

WESTERN TIDEWATER REGIONAL JAIL



PROPOSAL REQUIREMENTS AND FORMAT

For efficient and accurate evaluation of proposals to any RFP (RFP is referenced for Requests for Proposal, Invitation to Bid, and Requests for Information) for Western Tidewater Regional Jail, the following format and requirements must be followed. Any deviation may disqualify a proposer from consideration:

1. There are to be 5 hard copies complete with all information including any confidential or proprietary information submitted, 1 electronic copy with any confidential information redacted for posting on our website when the award has been granted, and 1 electronic complete copy submitted. Both the hard copies and the electronic media will indicate the RFP number, product or service proposed, and the name of the proposer.
2. The 5 total hard copies will be submitted in a three ring binder with tabs or bound for each of the following sections with an index describing the section:
 - a. Company Info, history, experience in providing this product or service
 - b. Staffing levels proposed, schedule for delivery, a time line for performance and any other evaluation metrics like cost savings, efficiency enhancements et cetera.
 - c. The actual cost proposal broken down by deliverables, milestones, or other criteria with prices, if available, for each of the aforementioned metrics. Also include a complete description of the scope or type of product or service such as a specific type of paint that will be used if selected if that is of importance.
 - d. Key personnel vitae curriculum and any other documentation on the team or employees that would be of assistance in evaluating the proposal
 - e. References either included or contact info for references for similar work done or similar product delivered. Virginia entities are preferred for evaluating services or products.
 - f. Acceptance of appendix 1 which is the terms and conditions of any contractual agreement with WTRJ. Note in the section below in the appendix, any deviations, conditions of the appendix deemed inappropriate, or deemed unacceptable. This must be signed by a company official and then agreed upon by a duly appointed representative of WTRJ.
 - g. Documentation of any Vendor requirements (such as utilities, certain access, et cetera and any legal conditions that the vendor has that have not already been addressed.
 - h. Signed copy by an official of the company of Appendix 2 which states simply that if there are any deviations between the contract, proposal, or RFP, the RFP takes precedence over the proposal or contract, the proposal is secondary and takes

precedence over the actual contract, and the contract conditions are superseded by the RFP and the proposal.

- i. If there is a deviation from the RFP and the proposal and or contract, appendix 3 must be filled out and signed by a company official notating the requirement that cannot be met as stated in the RFP, the reason, and an alternative solution. Again this must be signed by a company official.
- j. This section may include any other information of any format that will aid in the selection of a vendor such as testimonials, newspaper articles, detailed specifications on similar projects et cetera.
- k. Any questions will be emailed to purchasing@wtrj.org or ap@wtrj.org. All questions and responses will be posted on our website, a sign in sheet with contact information for any interested parties who anticipate responding to the RFP, the original RFP, any RFP revisions issued (these will be notated as such i.e. "RFP 061016-01 06/10/2016 Requests for Proposals on Refurbishment of Outdoor Basketball Courts" where the date following the RFP represent the date of the original issue or the date of the revision, Appendix 1 form, Appendix 2 form, Appendix 3 form, and any technical documents or specifications or other documents pertinent to the RFP. All Proposals shall be sent to:

Director of Administration & Support

Response to RFP XXXXXX-XX

Western Tidewater Regional Jail

2402 Godwin Blvd.

Suffolk, VA 23434

- l. No responses to RFPs will be accepted for any reason after the cut-off date specified in the RFP per the Virginia Public Procurement Act.