Addendum No. 1 — Written Questions and Answers

Regional Workforce Collaboration and Capacity Building RFP
New River/Mount Rogers Workforce Development Area Consortium Board
Issued: October 22, 2026

This solicitation was advertised through Cardinal News and the Consortium's website. All official questions and answers, addenda, and award notices will be posted at https://vcwnewrivermtrogers.com/request-for-proposals/. References in the RFP to posting these materials on eVA are replaced by this website posting location. Proposal submission instructions and deadlines remain unchanged.

1. May an offeror submit a proposal while its Virginia State Corporation Commission registration is pending?

The proposal must include the SCC identification number or a statement explaining why Virginia authorization is not legally required for the offeror's business and proposed activities.

An offeror whose registration is pending should disclose that status and provide available application information. A pending application does not satisfy the required SCC information, and completing registration before contract execution does not automatically resolve missing required proposal information.

Award eligibility will be determined under Virginia Code §2.2-4311.2, including its waiver provisions where applicable. No waiver is promised through this clarification. Any legally required authorization must be effective before contract execution and maintained throughout performance.

2. Which survey, storage, and video platforms should offerors use for pricing?

The New River/Mount Rogers Workforce Development Board currently uses SurveyMonkey for surveys, Mailchimp for email communications, B2B Engage as a business and participant customer relationship management system, and Synology for file storage. This information is provided for planning purposes; offerors are not required to use these products. The RFP does not designate a specific video platform.

Offerors may propose platforms appropriate to their approach and should describe confidentiality, security, accessibility, and data-access arrangements. Include associated contractor costs in the proposed price. If the approach depends on access to Board accounts, licenses, CRM records, or file storage, identify that dependency expressly; such access is not guaranteed.

The selected contractor must obtain Consortium approval before using a proposed system for project information. The RFP's restrictions on identifiable data and artificial-intelligence tools remain applicable.

3. What recruitment support and contact information will the Boards provide?

The participating Boards have confirmed recruitment support. For pricing, assume the Boards will identify prospective survey and interview participants, coordinate recruitment and invitations, and provide available names and contact information to the selected contractor through an approved process.

The contractor should include survey administration, interview scheduling, reminders, and coordination with Board contacts in its approach and price. Participation and response rates are not guaranteed.

Year 1 pricing assumptions remain up to 150 survey invitations, approximately 35 baseline key-informant interviews, and approximately 15 reflection interviews.

4. What dates should offerors use when planning the Radford kickoff and Year 1 summit?

The RFP does not specify fixed calendar dates. Offerors should plan for the in-person Radford kickoff within 30 days after written authorization to proceed and the Year 1 summit during the period ending September 30, 2027.

Final dates will be coordinated through the approved work plan, considering the actual authorization date and participating Boards' availability. Offerors should identify scheduling constraints and availability assumptions and include the overnight contractor travel specified in the RFP.

Acknowledgment

Offerors must acknowledge Addendum No. 1 in their proposals as directed in the RFP. Except as expressly clarified or amended above, all other RFP requirements remain unchanged.