



PROCUREMENT OFFICE  
2901 HERMITAGE ROAD  
RICHMOND, VA 23220

## SEALED REQUEST FOR PROPOSALS (RFP)

RFP NUMBER	SP-606-20		
TITLE	Public Relations Subscription – Professional Media Services		
ISSUE DATE	February 20, 2020	PAGE	1 OF 10
CONTRACT OFFICER	Arden Clark		
EMAIL ADDRESS	<a href="mailto:arden.clark@abc.virginia.gov">arden.clark@abc.virginia.gov</a>		
PHONE	804-213-4575	FAX	804-213-4429

<b>SOLICITATION DUE DATE</b>	Sealed proposals will be received until the date/time listed below for furnishing the goods/services described herein.		
	<b>Date:</b>	<b>April 2, 2020</b>	<b>Time:</b> <b>1:00 PM (Eastern Standard Time, EST)</b>
<b>eVA</b>	<b>Mandatory</b>	All Offerors must be eVA registered prior to the closing date and time of this solicitation.	
<b>PRE-PROPOSAL CONFERENCE</b>	<b>Mandatory</b>	A mandatory pre-proposal conference will be held on <b>Wednesday, March 18, 2020 at 10:00 AM (EST)</b> . The conference will be held at Virginia Alcoholic Beverage Control Authority's Central Office located at 2901 Hermitage Road, Richmond, VA 23220. <b>No one will be admitted after 10:10 AM (EST)</b> . Attendance at this conference is a pre-requisite to proposal submission. Reference Section 8 of the solicitation for additional information.	
<b>PERIOD OF CONTRACT</b>	<b>Date of award through one (1) year after award</b> with the option of four (4) subsequent one (1) year renewals.		
<b>SEALED PROPOSAL SUBMISSION</b>	<p><b>HAND DELIVER OR MAIL PROPOSAL TO:</b> Virginia Alcoholic Beverage Control Authority Attn: Arden Clark 2901 Hermitage Road Richmond, VA 23220 RFP # SP-606-20</p> <p>Late proposals will not be accepted. It is the responsibility of the <u>OFFEROR</u> (not Virginia ABC) to ensure proposals are delivered to the <u>SPECIFIED LOCATION</u> by the date and time noted above. To distinguish proposals from other mail, each envelope or package should be marked <u>PROPOSAL DOCUMENT</u>. It is the intent of the Procurement Office to assist in recognition of these important documents. Faxed proposals will not be accepted. Proposals must be submitted on this and the attached form(s), and must be signed in ink.</p>		
<b>SERVICE/DELIVERY DATE</b>	Virginia ABC's desired service start date is October 1, 2020. <b>State your earliest firm service start date:</b>		
<b>SERVICE/DELIVERY LOCATION</b>	Virginia Alcoholic Beverage Control Authority, 2901 Hermitage Road, Richmond, VA 23220		
<b>INQUIRIES</b>	All inquiries for information should be directed via email to the Contract Officer listed above. All inquiries must be received in writing on or before March 17, 2020, no later than 11:00 AM (EST).		
<b>TERMS &amp; CONDITIONS</b>	This solicitation is subject to the provisions of Virginia ABC's General Terms and Conditions and any changes or revisions thereto, which are hereby incorporated into this Request for Proposals in their entirety. The attached Special Terms and Conditions shall also be a part of the solicitation.		

In compliance with this Request for Proposals (RFP) and all conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods/services required by this RFP at the prices indicated in the pricing schedule, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete. Any resulting agreement shall be defined by a written contract, which shall be binding only when fully executed by both parties.

