

**QUOTATIONS FOR SMALL PURCHASES (QSP) NO. QSP23001, Strategic Planning
Consultant and Facilitator
Addendum 1**

VENDOR QUESTIONS: The following questions were asked to the Fort Walton Beach Housing Authority:

QUESTIONS:

- 1. How many people will be involved in strategic planning? What are their roles in the organization?**
No more than 12 people will be involved in strategic planning. This number includes our Board of Commissioners, Executive Director, Operations Director, Housing Director, Finance Assistant, and Maintenance Supervisor.
- 2. What will be their roles in the strategic planning process? Who will be the lead contact?**
Executive Director and senior management will assist with both phases stated in the scope of service in Section 16 of the solicitation document. The Board of Commissioners will assist with Phase 2 stated in the scope of service in Section 16.2. Lead contact will be the Operations Director.
- 3. Whose voices do you want included, and in what ways?**
Select FWBHA staff, board members, and community partners (i.e., The City of Fort Walton Beach, County Commissioners, etc.). We would like to know how the FWBHA is perceived in the community, how the staff views the organization and whether this is a place for opportunity, growth, and development, as well as the Board of Commissioners view of the organization's growth and future.
- 4. What are the issues you are facing that you want addressed in strategic planning?**
Succession Planning, brand/community awareness, resource development, landlord retention/onboarding, etc. Please reference Section 16.2.2 for the list of topics that the FWBHA would like discussed in strategic planning.
- 5. What will be the challenges in this process?**
The FWBHA does not foresee many challenges with this process. Possibly connecting with our external partners for survey participation.

QUESTION:

- Rescinding questions regarding deliverables, timeline, and in-person vs remote - discovered page 8 of the QSP.

Thank you for your interest in doing business with our Agency and we look forward to receiving a quote your firm.

It is the responsibility of all proposers to acknowledge addendums. Failure on the part of any proposer to acknowledge this addendum by the deadline may, at the Agency's discretion, deem that proposer as non-responsive and may eliminate such proposer from consideration for award.

ACKNOWLEDGED BY:

Signature Date Printed Name Company

FORT WALTON BEACH HOUSING AUTHORITY