



Department of Purchasing

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August 13, 2020

To All Interested Parties:

**Subject: Addendum #2,
Workplace Investigative Services**

Question: How many investigations similar to the RFP has there been in the past 24 months? Has the school used a consultant/investigation company in the past 24 months? If so, who was the company (s)?

Answer: We have not completed such an investigation before and have not used an outside firm to conduct such an investigation.

Question: Will there be anyone internal oversight of the investigation?

Answer: No; we will not be providing any oversight over the investigation itself. This investigation is to be independent of the School Board and the administration. However, a contract administrator will be established to provide the contractor a person to turn in invoices or obtain contact information, if necessary.

Question: What are the expectations in terms of written reports?

Answer: The written report is to contain, at a minimum, the following information:

- Witness statements
- Factual findings of the investigation
- Legal Analysis including but not limited to references of the School Board's policies and regulations, VDOE regulations, state statutes or laws, and federal laws.

It is our expectation that those that submit a proposal will be able to present a report that will meet the industry standard for such investigations.

Furthermore, the contractor will be expected to turn over the written document to the School Board directly at a meeting after the conclusion of the investigation.

Question: Is the RFP seeking for a Consultant and/or Investigation company?

Answer: We are seeking a company to provide the entire investigation with no input or guidance from the School Board or its officers.

Question: If Consultant, what are the expectations?

Answer: Please note that the School Board is looking for a company to provide a full investigation. A consultant would not meet our needs.

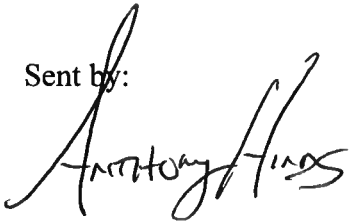
All questions received to date have been answered. The deadline for questions is Friday, August 14, 2020 by 2:00 PM so an addendum may be issued.

Please email Anthony Hinds at anthonyhinds@spsk12.net if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal.

Addendum 2 Acknowledged:

Date _____

Sent by:



Anthony W. Hinds, CPPB
Purchasing Manager