**OFFEROR INFORMATION:**

Date:	Virginia Contractor License #	<input checked="" type="checkbox"/> Not Required	<input type="checkbox"/> Required (enter #):
Name of Firm:		DUNS #:	
Address of Firm:		City, State, Zip:	
Email Address:		Phone:	Fax:
Is the firm eVA registered?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (enter the eVA Vendor ID #):	
Is the firm SWaM certified?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (enter the DSBSD SWaM certification #):	
Does the firm accept the Commonwealth's Small Purchase Charge Card? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Signature (in ink if submitted via paper copy):			
Printed Name:		Title:	

Virginia Alcoholic Beverage Control Authority does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an Offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment.

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## **TABLE OF CONTENTS**

<b>Section</b>	<b>Page #</b>
Background	3
Purpose	3
Definitions	3
Scope of Work	4
Proposal Preparation and Submission Instructions	4
Specific Proposal Instructions	6
Evaluation Criteria and Award of Contract	7
Pre-Proposal Conference – Mandatory	7
Method of Payment	7
Pricing Schedule	8
General Terms and Conditions	8
Special Terms and Conditions	8
Attachment A – Vendor Data Sheet	Separate File
Attachment B – Proprietary/Confidential Information Summary	Separate File
Attachment C – Small Business Subcontracting Plan	Separate File
Attachment D – Subcontractor Approval Request Form	Separate File
Attachment E – State Corporation Commission Form	Separate File



## 1. **BACKGROUND:**

The Virginia Alcoholic Beverage Control Authority (Virginia ABC) and its nearly 4,000 employees are proud to serve the Commonwealth of Virginia as an independent political subdivision and one (1) of 11 public safety agencies working with the Secretariat of Public Safety and Homeland Security. The Authority administers ABC laws with an emphasis on public safety by ensuring an orderly and regulated system for convenient sales and responsible consumption of alcohol.

Virginia ABC is a leading revenue producer for the Commonwealth and a source of future economic growth and innovation for the State. The profits that Virginia ABC contributes – collected from sales of distilled spirits at Virginia ABC stores, taxes collected on beer and wine sales, violation penalties and license fees – provide much-needed funding for use in a multitude of State programs, thus benefiting all Virginians. Since its establishment in 1934, Virginia ABC has contributed \$9 billion to the Commonwealth's General Fund, which supports major education, health and transportation initiatives.

As one (1) of 17 control states across the United States – where the state government manages the sale and distribution of distilled spirits at the wholesale level, Virginia ABC stores are the only retail outlets in Virginia where customers may purchase liquor.

**Our Stores and Products:** With more than 380 stores in convenient locations throughout the Commonwealth, Virginia ABC is dedicated to providing those ages 21 and older with an enjoyable, modern shopping environment. Considerable planning is involved in determining locations for new stores to ensure optimum customer service. Virginia ABC also strives to make sure that customers can easily obtain the spirits they want by being timely and nimble in response to market changes, product availability, and consumer desires.

Virginia ABC offers a wide selection of merchandise – including mixers, vermouth, and Virginia-made wines in addition to liquor – with more than 3,100 items available in its product catalog. These products are stored in the 292,285-square-foot Virginia ABC warehouse – the size of about five and a half (5½) football fields – located in Richmond, Virginia. The warehouse daily receives and ships about 20,400 cases of distilled spirits for a total of more than 5.3 million last year. Virginia ABC stores receive weekly deliveries to restock items available for sale to customers of legal drinking age.

## 2. **PURPOSE:**

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified Offerors to establish a term contract through competitive negotiations for the provision of an online Public Relations Subscription — Professional Media Services Module. These services are to be rendered for the Virginia Alcoholic Beverage Control Authority, located at 2901 Hermitage Road, Richmond, VA 23220.

## 3. **DEFINITIONS:**

**CONTRACTOR:** The term “Contractor” refers to an individual or firm that has entered into an agreement to provide goods or services to Virginia ABC. In addition, it also refers to a firm who, when awarded the contract, will be responsible for the goods or services required, as a result of this solicitation.

**FREEDOM OF INFORMATION ACT (FOIA):** A federal freedom of information law that requires the full or partial disclosure of previously unreleased information and documents controlled by the United States government upon request.

