

**REQUEST FOR PROPOSALS
(RFP)**

Issue Date:.....October 3, 2010

RFP#: 2011-07

Title:Grant Administration Services

Issuing Agency: Virginia Port Authority
600 World Trade Center
Norfolk, Virginia 23510

Electronic Versions of Proposals Will Be Received Until: 2:00 PM on October 22, 2010 at
proposals@portofvirginia.com

All Inquiries for Information Should Be Directed To: David M. James
Phone: (757) 683-2168

In Compliance With This Request For Proposals And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods and Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name and Address of Individual/Firm:

Roane Management Group
3133 5th Ave
Richmond, VA 23222

FIN # / FEN #: 14-7705069

Telephone Number: 804-922-1241

Date: 10/27/10

By: Keyonda Smith
(Signature in Ink)

Print Name: Keyonda Smith

Title: Contracts Admin

Facsimile Number: 804-665-3553

Note: This form must be complete with signature and submitted along with the Offerors proposal to proposals@portofvirginia.com

TABLE OF CONTENTS

	<u>PAGE</u>
B. SPECIFIC PROPOSAL REQUIREMENTS	3
1 <i>Approach And Scope Of Work</i>	3
2 <i>Qualifications</i>	5
3 <i>References</i>	9
4 <i>Availability</i>	10
5 <i>Costs</i>	11
6 <i>Sub Contractors</i>	12
7 <i>Additional Information Requirements</i>	13
8 <i>Addendums</i>	17

B. Specific Proposal Requirements

1. APPROACH AND SCOPE OF WORK

SCOPE OF WORK SUMMARY:

- Roane Management's Grant Administrator contractor will be responsible for managing grants, supplier negotiation, negotiating grant terms and conditions, supplier management and collaboration with internal Federal departments.
- RMI will be responsible for managing the grant database and all associated files, which will include assisting with grant development, administration, tracking, and analysis, as well as communication of supplier performance and grant compliance.
- Roane Management Group will be responsible for grants for tangible goods, technical and professional services and construction projects. We are proficient in grant development, grant standards and language. Roane Management Group will review modifications, extensions and grant closeout document, monitor vendor performance and make recommendations for improvement when appropriate, prepare and distribute reports and statistical data to facilitate planning and maintenance of accurate grant records and files, work as project managers to direct and coordinate the activities of Federal personnel to accomplish assigned objectives.
- Roane Management Group will coordinate with all levels of management to gather, analyze, summarize, and prepare recommendations on sourcing strategies, practices and procedures. Administer large, long term grants including, but not limited to cell phone, pager, copier, communication and technology grants. Participate in and provide support for initiatives such as supplier enablement, grant management, project management, problem resolution, and customer support. As directed, provide assistance in procurement for high-value and/or high-risk projects and other areas as directed.

ROANE MANAGEMENT STAFF WILL BE EXPECTED TO:

- Work under the direction of the Purchasing Officer. In the absence of the Purchasing Officer and Purchasing Supervisor, this position will have overall responsibility for the Purchasing Division. Adhere to the goals, standards and objectives of the Administrative Service Department and the Central Purchasing Division
- Advanced knowledge of grant law and its application in the purchasing process is required.
- Provide leadership for the grants administration, compliance and database function.
- Organize, maintain and electronically track all grants and related documents. Ensure that database system functions properly; to serve the Purchasing Division and its customers. Manage the Federal's portfolio of grants. Lead grant close-out efforts.
- Possess strong leadership and interpersonal skills, be very detail oriented, have strong organizational and time management skills.
- Maintain comprehensive knowledge of personal computer applications and software packages.
- Proficiency in HTE, MS Excel, MS Word, MS PowerPoint, MS Access, Adobe Acrobat
- Professional, procurement card software, and other electronic document management systems is required.
- Leverage technology solutions to maximize effectiveness and efficiency of the strategic procurement process. Investigate new opportunities for utilization of E-procurement and Ecommerce throughout the Federal in order to improve the efficiency and/or effectiveness of various Federal processes; including new systems, process changes, and process development
- Assist with day to day management of the P-Card program to include tracking and maintenance of cardholders during all phases of the P-Card life cycle from card application through card retirement.

