
Addendum 2 – RFP Questions and Answers

July 9, 2019

1. I previously was retained by Virginia Beach to conduct an investigation into a complaint of discrimination raised by a current senior manager against the City Manager. I conducted the investigation and provided findings to City Council. In reading the RFP, does my prior relationship exclude me from submitting a RFP? **Per this clause in the RFP you would be excluded from submitting an RFP. “Offeror shall identify any City contractual relationships, business before the City. The intent is to not award a business with any existing or previous relationships with the City.”**
2. Were employees of the Public Works department issued City owned phones and laptops? – **Yes. If the contractor needs data the appropriate IT security staff can retrieve the data. The IT staff can recover emails and phone records from city desk phones. Text messages missing from city-owned cell phones will have to be recovered by Verizon.**
3. Does the city intend to provide the technical resources necessary to retrieve relevant emails, texts, phone messages and other digital evidence in regards to the digital information contained in their IT servers? – **Yes. If the contractor needs data the appropriate IT security staff can retrieve the data.**
4. During the relevant time period did the city outsource any of the IT system relating to digital communications such as email, text, etc and if so will the third party retrieve the necessary information upon request without charge to the bidder? **Email, Instant Messaging, and desk phones – NOT outsourced and can be retrieved without cost. City cell phones are contracted through Verizon and managed by the individual departments – there may be a cost to recover data no longer available on the devices.**
5. In the RFP as well as the city council resolution, it references “a review of relevant City policies, procedures and practices, including, without limitation, those related to facility security...” Our interpretation is that we would conduct a review of the city policies and procedures and then a physical review of practices at the Virginia Beach Municipal Center. Are there other physical locations you would like inspected also? If so can you please provide the locations? **The review would be of the policy and procedures for facility security and then an assessment of the execution of said policies. The physical locations to be expected have not been defined and will be up to the contractor to determine the scope to be able to provide an assessment.**
6. Is there a specific date the Council or you have in mind to complete this work? **No specific date or timeframe has been established. However, similar reviews such as the one in Charlottesville took approximately 4 to 5 months. Clearly due to the extreme importance of this review a timely review and report are expected.**
7. Confirming that if the respondents send an a PDF format response no later than closing date, hard copies are not required? **That is correct. A PDF copy is fine and a hard copy is not required.**