**OFFEROR:** The term “Offeror” as referenced in this solicitation refers to the individual or firm preparing and submitting a proposal in response to this Request for Proposals.

**SUBCONTRACTOR:** The term “subcontractor” shall refer to those having a direct contract with the Contractor to perform a specific task as part of the overall project and are paid for services provided to the project by the Contractor.

**TERMINOLOGY:** The terms “must”, “shall”, “should”, and “may” are used to identify the criticality of the requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the Contractor to provide required goods or services. Items labeled as “should” are highly desirable, although their absence will not have as large an impact. Items labeled “may” will be useful but are not necessary.

**VIRGINIA ABC:** “Virginia ABC” shall refer to the Virginia Alcoholic Beverage Control Authority – one (1) of eleven public safety agencies under the Secretariat of Public Safety and Homeland Security for the Commonwealth. Virginia ABC administers the state’s ABC laws (created by the General Assembly) with an emphasis on public service and a focus on protecting citizens by ensuring a safe, orderly and regulated system for convenient distribution and responsible consumption of alcohol.

#### **4. SCOPE OF WORK:**

The Contractor shall furnish all labor, resources, and materials etc., necessary to provide a vehicle for Virginia ABC-related news distribution to Virginia media as per the following requirements. The service shall provide no less than seven (7) seats for Virginia ABC staff to access the platform. In addition, the Contractor shall provide technical and administrative support to Virginia ABC as needed. The Contractor may be required to provide proof that the specifications are met before award is made.

##### **Integrated News Management:**

Integrated news distribution with the ability for multiple staff to send new releases, photos, and media advisories from a centralized account. The platform should have the ability to send an unlimited number of Virginia ABC-branded news items and allow staff to customize media contacts. The platform should include a chart showing media contacts/outlets by medium and type. Distributions should also include links provided by service to make it easy for journalists and other recipients to get more detailed information online. The following options are also important:

- A. The ability to track the effectiveness of news distribution to journalists.
- B. The option for journalists to register for Virginia ABC news alerts.
- C. The option for journalists to update their contact information with the news distribution service/Virginia ABC.

#### **5. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:**

##### **5.1 General Requirements:**

Offerors are required to submit a proposal with sufficient information concerning all evaluation factors to enable Virginia ABC personnel to fully understand the capabilities of the Offeror to perform all requirements in the solicitation. Proposals should be prepared simply and economically, providing a straightforward, concise description of the capabilities to satisfy the requirements of the RFP. The Offeror is advised that quality of information is more important than quantity. Completeness, clarity, brevity, and logical organization should be emphasized during proposal preparation. Offerors are encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project and are discouraged from providing marketing/advertising materials or other presentations beyond that sufficient to present a complete and effective proposal.

##### **5.2 Proposal Format and Submission:**

- A. In order to be considered for selection, Offerors must submit a complete response to this RFP. Proposals must be submitted with the following:
  - One (1) proposal containing an original longhand signature on the proposal cover page. The proposal containing the original longhand signature shall be marked “ORIGINAL”.
  - Four (4) additional proposal copies are also required for submission, each including a photocopy of the original signed proposal cover page.
  - Five (5) electronic USB drive or SD card copies shall accompany the original proposal and the four (4) additional proposal copies.
- B. Proposal copies shall not deviate in any way from the original.
- C. All back-up copies must not show Offeror’s names, logos, addresses, or any indication of the Offeror’s identity.
- D. Distribution of the proposal by the Offeror to any other entity is prohibited.