- Assess, track and identify key Federal needs for long term grants including specification, acquisition, maintenance, and support requirements. Work with suppliers and internal service providers to maintain a professional relationship. Serve as the authorized point of contact and subject matter expert for all grant related matters.
- Responsible for the successful strategy, development and execution of assigned procurement programs to maximize efficiency, cost savings and reduce liability exposure. Identify and investigate all cost of ownership opportunities including non-purchase price driven opportunities. Understand and standardize Federal commodity needs.
- Ensure suppliers meet defined requirements, goals and targets. Establish supplier improvement targets in cost, quality, delivery and inventory reduction. Lead all aspects of supplier negotiations, including grant terms, pricing, price re-determinations, and performance management. Provide leadership in developing key long term supply grants to achieve continuous improvement. Manage grants to ensure cost, service and quality requirements are met.
- Keep abreast of market trends, changes in business practices and new or altered types of materials and services entering the market. Analyze key trends in global supply and industry analysis.
- Develop and maintain terms and conditions for purchasing agreements and grants.
- Recommend modifications to accommodate regulatory, legislative, industry or Federal changes.
- Seek advice from legal when appropriate. Provide documentation and interpretation of grant related rights and obligations internally and externally, ensure that due diligence is practiced in complying with the stated terms and conditions.
- Develop and conduct training on grant and financial administration of long term grants.
- Attend audit meetings related to the procurement process on federal or state grant agreements.
- Update and maintain documentation on compliance with federal or state grant agreements.
- Work with audit personnel to review documentation for accuracy.
- Possess the ability to work with financial systems and calculate figures and amounts such as discounts interest, commissions, proportions, percentages area, circumference, and volume.
- Possess the ability to apply concepts of basic algebra and geometry.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public. Operates a motor vehicle to assist in carrying out the business of the department and the Federal government.

2. QUALIFICATIONS

KEYONDA MARIE SMITH
Keyonda_smith@hotmail.com
804-922-1241 (mobile)

KEY TECHNICAL SKILLS

- Word, Excel, Project, WordPerfect, Access, Windows, Microsoft Project
- Desktop Publishing Software: Microsoft Publisher, PowerPoint, Adobe In-Design, Corel Draw

PROJECT MANAGEMENT SKILLS

-AS400, JD Edwards, SAP, SharePoint, Creative Manager Pro, PeopleSoft, ARIBA, Microsoft Project, PMI Methodology, SCRUM, RUP, EVM, Primavera, Agile, Release Management, Conflict Resolution, Clarity, Citrix, WinTerm, Microsoft Project, Six Sigma, ISO 9001, ISO 14001, Citrix, JD Edwards

PROJECT MANAGER - CONTRACT/CONSULTING EMPLOYMENT HISTORY

Contracts Administration (Contractor)

June 2009 – July 2010, Roane Management Group

Responsible for contract management and administration in accordance with company policies, legal requirements, and customer specifications. Reviewed and administered contracts and modifications; prepared contract review records and obtained necessary approvals. Led negotiations of contracts and changes with customers. Assisted in preparation of presentations for program and customer reviews. Prepared and maintained contract documentation and provided information to procurement departments. Supported Director of Contracts in compilation, review and analysis of contract department statistics, reports and workload. Worked with Information Management using Costpoint and Business Objects or Excel to generate monthly reports on accounts receivable and similar key contract metrics, and to track progress for management review. Collected and analyzed sales and profit accrual information. Transmitted exception reports to contract administrators, and authored monthly progress reports.

Project Management (Contractor)

May 2003 - March 2006, Roane Management Group

Responsible and accountable for the coordinated management of multiple related projects directed toward strategic business and other organizational objectives. Built credibility, establish rapport, and maintain communication with stakeholders at multiple levels, including those external to the organization. Defined and initiated projects, and assigned team members to manage cost, schedule, and performance of component projects, while working to ensure the ultimate success and acceptance of the program. Release management was utilized to determine defects and efficacy of implemented program.

