

The next step: What we do with your proposal

You have submitted your proposal. What happens now?

Four employees of the Fairfax County Economic Development Authority (FCEDA) will form a Selection Advisory Committee (SAC) to consider the proposals submitted by the candidates.

Based on the review, the SAC will select top-ranked candidates deemed fully qualified and best-suited to provide the required services.

Interviews will be arranged and conducted with each of the top-ranked candidates in Berlin, Germany during the week of August 26, 2019.

After the interviews, the SAC will rank the interviewed candidates and select a finalist. Negotiations on contractual issues, such as the work to be provided and the value of the annual contract, will begin with the selected finalist.

The final decision on the contract will be made by the FCEDA's President and CEO. We anticipate that the contract will begin October 1, 2019. The term of the contract is for one year with an option for two (2) one-year renewals thereafter.

The deadline for us to receive the proposal (five separate copies) is Friday, August 9, 2019 - 2:00 p.m. Eastern Time. We will not consider information or material received from candidates after that deadline, and we will not accept material submitted via e-mail or fax. The deadline for questions regarding the RFP from potential offerors must be received by 2:00 p.m. Eastern Time on Tuesday, July 23, 2019, and answers will be posted on our website by close of business on Friday, July 26, 2019.

The FCEDA's Procurement Manager may contact candidates if she needs further clarification or information.

Public notice of the award of this contract shall be posted on the FCEDA Web site at <https://www.fairfaxcountyeda.org/about-fceda/contracting-opportunities/>, and on the Commonwealth of Virginia's eProcurement Portal at <http://www.eva.virginia.gov/> and e-mailed to participating offerors.

Please refer to the FCEDA's Web site periodically for any changes or amendments to the RFP documents and/or process.

Thank you for your interest. We look forward to receiving your proposal.