

## QUESTIONS &amp; ANSWERS

## Exhibit A

#	QUESTIONS	ANSWERS
1	Is the price proposal a part of the ten page submittal or should it be submitted as a separate document marked Price Proposal?	<i>No, the price proposal is not a part of the 10-page submittal. It may be submitted separately marked 'price proposal' and not more than two (2) pages.</i>
2	Will Attachment K or a list of the municipalities, or other agencies be added or sent to bidders.?	<i>See Addendum No. 2 Item No. 3</i>
3	Section F.2.4 Collateral Materials: What seven (7) 2018 School Modernization Projects are anticipated to be included for the digital fact sheet?	<i>The school modernization projects will be assigned upon selection of the consultant.</i>
4	Section C.4.2.1 Short Term Family Housing (STFH): Which STFH projects are anticipated to be included for this effort?	<i>All Short Term Family Housing (STFH) projects are included in this effort. See Section C.4.2.1 Short Term Family Housing.</i>
5	Confirmation: the first 10 companies that register on 3/15 will be allowed/asked to submit a proposal?	<i>Yes, the first ten (10) companies to register will be allowed/asked to submit a proposal.</i>
6	The total budget for the Launchpad is \$100,000, from the time the award is announced and given, to the end of the fiscal year?	<i>This requirement will be active from date of award until end of the fiscal year. The Launch Pad Initiative has an established threshold of \$100,000.00</i>
7	The launch pad includes a portfolio of DGS projects, including: Short Term Family Housing and Schools improvement projects. Where these projects solo projects prior? If so, were there incumbents? How many projects will be included in the portfolio.	<i>All of the projects assigned to the selected consultant are individual (solo) projects. Prior to this effort, a PR firm, Octane, was working with the STFH team. The number of projects will be determined upon selection of the consultant.</i>
8	Will projects we worked on concurrently or consecutively on a month to month basis?	<i>Projects may be worked on either concurrently/consecutively and determined as needed with the selected consultant and responsible DGS team.</i>
9	Can you further define what you mean by "curriculum"? Are you looking for a particular methodology, or is this a broader community engagement plan? Are there any particular requirements or expectations that should be included in the curriculum that we should keep in mind beyond what is described in the scope of work?	<i>See Addendum No. 2 Item No. 2</i>
10	What are the staffing and level of effort expectations for the outreach coordinators? Are they staffing offices? If so, is the consultant responsible for finding these field offices? Is there a certain number of hours the coordinators are expected to work? Are these expected to be different people for different locations, or could the same group of coordinators split their time between locations?	<i>It is anticipated that the proposers will provide this information as related to their firm's approach/plan as related to developing Community Engagement for agency wide utilization and the STFH projects.</i>
11	Should the budget be inclusive of all other direct costs (e.g., printing of collateral materials, field office supplies, translation, signage, etc.)? Are there any additional details required of the price proposal beyond what is listed for each CLIN?	<i>Yes, the proposed budget should include a line item/break-out of direct costs - printing, supplies, translation, signage, etc. - anticipated for this effort. No there are not any additional details required beyond the CLIN.</i>