

**QUOTATIONS FOR SMALL PURCHASES (QSP) NO. QSP23001, Strategic Planning
Consultant and Facilitator
Addendum 2**

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

1. Is FWBHA flexible on the timeline and if so, by how much? In our experience, 30-45 days (depending on the date of the contract award) to complete a kick-off call, to receive and review data, identify and interview internal and external stakeholders, prepare a report and plan for a two-day retreat based on the findings is a very short time.

The June 2-4 board retreat date is not flexible. However, the FWBHA understand that this project has a very quick turnaround time, and is willing to work as quickly as possible alongside the consultant in the planning phase to prepare for the board retreat. The housing authority is open for discussion for other areas of the timeline with the awarded contractor.

2. Does FWBHA expect a 1-, 2- or 3-day board retreat?

3 – day board retreat, Friday-Sunday.

3. Does FWBHA have a sense of the number of external stakeholders you would like interviewed as a part of this process?

Yes, the FWBHA is looking to have around 15 external stakeholders interviewed in this process, and possibly less than that.

4. Does FWBHA have a prior Strategic Plan that can be shared? Also, can FWBHA share who prepared the prior Strategic Plan, if applicable?

Yes, please see attached. At this time, I am unaware who developed the last strategic plan.

5. 20.0 Documents to Be Returned references Sections 22.0 but there is no Section 22.

Section 20.0 which states Section 22.0 is a typo, and is referring to the documents referenced in Section 21.0.

6. Please confirm that no other information, such as Experience, is to be submitted with the Quote Form and References.

No other documents related to experience are needed for submission besides the Quote Form and References. However, a service price breakout is requested to be attached with the quote form in section 20.1.1.

7. Are proposals to be submitted only via email or should they be submitted through the Housing Agency Marketplace website as well?

Proposals are to be submitted via email only, please reference the "QSP Information at a Glance" section on page 2.

8. The QSP indicates the Strategic Planning Workshop/Board Retreat is scheduled for June 2 to June 4 in Destin, FL. Has a schedule been established relative to starting and ending times for each day?

A schedule has not been established yet, but tentatively we are looking at beginning Friday - Sunday mornings around 8:00 or 9:00 AM, ending Friday and Saturday around 3:00 or 4:00 PM, and ending early Sunday afternoon.

9. What staff will participate, is it possible for all staff to participate?

Please see Addendum 1 for the answer to this question.

10. Have agenda topics been identified for the retreat, or are the topics to be identified by the respondent?

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Please reference Section 16.2.2 for the list of topics that the FWBHA would like discussed in strategic planning. As well as Addendum 1 for additional topics.

- 11. Are the final copies of the Strategic Plan to be submitted in printed or electronic format?**
We would like the final copies to submitted in both forms, but possibly no more than 3 printed copies.
- 12. Are any of the forms referenced in Section 21.0 on page 9 to be submitted with the Quote Form?**
No, they are not.
- 13. Does Florida's Sunshine Law apply to the Board retreat? Will the meeting be advertised and/or open to the media?**
Yes, the board retreat does fall under Florida's Sunshine Law. By law, we will advertise the meeting with advance enough notice to allow individuals to attend if they choose.
- 14. Are any of the employees of the FWBHA represented by a union?**
No.
- 15. Are any of the FWBHA properties managed by a third party?**
Yes, one of the FWBHA properties is managed by a third party.
- 16. Has any work been completed to establish an environment baseline for the strategic plan (i.e. employee or community surveys)?**
No, there has not been any work taken to establish an environment baseline to date besides drafting an anonymous employee survey.
- 17. Can we obtain a copy of the current strategic plan?**
Please reference question 4 of this addendum.
- 18. Can we obtain a current organizational chart or staff listing with job titles?**
Yes, please see attached.
- 19. Will FWBHA have a block of rooms for the Board retreat that the consultant could access for purposes of estimating travel costs with the quote**
Yes, we will have a block of rooms, but rooms have not been booked at this time.

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