

## Questions and Answers for DCRB-16-025

- 1) In the introduction the proposal indicates a two year engagement but in Section E: Schedule, the proposal indicates that the schedule should be based on completing the work in a 12-18 month period. Could you clarify the length of time we should base our schedule on? [The strategic planning consultation work ideally should be completed within the one-year engagement; if additional work is needed services will be selected as needed and based on the quoted hourly rates.](#)
- 2) We were unable to find the complete Strategic Plan at the URL provided in the Background section. Could you provide the appropriate link so we may review the plan? [The link to the current Strategic Plan and the key goals are presented in the Agency's Performance Hearing Testimony. The weblink has been corrected.](#)
- 3) In section 8 item 2 the RFP indicates that no graphics are permitted, but section 8 item 4 indicates that graphics are counted toward the page total. Could you clarify if we are permitted to include graphic illustrations in our response? [Graphics will be permitted and will not count toward the page total.](#)
- 4) In the technical approach it says: "1. Describe your structured but adaptable strategic planning and implementation process including identifying critical business issues and the development and implementation of a Communications Plan." However, the statement of work does not include the development or implementation of a communications plan. Please clarify the scope of the communications plan. [The updated strategic plan will need to be communicated and implemented. The Agency is not proscribing a methodology nor approach. The consultant shall advise on best practices to accomplish the objectives and should include this item in the overall project management plan.](#)
- 5) Should resumes and key personnel be included in the technical proposal or as an attachment? [Yes.](#)