



**Optional Non-Mandatory Pre-Proposal Conference Agenda**

April 17th at 11:00 AM EST

**RFP#020-0-2023/KG – Wellness Program Management – VIA Zoom Link**

Introductions:

**Karlene Greenhow, Assistant Procurement Specialist**

**Shannon Bailey, Director of Procurement**

**Jo Ann Armstrong, Supervisor of Compensation & Benefits**

- 1. Optional Non-Mandatory Pre-Proposal Conference:** This conference is held to answer any questions regarding the RFP. Any changes determined necessary as a result of this conference will be formally addressed by the issuance of an addendum on eVA and the NNPS Purchasing webpage. Attendance is optional, non-mandatory.
- 2. Purpose:** The purpose of this RFP is to solicit sealed proposals from qualified offerors to provide management services and assist with the implementation of Newport News Public Schools (NNPS) Employee Wellness Program.
- 3. Contact with NNPS Staff:** Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly **prohibited** except with the prior knowledge and permission of the Purchasing Agent.

All questions and communication shall only be made with the Procurement Officer facilitating the RFP.

- 4. RFP Deadline:** Offerors shall ensure its Proposal is time stamped by the Issuing Office (12465 Warwick Blvd) no later than the Closing Date and Time shown on the cover page of the RFP.

Proposals received after the specified date and time (time stamped 11:01 A.M. or later) will not be considered and will be retained in the Purchasing Office and marked "Late". **Proposals are due Monday, May 8th at 11:00 AM EST, unless otherwise changed in a subsequent addendum.**

**Proposals shall be submitted in accordance with RFP Section G. Proposal Submittal Requirements. Proposals submitted electronically will not be considered.**

- 5. Deadline for Questions:** Offerors must submit questions regarding the RFP in writing to the Issuing Office at [karlene.greenhow@nn.k12.va.us](mailto:karlene.greenhow@nn.k12.va.us) **no later than 11:00 AM EST, Monday, April 24th**. Necessary replies will be issued to all offerors of record as addenda that shall become part of the contract documents. Offerors are responsible for checking the [www.eva.virginia.gov](http://www.eva.virginia.gov), NNPS Purchasing webpage, or contacting the Issuing Office prior to Bid closing to secure any addenda issued for this RFP.



6. **Period of Performance:** Contract term will be issued for (1) years commencing after the proposal has been awarded with four (4) renewable contract terms at NNPS' discretion.
7. **Terms and Conditions:** Please review the General and Special Terms and Conditions of the RFP.
8. **Turn over to the Jo Ann Supervisor of Compensation & Benefits, to take questions from Prospective Offerors.**