

February 20, 2017

TO: ALL OFFERERS

FROM: BRITTANY HAYWOOD
WETLANDS SURVEY RFP CONTACT

SUBJECT: ADDENDUM TO RFP – CONTRACT NO. NAT 17 123 - WETLANDS, WETLANDS SURVEY

ADDENDUM #1 – QUESTIONS AND ANSWERS

QUESTIONS	ANSWERS
1. Is there a minimum number of survey respondents required? Does DNREC have a specific margin-or-error it seeks, or a sample size it requires?	We haven't set a minimum, but we would prefer a margin of error of 4% or less.
2. Has Delaware identified the target audience (e.g., residents that live within a given distance of wetlands, statewide residents)?	The target audience is statewide. In Delaware, no matter where you live, you are about one mile away from a wetland.
3. Does Delaware plan to provide contact information for the survey population, or is the contractor responsible for researching and determining which residents receive the survey?	It is the contractor's responsibility to determine who receives the survey or how they will reach the desired audience.
4. Is there a preferred format for final survey results?	A written report that summarizes the data, and highlights significant findings visually either through graphs or infographics.
5. What is the deadline to provide survey results?	We have not set a deadline at this point due to contracting difficulties. Our hopes is to have everything complete by end of summer 2017, but this is not firm.
6. Are there interim milestones that must be achieved before the final results?	No set milestones have been made at this point.
7. Does Delaware plan to provide any incentives to potential respondents to complete the survey?	This point can be discussed more when vendor decisions are made.
8. Does Delaware anticipate any in-person meetings with the contractor during the project planning stages?	Not necessarily, we are fine with tele- or video-conferences.
9. Landowners and everyday citizens (a.k.a general public) are substantially different audiences. Does DNREC anticipate that we will administer separate surveys to these audiences, or a single survey?	The primary audience is the general public with the possibility of a secondary audience being the landowners. The survey could potentially be two separate surveys or one where you have a subset of questions if the person you are talking to answers yes to being a landowner.
10. The RFP cites "Means to reach a large Delaware audience via online and person	Either

to person" as an evaluation criteria. Does person-to-person refer to live operator surveys, or to face-to-face interviews?	
11. Does DNREC have a specific vision for how telephone and online surveys will be used in combination, or is that left to the discretion of the bidder?	This is left up to the discretion of the bidder. We do feel however, that just using a purely online survey will not be able to reach and represent the State as a whole.
12. Does DNREC have previous surveys it has conducted on this topic it wishes to update?	To our knowledge, DNREC has conducted a couple of surveys on green infrastructure, climate change views, and coastal (tidal) wetlands, but nothing to address if the value and function of wetlands is understood by Delawareans. So this project would be something new.
13. Does DNREC have a budget range it can share? When providing cost information, is it permissible to present multiple costing options?	Unfortunately no, but please feel free to provide options in the RFP.
14. The proposal instructions reference an Appendix B – Pricing Form(s) and Instructions, as well as a directive to provide it in Excel format within the CD/DVD copy. Can this Appendix please be provided, as it was omitted from the RFP package.	There isn't a required format for the pricing forms for this RFP, thus they were taken out. Please feel free to use whatever format you feel is appropriate to display the pricing information.
15. Statement of Needs: Administer the survey to a subsample representative of Delaware citizens via online and phone or in-person - Why do you feel the need for a mixed methodology? Please confirm that a mixed method is a mandatory requirement.	From previous studies done in Delaware, we know a large chunk of our audience is not tech savvy or does not have easy access to internet. To ensure that we get an accurate reading on the current conditions and views of wetlands, we decided that having both in person and online points of contact would be best.
16. Can you confirm for me that this is a rebid of NAT16123-WETLANDS from September 2016?	Yes, it is.

All other terms and conditions remain the same.

If you have any questions, please contact Brittany Haywood at (302) 739-9939 or brittany.haywood@state.de.us.