



## **Legislative Services RFP, Addendum #1: Questions & Answers**

**September 30, 2024**

Material RFP-related inquiries received on or before September 27, 2024 are listed below along with the Authority's response. The deadline for questions has now passed and proposals are due on October 11, 2024 as detailed in the RFP.

1. *Can you clarify whether there are specific expectations regarding the number of full-time equivalents (FTEs) required to fulfill the services outlined in the RFP, both during and outside of the General Assembly session?*
  - a. There is no FTE requirement.
  
2. *Given the role of monitoring state budget impacts, will the selected consultant be required to sign a Non-Disclosure Agreement (NDA) to protect any sensitive budget or legislative information?*
  - a. We do not anticipate that an NDA will be required for this contract.
  
3. *Is there any flexibility in the scope of services based on legislative or policy changes that may arise throughout the contract period?*
  - a. We do not anticipate any scope changes during the contract period.
  
4. *What are the expectations for the frequency and format of updates and communication with VRA, particularly during the General Assembly session?*
  - a. There is no requirement here, but VRA prefers twice-weekly email updates through crossover, then weekly communications through sine dine. Conference calls and/or electronic meetings would be on an as-needed basis.
  
5. *Will any specific training or orientation be provided to ensure familiarity with VRA's internal processes and legislative priorities?*
  - a. No specific training or orientation is required, however we are happy to answer any questions regarding our internal process and legislative priorities ahead of the General Assembly session.
  
6. *Are there expectations for in-person meetings or engagements outside of the General Assembly session? If so, how often are they anticipated?*
  - a. In Section 3.0 of the RFP, we discuss the potential for services outside of the General Assembly session but that would occur on an as-needed basis.
  
7. *What criteria will VRA use to evaluate the need for renewing the contract after the initial term, and how early would discussions for renewal begin?*
  - a. There are no specific criteria, but in general VRA decides to renew contracts based on our working experience over the base term and whether we feel the contract still provides value.

8. *Would any of the legislative insights or policy analysis provided by the consultant require special confidentiality measures beyond the standard contract terms?*
  - a. No