

ADDENDUM #2
ISSUED AUGUST 15, 2022
RFP # 05-23 – Community Health Profile & Needs Assessment

1. What are the desired start and end dates?
Planning dates are outlined in the RFP “Deliverables after Contract Execution” section but the City is looking for what is possible as part of the Proposal.
2. Outside of the timeframes outlined in the “Deliverables after Contract Execution”, are there other important milestones that should be included in the timeline?
No, essential milestones are identified under “Project Scope and Requirements”.
3. Do you wish to form a steering committee? Is there an existing group to function as the Steering Committee?
There will be no additional steering committee.
4. Is there an anticipated budget for this engagement?
No, however price proposal will be factored into account in accordance with selection criteria.
5. Are participation incentives allowed in the form of a grocery store certificate for community engagement activities such as surveys and focus groups?
This Community Health Profile and Needs Assessment is funded with American Recovery Plan Act (ARPA) Funds and must comply with applicable federal guidelines.
6. Is community input (resident surveys and focus groups) expected to be collected in languages other than English and Spanish?
It is possible, however every effort will be made to use any existing, available, translation support services.
7. Has any primary data already been collected?
No
8. Is this process being completed to receive Public Health Accreditation Board or PHAB initial accreditation?
No
9. Is there a page limit for the proposal?
No
10. Is there a limit to the total number of work samples allowed as part of the proposal?
No
11. Given the quick turn-around time from submission date to ‘responses’, do you already have a vendor in mind? If not, please clarify what ‘responses’ means on page 6 of the RFP.
There is no specific vendor in mind at this time. Responses will be emailed in the form of; a request for interview; a request for further information; or no further consideration by 1pm on September 2, 2022.