- E. A total of five (5) proposals and electronic copies shall be submitted by hand or mailed in a sealed envelope no later than the time and date deadline specified in this solicitation.
- F. Sealed proposals must be enclosed in an envelope or package and the outside of the envelope/package clearly identified as follows (See Special Terms and Conditions for additional information):
  - Name of Offeror
  - Due Date and Time
  - Offeror’s Complete Address
  - RFP Number
  - RFP Title

**5.3 Proposal Preparation:**

- A. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in Virginia ABC requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia ABC at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- B. Any addenda that may be issued to clarify this project must be signed and included with the proposals.
- C. All pages of the proposal should be numbered. The proposal should reference the corresponding section(s) of the RFP.
- D. Offerors shall clearly and specifically identify the goods/services being offered and enclose complete and detailed, descriptive product information and specifications with the proposal to enable the Evaluation Panel to determine if the goods/services meet the requirements of the solicitation.
- E. Ownership of all data, materials, and documentation originated and prepared for Virginia ABC pursuant to the RFP shall belong exclusively to Virginia ABC and be subject to public inspection in accordance with the Virginia Freedom of Information Act (FOIA). Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia FOIA; however, the Offeror must invoke the protections of §2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information, see Attachment B. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

**5.4 Proposal Structure:**

- A. Using the Scope of Work in Section 4, Offerors shall prepare their response in the order outlined below, with tabbed sections for ease of identification and review. Proposals that are not organized in this manner risk elimination from consideration or receiving a lower score if the Evaluation Panel is unable to find where the RFP requirements are specifically addressed. The response shall consist of the sections/tabs listed below:

Tab/Section	Tab/Section Title
Tab/Section 1	Table of Contents
Tab/Section 2	Complete RFP document including signed cover page and signed copies of any applicable addenda
Tab/Section 3	Methodology/Proposed Solution
Tab/Section 4	Qualifications/Experience
Tab/Section 5	Previous Projects of Similar Scope

Tab/Section 6	References
Tab/Section 7	Completed attachments and any applicable licenses, certificates, etc.

- B. **Pricing Schedule:** Pricing must be contained in a separate envelope enclosed within the proposal submission. Within the electronic copy, the pricing must be contained in a separate file enclosed with the proposal submission.

**5.5 Oral Presentation:**

Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia ABC. This provides an opportunity for the Offeror to clarify or elaborate on the proposal, but in no way changes the original proposal. This is a fact-finding and explanation session only and does not include negotiations. Virginia ABC will schedule the time and location of these presentations. Oral presentations are an option of Virginia ABC and may or may not be conducted. Therefore, written proposals should be complete.

**5.6 Solicitation Questions:**

Solicitation questions shall be emailed to the Contract Officer listed on the cover page of the solicitation and must be received no later than 11:00 AM (EST) on March 17, 2020. Virginia ABC intends to answer all questions submitted prior to this deadline. Questions and answers will be provided via a formal RFP addendum. Thus, Offerors are cautioned not to include proprietary information in the questions because Virginia ABC will release it to all Offerors. Virginia ABC reserves the right not to respond to any questions received concerning this solicitation after the deadline. Accordingly, Offerors are encouraged to carefully and fully review all solicitation requirements and submit questions to Virginia ABC early in the proposal preparation cycle.

**6. SPECIFIC PROPOSAL INSTRUCTIONS:**

Proposals should be as thorough and detailed as possible so that the Virginia ABC Evaluation Panel may properly assess the Offeror’s capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

- A. The return of this complete RFP (all pages), signed, and all addenda acknowledgements (if any), signed and filled out as required.
- B. Completed Vendor Data Sheet, included as Attachment A, and other specific items or data requested in the RFP.
- C. Completed Proprietary/Confidential Information Summary Form (if any), included as Attachment B.
- D. Completed Subcontractor Approval Request Form (if any), included as Attachment D.
- E. Provide a list of at least three (3) references who have used your services, see Reference section of the Special Terms and Conditions. References should have insight into goods/services similar to this and should be similar in proposed pricing.
- F. A written narrative to include:
  - 1. Experience in providing the goods/services described herein. Please provide a brief overview of:
    - a. Your company
    - b. Number of years in business
    - c. Number of employees
    - d. Nature of business
    - e. Description of clients
  - 2. Give a brief description of the evolution of the company, including a discussion of prominent projects of similar scope completed/performed in the last three (3) years.