- Maintained continuous alignment of program scope with strategic business objectives, and made recommendations to modify the program to enhance effectiveness toward the business result and strategic intent resulting in early project completion.
- Coached, mentored and lead personnel within a technical team environment on state contract which met customer needs and satisfaction. Utilized Clarity at a forecasting capacity.
- Presented periodic Dashboard reports on the current program, future opportunities and client issues to ensure continued business for future contracts.
- Performed System Validation to ensure to gather and document system definition phases for software portion of the project.

**Project Manager (Contractor)
September 2008 – April 2009, TekSystems**

Responsible for the coordination and completion of projects. Set project deadlines, assigned responsibilities, monitored and summarized progress of project. Handled multiple project simultaneously. Projects ranged from \$5,000 to \$700,000. Spearheaded several complex logistics system design projects with emphasis on design activities. Prepared reports regarding status of project. Developed and managed budgeting, staffing and design approach. Consistent staff and client interfacing throughout project lifecycle and met project milestones and delivery date. Extensive networking and data center exposure. Projects ranged from logistics to IT infrastructure. Utilized Agile methodology to track project progress. Determined iterations through team meetings and business requirements.

- Inherited projects there were in jeopardy of being lost due to bad design. With team reorganization and refocus, it was completed according to the original plan and budget.
- Created and Implemented design options to increase efficiency with minimal error rate.
- Key player in the successful integration of manual BOL's to electronic company-wide.

PROJECT SUPPORT - CONTRACT/CONSULTING EMPLOYMENT HISTORY

Project Coordinator (Contractor)

July 2007 – September 2008, Perkin Elmer Life Analytical Science

Contracted to provide on site assistance at Philip Morris. Utilized Microsoft Project to track the relocation and placement of laboratory equipment from 3 Philip Morris buildings to the CRT in downtown Richmond. On site assistance involves maintaining information and repair requests regarding laboratory equipment benchmarking, IQ/OQ, and calibration. Extensive spreadsheet maintenance detailing assigned engineers per laboratory assignment. Scheduling outside vendors to perform maintenance on their specific equipment. Assisting the engineers with information pertinent to laboratory equipment (GC/MS, LC/MS, Balances, etc.) in order for the team to perform assigned tasks. Performed as primary liaison between the scientists and engineers. Escorted visiting engineers to specific laboratories while communicating and directing issues for addressing. Maintained strict confidentiality regarding studies and equipment usage.

Project Management Support (Contractor)

July 2006 – February 2007, Consolidated Engineering, EMCOR Group

Assisted Lead Project Manager with government building facilities management. Management included total office renovations to complete building additions. Duties included: Providing project updates on each assignment. Maintained constant contact and customer support to government agencies, such as USAID, EPA, Customs, GSA and FPS. Processes change order and initial order requests related to obtaining funding from the government agency for the assigned projects and also supply job status. Attended weekly government meetings to discuss active projects status and milestones. Administered proper protocol to give outside vendors access to the Ronald Reagan Building. Assisted Office Manager with accounting details, such as processing and tracking employee credit card purchases. Solely responsible for content, printing and distributing monthly newsletter entailing project activities for the Ronald Reagan Building.

ADMINISTRATOR – FULL TIME EMPLOYMENT HISTORY

Foreclosure Assistant

March 2001 – February 2002, Charter One Mortgage (Remedy Staffing)

Ordered, printed, and copied appraisals. Prepared bankruptcy proof of claims. Sent bankruptcy statements. Set up new senior lien holder files. Contacted senior lien holders for status updates. Assisted with preparing analysis of equity positions. Detailed documentation on accounts and reports. Reviewed standard Trustee Sale Guarantees. Breakdown files after foreclosure sales. Performed other duties as required.

Sales Coordinator

April 2002 - May 2003, The Virginian-Pilot, Landmark Communications

Matured current and re-developing new spreadsheets in an Excel based report for call center employees. Acquired an average of 80 inbound calls daily regarding classified advertisements. Distributed bi-weekly and monthly payroll. Generated revenue reports based on commissions and hourly wages for each sales representative. Inputted and scheduled classified advertisements, which included Automobile, Real Estate, and Articles for Sale using AP Style. Up-sold prospective customers on each ad placed, also providing customer service along with sales. Utilized internal program for tracking telephone usage and availability catering to each individual representative. Developed and implemented sales staff prospecting leads. Provided supportive roles in sales, administration, and Celebrations department by directly assisting in Celebration advertisements including weddings, engagements, and anniversaries.

