



REQUEST FOR PROPOSALS

2009-02716-1024

November 6, 2008

OFFICE OF THE PURCHASING DIRECTOR

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STRATEGIC PLANNING SERVICES FOR INTEGRATION OF HUMAN SERVICES IN NEWPORT NEWS

Addendum 2

It is agreed and understood that this addendum shall be made part of the original RFP document. You are only required to return this cover page (filled out and signed) as proof you received the addendum that provided answers to questions asked. Page 2 has response to questions received prior to the deadline, but was omitted from addendum 1 in error.

The Proposal Due date remains the same.

Contract Officer: _____
Rose C. Kee, CPPB, Buyer, (757) 926-8028, email: rkee@nngov.com

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ FAX No.: _____ E-mail: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

This form must be signed.

RESPONSE TO QUESTIONS:

19). We normally collect data, organize it, and facilitate a client team in analysis of the data. Is the contractor expected to analyze the data and provide conclusions or will the council participate in this analysis? --- **The consultant is expected to analyze the data with input from the Human Services Leadership Council.**

Do the organizations that make up the Human Services Leadership Council have current data for analysis or will the contractor be expected to develop the data to be used in the planning? --- **Each member of the Human Services Leadership Council has current data and has the ability to provide additional data if the successful consultant makes a specific request.**

What is the desired structure of the interval process summary reports? --- **It is hoped that these details will be developed by working with the successful consultant.**

What is the periodicity for summary reports and for whom are they intended? --- **It is hoped that these details will be developed by working with the successful consultant.**

Deliverable 8 requires the attendance at meetings. What and how many meetings are anticipated? --- **It's difficult to provide estimates in terms of required number of meetings, focus groups, interviews, etc., and the length of time for such meetings. It's very likely that such details will need to be discussed with the successful offeror. Offeror may want to plan on providing cost estimates for a total of 10 to 15 meetings / focus groups, if you ask us to wage a guess.**

Is the contractor expected to provide a report including meeting notes at the conclusion of each facilitated meeting? --- **Yes.**