

**CONTRACT #2040– 8/31/2018**

**Request for Proposal - Professional Services for the Preparation of a Community Needs Assessment**

**Questions** about the Proposals should be directed to Allison Maynard, Director of Social Services, **no later than 12:00 pm on August 16, 2018**. Answers to received questions will be posted by **August 17, 2018** on the Town’s website at [www.vernon-ct.gov/legal](http://www.vernon-ct.gov/legal) notices.

QUESTION	ANSWER
What do you anticipate the specific scope of the project to be? That is, during what timeframe will the project take place (beginning and end dates, approximately), the number of focus groups you intend to have the consultant facilitate, the number of meetings with the planning team, and whether the consultant will be the primary person responsible for writing a final report and plan (clear goals and objectives).	We anticipate the project to start in September and be completed no later than early November. We would like to have approximately 10 focus groups, with at least two planning team meetings. The consultant will be the primary person for writing the final report and plan.
Can you tell me the budget range for this project so we can appropriately formulate a scope of work?	This position is solely grant funded and therefore the budget will be determined based on the proposals received.
Is the objective of this effort to conduct a needs assessment to identify areas of strength/weakness in the Town's offerings of programs, services, and opportunities for residents and/or to identify strengths/weaknesses in the Town's efforts to communicate or advertise the services currently offered?	The objective is to identify the strengths/ weaknesses in the Town's efforts to communicate or advertise the programs and services currently offered by the town and civic organizations.
Can the Town provide information on what prompted the RFP? Specifically, what entity, agency or individuals are driving the effort?	Hartford Foundation conducted listening tours in the Town of Vernon, and improvement in communication was identified by community members as a need.
For the anticipated 10 focus groups to be conducted with residents, will the Town be able to assist with recruitment by helping to advertise the project or otherwise promote awareness of the effort? For example, will the Town assist by helping the consultant post flyers at certain events or locations, providing access to any resident listservs, and/or advertising the effort on its website?	Yes
Will the consultant be permitted to offer incentives to residents for their participation in the focus groups?	Yes, within the parameters and guidelines of the town.
Are there any particular groups or cohorts of residents that the Town is particularly interested in hearing from? (E.g., individuals with specific professions, those of specific demographics such as certain ages, etc.)?	To Be Determined
Will the consultant be permitted to use any Town or local resources to host focus groups? For example, could the consultant host focus groups in a meeting room in the Town Hall?	Yes, within the parameters and guidelines of the town.
Do you have a location to host the focus group sessions or will the selected vendor need to look to rent a space?	Yes, Town Hall will be available for focus group sessions.

QUESTION	ANSWER
Are there any certain demographic criteria required of participants in order to qualify to participate? Any specific quotas?	To Be Determined
Is the Town able to provide incentives for participation? Are you able to provide cash incentives or will incentives able to be provided in another form?	<b>REVISED REPLY:</b> The consultant may offer incentives. Cash and/or gift cards are not a permitted incentive.
Is an Echo dot was an acceptable incentive?	All incentives or incentive programs will be discussed at the time of contract awarding.
<p><b>Focus Groups:</b></p> <ul style="list-style-type: none"> <li>• Do you have in mind the number of focus groups that you would like to be held?</li> <li>• Will the Town or the consultant recruit the focus group members?</li> <li>• Will focus group participants need to receive an incentive to attend the meeting?</li> </ul> <p><b>Division of effort:</b></p> <ul style="list-style-type: none"> <li>• There are three activities that you identify in the RFP: <ul style="list-style-type: none"> <li>○ Conduct and summarize focus groups;</li> <li>○ Help the Town develop goals and objectives for meeting community needs; and</li> <li>○ Formulate a plan to reach the desired outcome of developing and facilitating programs and services that will meet the needs of the community while enhancing the culturally rich and vibrant community.</li> </ul> </li> </ul> <p><b>Do you have in mind how much effort that the consultant should devote to each activity? The answer to this question will be helpful in determining something that you have asked the consultant to do in the proposal: Describe expected time commitment of (presumably Town) staff and volunteers.</b></p> <p><b>Timeframe:</b></p> <ul style="list-style-type: none"> <li>• You ask for the consultant to tell you what our timeframe would be to take on this work, but it would be helpful to know if the Town has a preferred timeline in mind.</li> </ul> <p><b>Budget:</b></p> <ul style="list-style-type: none"> <li>• Can you possibly tell us how much money has been assigned to the consultant effort for this work?</li> </ul>	<p>Please see answer to question 1.</p> <p>This will be a collaborative effort.</p> <p>No, participants do not need to receive an incentive.</p> <p>Please see answer to question 1.</p> <p>Please see question to answer 1.</p> <p>Please see answer to question 2.</p>