3. Provide a summary of your company’s short-term and long-term goals and strategic vision.
  4. List any industry awards/recognition that you have received, the awarding party, and the date received.
  5. Names, qualifications, and experience of the personnel to be assigned to the project.
  6. Resumes of the personnel to be assigned to the project.
- G. Proposed price. Indicate in the pricing schedule, Section 10 of the RFP, if provided. **Pricing shall be returned in a separate, sealed envelope.** The pricing shall not be included within the response packet.

**7. EVALUATION CRITERIA AND AWARD OF CONTRACT:**

**7.1 Evaluation Criteria:**

All proposals received will be reviewed and evaluated by Virginia ABC’s Evaluation Panel using the following criteria, the order of which is not indicative of the weight or importance:

Evaluation Criteria	Points
Specific plans and/or methodology to be used to perform the required services	30
Experience and qualifications	30
SWaM utilization	10
References	15
Price	15
<b>TOTAL</b>	<b>100</b>

**7.2 Award of Contract:**

Selection shall be made of two (2) or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals. Negotiations may be conducted with the Offerors so selected. After negotiations have been conducted with each Offeror so selected, Virginia ABC shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Virginia ABC may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should Virginia ABC determine in writing and in its sole discretion that only one (1) Offeror is fully qualified, or that one (1) Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor’s proposal as negotiated.

**8. PRE-PROPOSAL CONFERENCE – MANDATORY:**

A mandatory pre-proposal conference will be held at 10:00 AM (EST) on Wednesday, March 18, 2020, at Virginia ABC’s Central Office, located at 2901 Hermitage Road, Richmond, VA 23220. No one will be admitted after 10:10 AM (EST). The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

**9. METHOD OF PAYMENT:**

The Contractor will be paid on the basis of invoices submitted. Payments will be made according to §20315 of the CAPP Manual, which is thirty (30) days after receipt of a proper invoice by Virginia ABC’s Accounts Payable Department or receipt of goods or services, whichever is later. Virginia ABC will have the option of paying the Contractor in less than thirty (30) days if a discount is offered for expedient payment.



A \_\_\_\_% prompt payment discount is offered by Contractor for prompt payment of \_\_\_\_ calendar days.

The Commonwealth of Virginia encourages Contractors to accept electronic and charge card payments. The Commonwealth of Virginia Small Purchase Charge Card may be used as the method of payment at the discretion of Virginia ABC if the Contractor has an established Merchant Account/Agreement. Merchant bank fees shall not be charged back to Virginia ABC. Invoices shall be submitted to the following address:

Virginia Alcoholic Beverage Control Authority  
Attention: Accounts Payable  
P.O. Box 27491  
Richmond, VA 23261  
\*Preferred method of invoice submittals: [accounts.payable@abc.virginia.gov](mailto:accounts.payable@abc.virginia.gov)

**10. PRICING SCHEDULE:**

The Contractor agrees to provide the described goods/services herein based on the prices indicated below. Prices shall include all expenses (i.e., parking, meals, lodging, photocopying, airfare, mileage, communication cost, automobile rental, etc.). In case of arithmetic errors, the unit price will govern.

Item	Description	Quantity	Unit	Cost	5-Year Total
1	Online Media Services	1	Year	\$	\$

**GRAND TOTAL \$** \_\_\_\_\_

**11. GENERAL TERMS AND CONDITIONS:**

The General Terms and Conditions are located on Virginia ABC’s website at the following link:  
<https://www.abc.virginia.gov/about/procurement/terms-conditions>

The Contractor will be responsible for reading and understanding the General Terms and Conditions.