EDUCATION

2009 TUI University – Bachelors of Science (Graduate: 2011)

2002 Belford University – Bachelors Business Administration (belforduniversity.net)

2000 Centura College –Vocational Diploma

1998 Henrico High School – Diploma, Academic

MARIA Z. KHREISAT
5327 Hunt Master Drive, Apt. K
Midlothian, VA 23112
Home (804) 716-9705
Cell (804) 214-8051

OBJECTIVE:

Administrative Assistant/Office Assistant
A challenging and responsible position where I can contribute my skills and training.

EXPERIENCE:

Lewis Ginter Botanical Gardens
Sales Associate June 2009-November 2009
Volunteered at the gift shop and provided assistance with sales, ringing the register and tending to customers.

Sughrue Mion, PLLC, Washington, DC
Floater Secretary September 2005-March 2007
Part of an overflow and floater secretarial team responsible for keeping all work submitted to overflow up-to-date and for responding to requests for assistance from attorneys and secretaries with their daily filings, amendments, reporting letters, etc.

Legal Placements, McLean, VA/NRI Staffing, Washington, DC
Patent Secretary/IP Formalities Specialist May 2005-September 2005
Temporary assignments at the Docketing Department of Young & Thompson as the person in charge of New Applications solely responsible for the timely entry of all new foreign and U.S. patent and trademark applications; duties at Y&T also included clearing the daily docket once a week and keeping the main docket up-to-date. Other assignments were at the IP Department of Reed Smith in Falls Church, VA as part of the Formalities Group and at Drinker Biddle & Reath in Washington, DC supporting a busy attorney in the prosecution of U.S. patent applications.

Mattingly, Stanger, Malur & Brundidge, P.C., Alexandria, VA
Patent Secretary December 2003-April 2005
Secretary to the Counsel and overflow support to a Senior Partner in the prosecution of U.S. patent applications, trademarks and National Phases of PCTs. Responsibilities included the preparation, filing and reporting of new Divisional and Continuation Applications, Recordation of Assignments, Notices to File Missing Parts and Information Disclosure Statements, Amendments, Responses to Office Actions and to Restriction Requirements and the Processing of Notices of Allowance and payment of Issue Fees.

Arent Fox Kintner Plotkin & Kahn, PLLC, Washington, DC
Patent Secretary/IP Formalities Specialist September 2000-September 2003
Initially worked as a Administrative Assistant supporting a Senior Legal Secretary to a Partner, a Senior Legal Assistant and a Trademarks Legal Assistant. This work included a wide range of administrative duties in FDA, Securities and Trademarks. Thereafter, worked as part of a secretarial and formalities pool responsible for the preparation, filing and prosecution of U.S. patent applications and National Phases of PCTs. Work required attention to detail, speed and accuracy.

Manpower Temporary Services, Washington, DC
Bilingual Secretary June 1999-August 2000
Bilingual secretary to International Organizations such as The World Bank and The International Monetary Fund. Duties included bilingual secretarial and administrative functions which applied intermediate level skills and procedures appropriate within the assigned function area. Worked under limited supervision from, and as necessary substituted for, higher-level assistants.

3. REFERENCES

City of Jacksonville/County of Duval Ms. LaCree Carswell, Division Chief Community Development 214 North Hogan Street, Eighth Floor, Suite 800 Jacksonville, FL 32202-4011 Phone: 904-255-8271 Fax: 904-255-8280 Email: lacreec@coj.net Web: http://www.coj.net	APEL Health Services Center, Inc Dr. Levi McIntosh 1336 W. Edgewood Ave Wachovia Bank Building Jacksonville, FL 32208 Phone: 904-260-6967 Dr.mack@comcast.net	Camden Training Institute Yolanda Jones Director 1050 17 th Street NW Suite 1000 Washington, DC 20036 804-665-3553
---	---	--

4. AVAILABILITY

Roane Management Group's primary and support staff will have the availability to commit 100% to the Grants Administration project.

