



**Strategic Plan Consulting Services
Request for Proposals (RFP 17-R013)
Issue Date: July 13, 2017**

ADDENDUM #1

Issued: July 17, 2017

NOTICE TO PROPOSERS:

- A. This Addendum shall be considered part of the Contract Documents for the above mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence.
- B. Offerors are hereby notified that they shall make any necessary adjustment in their estimates on account of this Addendum. It will be construed that each Bidder's documentation is submitted with full knowledge of all modifications and supplemental data specified herein.

Addendum #1

- 1. The deadline for RFP17-R013 Strategic Plan Consulting Services has been extended to Monday, July 24, 2017 at 3:00 PM ET.
- 2. **Question:** Scope of Services (pages 3-4) of the RFP has 10 items. A fixed price can be quoted for items 1 through 8; however item 9 (Implementation) and item and 10 (Follow-up) cannot be included in the fixed price unless the number of hours/ days required for these two items are known. Also the contract term is one year extendable up to 5 years. We are therefore interpreting the above to say that we can provide a fixed price for the scope of services 1 through 8 and an hourly rate for each year for items 9 and 10. Please advise if this will be ok.
Answer: Yes. We expect this process to take anywhere from 6 to 12 months, with Implementation to follow. We are looking for your proposal to describe how the Strategic Plan will be benchmarked so that an implementation road map can be followed. We would hope that you can describe what your follow up tasks and timeframe (monthly, quarterly, annually, etc.) look like for budgetary purposes.
- 3. **Question:** Page 23 Section H References: for abundant clarity our understanding is that we need to have only the top 2 boxes filled out and the references section will be blank when we submit the bid; and LMHA will fax or email the form to the reference and the reference will then fill out by their assessment after receiving it from LMHA. Kindly confirm if this understanding is correct.
Answer: That is correct. You provide the company name, contact information including email address and authorize us to verify your references by completing and signing the top 2 lines. As stated, we require 3 references.
- 4. **Question:** The Price Proposal Form indicates a requirement "to produce a significant amount of updated



demographic data and other information required for Plan completion and implementation.” Can you provide additional information on the demographic data that needs to be updated? Will it be internal data from LMHA? Or are you seeking more regional data? Will the selected vendor’s work be summarizing data related to basic trends to inform the strategic plan?

Answer: LMHA has data that will be provided to the contractor. However, we are looking to the contractor for input in data that may be missing or will prove relevant once the Plan is formulated.

5. **Question:** The Price Proposal Form has one line for the “total cost of the project.” Do you want one price for the first year of the contract and the four (4) subsequent option years? Or would you prefer to have the first year and the option years broken out separately?

Answer: LMHA expects that the formulation of the plan will take from 6 to 12 months. We would expect a price for the Plan with the description of the Implementation process. We would expect Implementation to start either before the expiration of the 1st year, and then carry on through years 2-5. We will need to hear from you as to what the follow-up will look like. Hourly rates in the interim with an estimate of hours will suffice in the interim. Please provide a budget / estimate for each of years 2-5 (separately).

6. **Question:** The RFP requests a “Strategic Plan along with corresponding Annual Plans (if any).” Can you confirm that this is not a HUD Annual Plan?

Answer: This is not a HUD Annual plan.

7. **Question:** Are you seeking an Annual Plan as a planning tool for the next year? Or as a document of progress made the prior year and an updated plan for next year?

Answer: yes, we are seeking a planning tool and a way to document the direction that we are headed during the next 5 years.

8. **Question:** Section C of the proposal requests similar assignments within the past two years. Are the official references included in Section H also limited to the past two years?

Answer: We would prefer current projects that have been performed in the last 2 years. References can be from more than 2 years ago, but no more than 5 years.

9. **Question:** Could you please provide the budget for this project and what would be the desired timeline.

Answer: The budget for Strategic Plan Consulting Services is between \$60,000 and \$100,000. LMHA would like to get started as soon as possible. The selection of the Contractor will require the Board of Commissioners’ approval so that a realistic start date will be the end of August. Please see item #4 for more information regarding the timeline.

10. **Question:** Can companies from outside the USA apply for this? Will we need to come over for meetings? Can we perform tasks outside the USA? Can we submit the proposals via email?

Answer: Companies from outside of the USA may apply, but there will be in-person meetings that will be conducted. The report may be formulated off-site. The proposal must be submitted via the instructions in the



RFP via the online vendor upload link.

End of Addendum #1)

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Solicitation Inquiries: Demetria Simpson

E-Mail: dsimpson@lucasmha.org

Phone: 419-259-9400

Section 3 Inquiries to: Martice Bishop

mbishop@ lucasmha.org

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(1) GAUGE LEVEL OF INTEREST: So that we can gauge the level of interest in this RFP, if you have not previously done so, please advise us as to whether or not you anticipate delivering to us a quotation submittal in response to this solicitation (e.g. "Will Submit" or "No Bid").

Will Submit _____

No Bid _____

Thank you for your interest in doing business with LMHA and we look forward to receiving a submission from your firm.

Sherry Tobin, Manager, Procurement & Contracts

You must acknowledge this Addendum electronically via the NAHRO eProcurement system, by fax to (419)259-9494, email (stobin@lucasmha.org), or upload no later than July 19, 2017 at 12:00 PM EST. It is the responsibility of all offerors to acknowledge addendums. Failure on the part of any offeror to acknowledge this addendum by the deadline may, at the LMHA’s discretion, deem that offeror as non-responsive and may eliminate such offer from consideration for award.

ACKNOWLEDGED BY:

Signature

Date

Printed Name

Company

E-mail address

Demetria M. Simpson, President and Chief Executive Officer
Board of Commissioners

Hugh W. Grefe, *Chairman*, Barbara J. Fuqua, *Vice Chairman*, Alisha Gant, William Brennan, James A. Peppers