

ADDENDUM 1
RFQ CRT STRATEGIC PLANNING CONSULTANT
September 23, 2019

The following questions/clarifications have been received. Questions regarding the RFP will be accepted up until Wednesday, September 25, 2019 at 12:00pm. Final Q&A Addendum will be issued no later than 10am Thursday, September 26, 2019.

Section Requirements - Page 6 - Paragraph 4. - Work Samples

Text: “Examples of previously developed surveys/questionnaires; reports from focus groups/survey analysis; statistical analysis of primary data; strategic plan reports.”

- Q.** *Can you provide guidance as to the number of work samples that should accompany our proposal?*
- A.** Samples should be sufficient to illustrate the contractor’s skills in data gathering, analysis, and presentation.
- Q.** *Can the samples be submitted as separate attachment(s)?*
- A.** Yes.

Page 6 - Paragraph 6. - Budget

Text: “The cost proposal should include total costs for performing all tasks listed in this RFP. Price shall be broken out by major task and planned deliverables and shall include proposed labor categories, hourly rates, and number of hours.”

- Q.** *Has a budget range been determined?*
- A.** No.
- Q.** *Should the cost proposal be submitted as a separate volume?*
- A.** No. The cost proposal should be included in the general bid.

Text: “The budget for “Implementation” should be itemized separately from that of the general Strategic Planning process.

- Q.** *Can you clarify if the budget for “implementation” should include the cost of preparing the implementation schedule and plan sections of the Strategic Plan as well as the activities listed in F – Implementation?*
- A.** No. Implementation costs should include only the activities listed in F – Implementation.



Section Scope of Services - Page 8 - Paragraph 1

Text: “CRT will conduct an intensive process to develop its next 3-year strategic plan (2021-2023).”

- Q. Is there a previous strategic plan? And if so, would we be able to obtain a copy for review?*
- A. The past strategic plan is not being posted, we feel that the RFQ along with the attachments provided in the RFQ contain more than enough information for what we are looking for.*

Page 8 - Paragraph B – Information gathering and synthesis

Text: “The Consultant will conduct a set of live interviews with key external partners and funders (approximately 20-25 interviews).”

- Q. Do you anticipate that all of the live interviews noted would be in-person? Or would you expect that that some may be conducted as phone interviews?*
- A. Some of these could be conducted by phone.*

Text: “**Staff** – approximately 30 individuals from all levels of the agency”

- Q. Will the agency pre-select the staff to interview, or would the agency like CSI to assist in the process?*
- A. The agency will select staff to be interviewed with guidance on appropriate sampling methodology.*

Page 9 - Paragraph F – Implementation

Text: “The consultant will help operationalize and implement the Strategic Plan and work with staff to establish performance measures for evaluating progress.”

- Q. Can you confirm that these Implementation activities would take place during the period of June 1 - July 31, 2020?*
- A. At this time, that is the goal.*



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