5. COSTS

Virginia Port Authority
Listing of Grants as of 9/23/10
Port Security Grant Awards

	Federal Share	Non Federal Share
Round 7	3,003,300.00	1,001,100.00
Round 8	5,762,924.00	1,930,974.67
Total Port Security Grant Awards	8,766,224.00	2,932,074.67

Other Grant Awards:

	Federal Share	Non Federal Share
2009 UASI Grant Award (MIRT)	700,000.00	0.00
EPA 2007 Diesel Emissions Reduction Act Grant	750,000.00	3,064,600.00
EPA 2010 Diesel Emissions Reduction Act Grant	775,000.00	932,750.00
Hampton Rds Barge Service Grant Award (VDOT)	2,550,023.00	0.00
ARRA Port Security Grant Program	515,000.00	0.00
ARRA NIT Central Railyard Ph. II	17,800,000.00	0.00
ARRA Median Rail Relocation Project	9,000,000.00	0.00
Congestion Mitigation & Air Quality FY 2012-15	8,190,480.00	7,027,240.00
2010 MARAD Marine Highway Grant	1,200,000.00	500,000.00
Suffolk Rail Study (pending)	2,500,000.00	500,000.00
Terminal Blvd. Grade Separation (pending)	78,000,000.00	13,000,000.00
	121,980,503.00	25,024,590.00

Roane Management Groups lump fee which includes all costs associated with completing the above listed scope of work including labor, supplies, equipment and travel: **\$87,000**

6. SUB CONTRACTORS

NOT APPLICABLE

7. ADDITIONAL INFORMATION

Attachment B
Section B
Section C

Attachment B

Small Business Subcontracting Plan

Definitions

Small Business: "Small business " means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: DMBE-certified women- and minority-owned businesses shall also be considered small businesses when they have received DMBE small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by the Commonwealth of Virginia, Department of Minority Business Enterprise (DMBE) to participate in the SWAM program. Certification applications are available through DMBE online at www.dmbv.virginia.gov (Customer Service).

Bidder/Offeror Name: Boone Management Group
Preparer Name: Keyonda Smith Date: 10/27/10

Instructions

- A. If you are certified by the Department of Minority Business Enterprise (DMBE) as a small business, complete only Section A of this form. This shall include DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification.
- B. If you are not certified by DMBE as a small business and plan to subcontract part of this contract with a DMBE certified business, complete only Section B of this form.
- C. If you are not certified by DMBE as a small business and cannot identify any subcontracting opportunities to subcontract part of this contract with a DMBE-certified business, only provide the information requested in Section C of this form.

Section A

If your firm is certified by the Department of Minority Business Enterprise (DMBE), are you certified as a (check only one below):

- Small Business
- Small and Women-owned Business
- Small and Minority-owned Business

Certification number: 670936 Certification date: 6/11/08

Section B

Populate the table below to show your firm's plans for utilization of DMBE-certified small businesses in the performance of this contract. This shall include DMBE-certified women-owned and minority-owned businesses that meet the small business definition and have received the DMBE small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

B. Plans for Utilization of DMBE-Certified Small Businesses for this Procurement

Small Business Name & Address DMBE Certificate #	Status if Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Contract Involvement	Planned Annual Contract Dollar Expenditure Amount
Roane Maint 3133 5th Ave Richmond VA 670936	SWM	Keyonda Smith 804-922-1241	Professional	100% Project Management	\$ 87,000
Totals \$					\$ 87,000

Section C

Respond to how your business has met or exceeded at least two of the following indicators within the past 24 months. Your response may include any good faith efforts made regarding this procurement.

C. Good Faith Effort Indicators by the Bidder/Offeror

1. Identify areas of work your business has subcontracted to DMBE-certified small businesses for other contracts. Include company names, dates, dollar amounts, and percentages on a per contract basis.

