li> <li>ii. Confirm submission of response by clicking the Submit button on the pop up.</li> </ul>

	Review & Submit	NOTI	E: You will receive a "Your response has been submitted. Click Close to
		eva, v	(NNOR STLF STRIKE Control Control 1011000 STRIKE STRIKE) STRIKE S
			Your response has been submitted. Click Close to exit.
		iii.	Click Close
5	Verify Acceptance / Review Response	i.	From the <b>Home</b> page, Click the <b>My Business</b> dropdown box and click the <b>Responses</b> link (top of page).
		ii.	Find the solicitation number and corresponding Response ID, if labeled <b>"Submitted"</b> your response has been accepted.
		iii.	To Review the response, click the View/Edit Response button and navigate
		iv.	Click Exit to close out of the response, click Exit once more on the confirmation message.
			<b>NOTE</b> : You will receive an "Action is now complete. Click Close to exit."
		eVA	(VENDOR STEL SERVICE Contact Coatame Care for Help 886-289-7-987 Welcome, Camari Smith   Sign Out
			Action is complete. Click Close to exit.
		v.	Click the <b>Close</b> button
6	Amend Response	i.	From the <b>Home</b> page, click the <b>My Business</b> dropdown box and click the <b>Responses</b> link (top of page).
		ii.	Find the latest version of your solicitation response and click the <b>View/Edit Response</b> button.
		iii.	Click Edit button (top of page), status will now be showing "Not Submitted"
		iv.	Update information as necessary to this page
		<b>v.</b>	Click Next
		NOTI	E: Small Business Subcontracting Plan Submission, refer to the instructions provided in the solicitation.
		vi.	Click Next
		<b>vii.</b> viii.	Review response and click <b>Submit</b> Confirm submission of response by clicking the <b>Submit</b> button on pop up.
		NOTI	E: You will receive a "Your response has been submitted. Click Close to exit." confirmation screen once your response has successfully submitted.
		Vende	On SELF SERVICE Contact Customer Care for Hop M62285-7987 Welcome, Camari Smith Sign Out
		ix.	Click Close
7	Withdraw Response	i.	From the Home page, click the My Business dropdown box and click the
			Responses link (top of page).
		ii.	Find the latest version of your solicitation response and click the <b>View/Edit Response</b> button.
		iii.	Click Withdraw (top of page)

	Withdrawn Response (cont'd)	iv. Confirm and click <b>Withdraw</b> on pop up <b>NOTE:</b> You will receive a <b>"You have withdrawn your response. Click Close to</b> <b>exit."</b> confirmation screen once your response has successfully submitted. <b>W</b> VICKE STATE CONTRACT CO	
		You have withdrawn your response. Click Close to exit.	
		v. Click Close	
		vi. Status under <b>Response</b> will now be <b>Withdrawn</b>	
8	Print Response	i. From the <b>Home</b> page, click the <b>My Business</b> dropdown box and click the <b>Responses</b> link (top of page).	
		ii. Find the latest version of your solicitation response and click the	
		View/Edit Response button.	
		iii. Click the Next button to navigate to Step 3: Review & Submit	
		iv. Click Print	
		v. Click Exit	