

SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY
Addendum to RFP for Employee Engagement Survey #SRHA 21-30-01

REQUEST FOR PROPOSALS (RFP)

#SRHA 21-30-01

ADDENDUM No. 1

DATE: August 24, 2020

This addendum is issued to modify the previously issued request for proposal and is hereby made a part of the request for proposal. Please attach this addendum to the original documents in your possession. The original RFP #SRHA 21-30-01 remains in full force and effect, except as modified by this Addendum. Respondent shall take this Addendum into consideration when preparing and submitting its proposal.

PART I (CHANGES TO THE RFP)

Page 10, SCHEDULE:

Submission Deadline extended to 5:00 p.m., Thursday, August 27, 2020

Interviews with selected respondents completed August 28, 2020 thru September 3, 2020

The proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their proposal response, ensuring that all submissions be received at the Suffolk Redevelopment and Housing Authority, 530 E. Pinner Street, Suffolk, VA 23434, and be time and date stamped by 5:00p.m., Thursday, August 27 2020.

PART II (ATTACHMENTS TO ADDENDUM No. 1)

A. Attachment 1 (#SRHA 21-30-01 Questions and Answers Addendum No.1) is added as an addendum to this RFP.

Note:

The question and answer period for this solicitation has ended. All questions that have been received by the due date and time noted in Section III, subsection C (SPECIAL INSTRUCTIONS) in the RFP, along with the corresponding answers to those questions have been compiled into a final question and answer document ("Q & A") as prescribed in the RFP, Section III, subsection C 'Questions'. The final Q & A document is released as an attachment to this Addendum.

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ATTACHMENT 1
QUESTIONS AND ANSWER

Pursuant to the RFP, this Question and Answer document provides answers to questions received in response to RFP #SRHA 21-30-01. The questions and answers have been summarized/edited in order to capture the essence of the speaker's communication without losing its integrity. Please note that similar questions may have been combined and answered together.

Question 1: What is the total, maximum number of individuals to be surveyed in the 2020 study? Page 5 indicates there are approximately 35 employees. Is that everyone who will be included, or are there others to be included in this study?

Answer 1: There will be a maximum of 35 individuals surveyed, all SRHA employees.

Question 2: How many departments and teams are included in the study? Page 8 request flexible reports based on the findings at the departmental and team level.

Answer 2: 3 Departments / 5 Teams

Question 3: Can you share the allocated budget for this study?

Answer 3: TBD

Question 4: Has this survey been conducted previously with an incumbent vendor? If yes, what were the things they did particularly well or not-well in their previous engagement?

Answer 4: No

Question 5: Will you consider out-of-state vendors?

Answer 5: Yes

Question 6: Will preference be given to local vendors?

Answer 6: No

Question 7: Will you or the requesting organization expect the delivery of results or presentation of findings to be delivered in person?

Answer 7: No

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Question 8: Are you open to the service provider incorporating stakeholder interviews or interviews with a subset of employees to ensure our survey verbiage aligns with the culture of the organization?

Answer 8: NO

Question 9: I do not believe we qualify as a Section 3 Business. Nor do we qualify as minority or Women owned. Can we leave these areas blank in the application and address our status in the cover letter?

Answer 9: All sections, forms, and attachments must be completed even if they do not apply, respondent may mark the area with 'N/A' where applicable.

Question 10: On the statement of the offeror's qualifications, does the financial statement need to reflect the company or the project leader?

Answer 10: The company

Question 11: Given that the responses to questions will not be posted until Monday 8/24, and the proposal due date is only two days later, will you consider extending the due date to give out-of-state vendors enough time to print and mail the required hard copies of the proposal after receiving the responses to the questions?

Answer 11: Due date for proposals have been extended to Thursday, August 27, 2020

Question 12: We plan to submit the hard copies per your request. The hard copies will be delivered via FedEx. Is it okay if the documents arrive on Wednesday afternoon?

Answer 12: During the summer months, our offices are closed on Wednesdays, the deadline for submission has been extended to Thursday, August 27th at 5:00 pm.

Question 13: On your website your offices appear to be closed on Tuesday, August 24th. Is there a contact name I can use for delivery of a FedEx package?

Answer 13: Our offices are open on Tuesday August 24, we are closed on Wednesdays in the month of August.