



VIRGINIA RAILWAY EXPRESS
REQUEST FOR PROPOSALS (RFP)

RFP No. 010-002

ELECTRONIC NEWSLETTER AND DELAY NOTIFICATION SYSTEM

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RFP Issued: August 14, 2009

Optional Pre-Proposal Meeting: August 28, 2009 at 1:00 P.M. EST. (See Page 3)

Deadline for Submitting Questions: September 2, 2009 at 10:00 A.M. EST. (See Page 3)

Proposals Due: September 18, 2009 at 10:00 A.M. EST. (See Page 33)

Interviews (Optional): September 29, 2009 at 1:00 P.M. to 4:00 P.M. EST.
(See Page 16)

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NOTICES FOR OFFERORS

A. OPTIONAL PRE-PROPOSAL MEETING

A **pre-proposal meeting** will be held for Offerors at VRE's Alexandria Office located at 1500 King Street, Suite 202, Alexandria, Virginia 22314. The *date and time is specified on Page 1* of this RFP.

B. ATTENDANCE

Attendance at the pre-proposal meeting is **optional** and shall be limited to no more than three (3) representatives of each firm.

C. QUESTIONS, INQUIRIES OR REQUESTS FOR CLARIFICATION

1. Any explanation desired by any Offeror regarding the meaning or interpretation of this RFP and other solicitation documents must be submitted to the VRE Contract Administration Manager, via electronic mail no later than the *date and time specified on Page 1* of this RFP.
2. Questions to be discussed at the pre-proposal meeting must be submitted in advance via electronic mail to the VRE Contract Administration Manager.
3. Questions and answers will be posted on VRE's website at www.vre.org. VRE will make every effort to respond to questions received prior to the pre-proposal meeting.
4. Oral responses provided by VRE at the pre-proposal meeting shall not be considered official until posted on the website.
5. It shall be the obligation of the Offeror to exercise due diligence to discover and bring to the attention of VRE, at the earliest possible time, any ambiguities, discrepancies, inconsistencies, or conflicts in or between any of the technical, pricing, or contractual provisions in the RFP.
6. Any interpretation of a question made by VRE will be in the form of an addendum to the RFP and will be available to all interested Offerors through the VRE website.

