

# Capital School District

## Bid # 1605 – Strategic Planning – Addendum #1

### Questions and Answers

November 11, 2015

- Q1. Is there a timeline for the services to be started and completed?**  
A1. A timeline will need to be developed by the Consultant and School District. It would be helpful if a suggested timeline was included with the proposal, but is not required.
- Q2. Is there a budget format that you want applicants to use when submitting proposals. Is there a budget maximum not to exceed?**  
A2. A budget is not required with the proposal. The district will negotiate with the top ranked firm to arrive at a fee. If a mutually acceptable fee cannot be reached, the District will move to the second highest ranked firm.
- Q3. The Evaluation Criteria and Selection Process sections on Pages 3 and 4 of the RFP document suggest that vendors are not required to submit a price proposal along with their response. However, the last sentence of the first paragraph in Section B2 at the bottom of Page 6 of the RFP states, "Please provide a separate electronic pricing file from the rest of the RFP proposal responses."**  
A3. A price proposal is not required with the submittal. The district will negotiate with the top ranked firm to arrive at a fee. If a mutually acceptable fee cannot be reached, the District will move to the second highest ranked firm.
- Q4. Can we include a general introduction to our proposal (i.e., background on the school district) as well as a cover letter which would be separate from the page limitation requirements?**  
A4. Please stay within the suggested page requirements for the descriptions.
- Q5. Is there a budget for this project? If so, can you share it with us?**  
A5. We cannot share the estimated budget at this time, but will work with the top ranked firm to reach a mutually agreeable fee. If a mutually agreeable fee cannot be reached, the District will move to the second highest ranked firm.
- Q6. It doesn't show anywhere in the requirements where you need bios and /or resumes from our proposed project team. Where would we include this information, if needed, and would there be a page limitation?**  
A6. It would be acceptable, but not required, to include Bio's at the end of your proposal and would not count towards the page limitation.
- A7. Award notification is mentioned as 1/21/15 in the RFP. –does it mean 12/21/15 or 1/21/16?**  
A7. 1/21/16
- Q8. The RFP does not ask for a scope of work, and not points are provided for doing so (section 1 asks for firm's understanding of the project and the issues surrounding successful delivery, but this seems very different than a scope of work).**  
A8. The scope of work is addressed in the RFP. If further clarifications or additional information needs to be included, that will be addressed during the negotiations with the top ranked firm.

**Q9. The RFP does not ask for a proposed budget.**

A9. Correct. A budget is not required with the submittal. The district will negotiate with the top ranked firm to arrive at a fee. If a mutually acceptable fee cannot be reached, the District will move to the second highest ranked firm.

**Q10. Our understanding is that the 120 day timeline for this project is for the completion of the strategic plan development phase only since detailed implementation activities will occur within the Capital School District over the next five years. Is that correct?**

A10. Correct.

**Q11. From our reading it appears that the scope requested ends at delivery of plan. We typically support others by building an organization's capacity to manage strategy implementation as well. Are we correct in our interpretation of where your requested scope ends? Are there any problems with supplementing our response with implementation support as well?**

A11. You are correct, that the current scope ends at delivery of plan. If further support to manage strategy implementation is necessitated, that can be addressed during the negotiation of the fee.

**Q12. Our company does not have employees per se. We have a pool of independent contractors that we call on depending on the specific needs of our clients and their context. Of course, our company is completely responsible for the entire project, all of the deliverables, and compliance with all aspects of the contract. We won't definitively know everyone we will be using on the project until well into the engagement with you. Within our response, how should we meet the requirements of Section 7.r - Vendor Responsibility, Section 7.s – Personnel, Equipment and Services, and the associated Attachment 6?**

A12. A list of subcontractors will be required with the proposal by including attachment 6 as outlined.