McIntosh + Associates 8-10 through 10-10.
30% of Contract

2. List research efforts conducted by your business in the past to locate DMBE-certified small businesses by advertising in publications or in the classified section of the newspaper where small businesses are likely to see it. List specific publications and dates.

Jacksonville Times Union 9-2010

3. List small business outreach meetings, conferences, or workshops conducted by your firm to locate DMBE-certified small businesses—including the dates, participation numbers, and results.

RMG is a small business and has attended conferences to sell its services to larger non DMBE companies.

4. Provide documented correspondence (i.e., certified mail, email, receipt of fax transmissions, etc.) to small businesses from the lists provided by DMBE and other outreach agencies and organizations which indicates your solicitation of such for utilization of subcontracting opportunities on other contracts for which your business has competed.

RMG has recently completed a contract with City of Jacksonville. References are attached on Page 9.

5. List areas of work which your business has subcontracted with DMBE-certified small businesses for upcoming contracts—including the name of the business, certification number, dates, dollar amounts, and percentages on a per contract basis.

N/A

6. Provide documentation of any assistance offered to interested small businesses in obtaining bonds, lines of credit, and/or insurance for any present or past contracts your business has in place.

N/A

7. Provide documentation of follow-up on initial contacts with DMBE-certified small businesses (e.g., telephone call logs, emails, certified letters, etc.). Be sure to list the small business name and dates of contact.

N/A



BOARD OF COMMISSIONERS

John G. Milliken, Chairman
Martin J. Barrington
Stephen M. Cumbie
Joe B. Fleming
Mark B. Goodwin
Allen R. Jones, Jr.
Michael J. Quillen
Ranjit K. Sen
Deborah K. Stearns
Thomas M. Wolf
Manju S. Ganerwala, *State Treasurer*

Virginia Port Authority
600 World Trade Center
Norfolk, Virginia 23510-1679
Telephone (757) 683-8000
Fax (757) 683-8500

Jerry A. Bridges
Executive Director



ISO Certified: 9001
Quality Management System -
14001 Environmental
Management System

October 19, 2010

ADDENDUM NO. 1 TO ALL PROPOSERS

Request for Proposals: RFP #2011-07 Grant Administration Services

The following information is provided to all offerors as Addendum No. 1:

1. The closing date for this RFP is hereby extended from Friday, October 22, 2010 @ 2:00 p.m. to Friday, November 5, 2010 @ 2:00 p.m.
2. The VPA has received questions and requests for more information regarding this RFP. All questions, answers and additional information will be provided in the form of an Addendum #2 and issued by Friday, October 22, 2010.

Note: A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

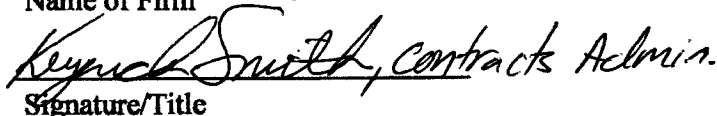
Very truly yours,



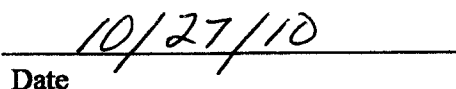
David M. James
Director of Contracts & Real Estate



Name of Firm



Signature/Title



Date

3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

SECTION 3 – SUBSTITUTIONS

The following substitution is hereby made to Section V. of the RFP:

Sentence four of Section V., Paragraph B. of the RFP currently reads as follows:

After negotiations have been conducted with each Offeror so selected, the VPA shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror.

The above-described sentence shall hereby be replaced with the following sentence:

After negotiations have been conducted with each Offeror so selected, the VPA shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror; **however, the contract may be awarded to a reasonably ranked DMBE-certified small business Offeror(s), that is other than the highest ranking Offeror(s).**

SECTION 4 – CUT OFF FOR QUESTIONS

All questions must be received by close of business, Friday, October 29, 2010. All questions shall be submitted to proposals@portofvirginia.com.

Note: A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,



David M. James

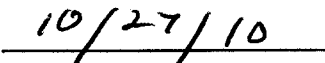
Director of Contracts & Real Estate



Name of Firm



Signature/Title



Date