**12. SPECIAL TERMS AND CONDITIONS:**

**AUDIT:** The Contractor shall retain all books, records, and other documents relative to this contract for three (3) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia ABC, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

**AWARD:** Selection shall be made of two (2) or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals. Negotiations may be conducted with the Offerors so selected. After negotiations have been conducted with each Offeror so selected, Virginia ABC shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Virginia ABC may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should Virginia ABC determine in writing and in its sole discretion that only one (1) Offeror is fully qualified, or that one (1) Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor’s proposal as negotiated.

**CANCELLATION OF CONTRACT:** Virginia ABC reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.



**eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in one (1) purchase order(s) with the applicable eVA transaction fee assessed for each order. Vendors desiring to provide goods and/or services to Virginia ABC shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for Virginia ABC to reject your offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

**IDENTIFICATION AND DELIVERY OF PROPOSAL:** Sealed proposals must be enclosed in an envelope or package and the outside of the envelope/package clearly identified as follows:

- Name of Offeror
- Due Date and Time
- Offeror’s Complete Address
- RFP Number
- RFP Title

A. **IF PROPOSAL IS MAILED:** Offeror must mail proposal to Virginia ABC, Attention: Procurement Office, 2901 Hermitage Road, Richmond, VA 23220.

If a proposal is not identified as outlined above, the Offeror takes the risk that the proposal may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope.

B. **IF PROPOSAL IS HAND DELIVERED (INCLUDING COURIER):** Proposal must be delivered to 2901 Hermitage Road, Richmond, VA 23220. Due to building security, proposal will not be accepted unless delivered to the Security Guard Station. However, the Security Guard is not responsible for identifying the date and time a proposal is received; only a Virginia ABC employee can make that determination. The Security Guard will contact an appropriate Virginia ABC employee for proposal receipt; this process could take 30 minutes or more – Offerors should not wait to submit proposals at the last minute.

Late proposals will not be accepted. Virginia ABC does not conduct public openings.

**PRE-AWARD CONFERENCE:** Virginia ABC will have the option to request a conference call, prior to award, with the apparent successful Offeror to ensure the Offeror clearly understands all requirements of the solicitation. The Offeror shall include in the conference call the individual(s) who will be fulfilling the contractual requirements.

**PROPOSAL ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for 60 days. At the end of the 60 days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the program is canceled.

**REFERENCES:** Offerors shall provide a list of at least three (3) references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person, telephone number and email address.

Organization:	
Contact Person:	
Address:	
Telephone:	
Email:	

Organization:	
Contact Person:	
Address:	
Telephone:	
Email:	

Organization:	
Contact Person:	
Address:	
Telephone:	
Email:	

**RENEWAL OF CONTRACT:** This contract may be renewed by Virginia ABC upon written agreement of both parties for four (4) successive one (1) year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

**SMALL BUSINESS, WOMAN-OWNED, AND MINORITY-OWNED (SWaM) BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:** It is the goal of Virginia ABC that 42% of purchases are made from SWaM businesses. This includes discretionary spending in prime contracts and subcontracts. Unless the Offeror is registered as a Department of Small Business and Supplier Diversity (DSBSD)-certified SWaM business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified SWaM businesses. No Offeror or subcontractor shall be considered a SWaM Business unless certified as such by the Department of Small Business and Supplier Diversity by the due date for receipt of proposals. If SWaM business subcontractors are used, the prime Contractor agrees to report the use of SWaM business subcontractors by providing the Procurement Office at a minimum the following information: name of SWaM business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (DSBSD-certified small, women-owned, minority-owned, micro, 8A, Service Disabled Veteran, Federal Service Disabled Veteran, economically disadvantaged woman-owned small business, or Employment Services Organization), and type of product/service provided.

Will there be any subcontracting to SWaM businesses for the performance of this contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please provide the SWaM Business Name and DSBSD certification Number:	Name: DSBSD Certification #:

**SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Virginia ABC. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Virginia ABC the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.