



**RFQ NO. 100127-FY22-06-(RE-BID)  
CLOSED CAPTIONING SERVICES**

**ADDENDUM NO. 1**

**AUGUST 6, 2021**

**Please note the following responses to the questions received:**

1. Question: Can you confirm that the only changes were to add the submittal process for eVA? With the new due date being the 11<sup>th</sup> of August, is the plan to have this awarded by the end of the month so that the new contract starts September 1?

Response: The eVA submittal guides were added to the RFQ as well as the change in due date. Please read the proposal in its entirety before submitting a proposal. The Town intends to have an award by September 1.

2. Question: We would like to confirm nothing has changed with the RFQ itself, Correct? Just the due date changed?

Response: Please see No. 1 of this addendum.

3. Question: Are the dates for the meetings set? If not, are there specific nights these meetings usually occur?

Response: The Town has a regular schedule for public meetings but occasionally special meetings are scheduled and regular meetings are cancelled. Any changes to the regular schedule will be communicated as soon as known. Please see Exhibit A below for a tentative schedule.

4. Question: Will there be scheduled breaks for the captioner during each 2-3 hour meeting?

Response: No.

5. Question: It is understood Council will be captioned. However, at the end of this section it implies the additional listed meetings also require Captioning. When I checked each Commission/Board meeting schedules, I am finding the ARB schedule conflicts with a Council meeting. May I request specific work sessions and regular meetings the Town wants to have captioned? This information is critical to scheduling.

Response: The Town never has two meetings broadcast at the same time. When a BAR meeting conflicts with Town Council work sessions, they are moved to Wednesday.

6. Question: Will meeting transcripts be required?

Response: As a normal practice, no. However, if there is an issue with a particular meeting, the Town may request a transcript. Please include the price of transcripts in the revised Pricing Form.

7. Question: Is caption audio solely reliant upon the EEG iCap Encoder or is there a phone-based backup audio feed in the event of an EEG server issue causing audio drop-out/loss?

Response: The Town relies on the EEG iCap Encoder. There is no phone based audio feed.

8. Question: Will a company's Virginia certifications – sWAM, micro-business – be weighed?

Response: No.

9. Question: With respect to captioner credentials – are you seeking, for example, a certification for a 15 minute NCRA test, or are you looking at decades of experience for municipal captioning that can ensue for hours?

Response: Please provide resumes of captioners to include all credentials and related experience. If there are any certifications, please include copies of those as well.

*For the Town of Leesburg,*

*Kelly Neff, VCA*

*Buyer*

*Town of Leesburg, Virginia*

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*Bid Board: <http://www.leesburgva.gov/bidboard>*

## PRICING FORM -FOR REFERENCE ONLY

RFQ NO. 100127-FY22-06-(RE-BID)

### CLOSED CAPTIONING SERVICES

Item	Description of Service	Estimated Quantity	Unit of Measure	Unit Price	Extended Price (Estimated Quantity X Unit Price)
1	Hourly rate for scheduled meetings	297	Hours	\$ _____	\$ _____
2	Rates for partial hours (15 minute increments)	1	15 Minutes	\$ _____	\$ _____
3	Rate for meetings scheduled with less than 48 hours' notice	1	Hour	\$ _____	\$ _____
4	Rate for Meetings scheduled with less than 24 hours' notice	1	Hour	\$ _____	\$ _____
5	Rate for meetings scheduled with less than 12 hours' notice	1	Hour	\$ _____	\$ _____
6	Hourly rate for meeting hours past 11 p.m. Eastern Time	1	Hour	\$ _____	\$ _____
7	Rate for meetings on Weekends	1	Hour	\$ _____	\$ _____
8	Rate for Federal Holidays	1	Hour	\$ _____	\$ _____
9	Rate for meetings canceled with less than 48 hours' notice	1	Hour	\$ _____	\$ _____
10	Rate for meetings canceled with less than 24 hours' notice	1	Hour	\$ _____	\$ _____
11	Rate for meetings canceled with less than 12 hours' notice	1	Hour	\$ _____	\$ _____
12	Transcript Services	1	Meeting	\$ _____	-
<b>TOTAL PROPOSED PRICE (Sum of Items No. 1-12)</b>					\$ _____

**Instructions to Offerors:**

Proposed prices shall include all labor, supervision, tools, equipment, transportation (including fuel, tolls, etc.), permit and licenses, and management to perform the services as stated herein.

Signature: \_\_\_\_\_ Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Exhibit A

Meeting	Date	Start Time	Comment	Length
Board of Architectural Review Work Session	4-Oct-21	7:00 p.m.		3
Planning Commission Meeting	7-Oct-21	7:00 p.m.		3
Town Council Meeting	12-Oct-21	7:00 p.m.	No work session due to Columbus Day holiday	3
Board of Architectural Review Meeting	18-Oct-21	7:00 p.m.		4
Board of Zoning Appeals	19-Oct-21	7:00 p.m.	Required meeting	1
Planning Commission Meeting	21-Oct-21	7:00 p.m.		3
Town Council Work Session	25-Oct-21	7:00 p.m.		3
Town Council Meeting	26-Oct-21	7:00 p.m.		3
Board of Architectural Review Work Session	1-Nov-21	7:00 p.m.		3
Planning Commission Meeting	4-Nov-21	7:00 p.m.		3
Town Council Work Session	8-Nov-21	7:00 p.m.		3
Town Council Meeting	9-Nov-21	7:00 p.m.		3
Board of Architectural Review Meeting	15-Nov-21	7:00 p.m.		4
Board of Zoning Appeals	17-Nov-21	7:00 p.m.	Tentative	1
Planning Commission Meeting	18-Nov-21	7:00 p.m.		3
Town Council Work Session	22-Nov-21	7:00 p.m.		3
Town Council Meeting	23-Nov-21	7:00 p.m.		3
Planning Commission Meeting	2-Dec-21	7:00 p.m.		3
Board of Architectural Review Work Session	6-Dec-21	7:00 p.m.		3
Town Council Work Session	13-Dec-21	7:00 p.m.		3
Town Council Meeting	14-Dec-21	7:00 p.m.		3
Planning Commission Meeting	16-Dec-21	7:00 p.m.		3
Board of Architectural Review Meeting	20-Dec-21	7:00 p.m.		4
Board of Zoning Appeals	21-Dec-21	7:00 p.m.	Tentative	1
Board of Architectural Review Work Session	3-Jan-22	7:00 p.m.		3
Planning Commission Meeting	6-Jan-22	7:00 p.m.		3
Town Council Work Session	10-Jan-22	7:00 p.m.		3
Town Council Meeting	11-Jan-22	7:00 p.m.		3
Board of Zoning Appeals	18-Jan-22	7:00 p.m.	Tentative	1
Board of Architectural Review Meeting	19-Jan-22	7:00 p.m.	Note: Meeting moved to Wednesday, due to MLK holiday	4
Planning Commission Meeting	20-Jan-22	7:00 p.m.		3
Town Council Work Session	24-Jan-22	7:00 p.m.		3
Town Council Meeting	25-Jan-22	7:00 p.m.		3
Planning Commission Meeting	3-Feb-22	7:00 p.m.		3
Board of Architectural Review Work Session	7-Feb-22	7:00 p.m.		3
Town Council Work Session	7-Feb-22	7:00 p.m.		3
Town Council Meeting	8-Feb-22	7:00 p.m.		3
Board of Zoning Appeals	15-Feb-22	7:00 p.m.	Tentative	1
Planning Commission Meeting	17-Feb-22	7:00 p.m.		3
Town Council Work Session	21-Feb-22	7:00 p.m.		3
Town Council Meeting	22-Feb-22	7:00 p.m.		3
Board of Architectural Review Meeting	23-Feb-22	7:00 p.m.	Note: Meeting moved to Wednesday, due to conflict with Council	4
Planning Commission Meeting	3-Mar-22	7:00 p.m.		3
Board of Architectural Review Work Session	7-Mar-22	7:00 p.m.		3
Town Council Work Session	7-Mar-22	7:00 p.m.		3
Town Council Meeting	8-Mar-22	7:00 p.m.		3
Board of Zoning Appeals	15-Mar-22	7:00 p.m.	Tentative	1
Planning Commission Meeting	17-Mar-22	7:00 p.m.		3
Town Council Work Session	21-Mar-22	7:00 p.m.		3
Town Council Meeting	22-Mar-22	7:00 p.m.		3
Board of Architectural Review Meeting	23-Mar-22	7:00 p.m.	Note: Meeting moved to Wednesday, due to conflict with Council	4
Board of Architectural Review Work Session	4-Apr-22	7:00 p.m.		3
Planning Commission Meeting	7-Apr-22	7:00 p.m.		3
Town Council Work Session	11-Apr-22	7:00 p.m.		3
Town Council Meeting	12-Apr-22	7:00 p.m.		3
Board of Architectural Review Meeting	18-Apr-22	7:00 p.m.		4
Board of Zoning Appeals	19-Apr-22	7:00 p.m.	Tentative	1
Planning Commission Meeting	21-Apr-22	7:00 p.m.		3
Town Council Work Session	25-Apr-22	7:00 p.m.		3
Town Council Meeting	26-Apr-22	7:00 p.m.		3
Board of Architectural Review Work Session	2-May-22	7:00 p.m.		3
Planning Commission Meeting	5-May-22	7:00 p.m.		3
Town Council Work Session	9-May-22	7:00 p.m.		3
Town Council Meeting	10-May-22	7:00 p.m.		3
Board of Architectural Review Meeting	17-May-22	7:00 p.m.		4
Board of Zoning Appeals	17-May-22	7:00 p.m.	Tentative	1
Planning Commission Meeting	19-May-22	7:00 p.m.		3
Town Council Work Session	23-May-22	7:00 p.m.		3
Town Council Meeting	24-May-22	7:00 p.m.		3
Planning Commission Meeting	2-Jun-22	7:00 p.m.		3
Board of Architectural Review Work Session	6-Jun-22	7:00 p.m.		3
Town Council Work Session	13-Jun-22	7:00 p.m.		3
Town Council Meeting	14-Jun-22	7:00 p.m.		3
Planning Commission Meeting	16-Jun-22	7:00 p.m.		3

Board of Architectural Review Meeting	20-Jun-22	7:00 p.m.		4
Board of Zoning Appeals	21-Jun-22	7:00 p.m.	Tentative	1
Town Council Work Session	27-Jun-22	7:00 p.m.		3
Town Council Meeting	28-Jun-22	7:00 p.m.		3