



To all Interested Parties of the Following Project:  
Project 2018-56  
RFP for Community Needs Assessment  
Addendum 1  
Dated December 28, 2018

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1. The RFP outlines the desire to complete the work within 90 days of contract start date. Do you anticipate being able to complete data collection within that timeframe?

**Response:** That is our goal. Timeframe somewhat depends on strategy for how many sample responses we need which will be discussed with Consultant.

2. What contingencies are in place if data collection takes longer than expected?

**Response:** We will need to mutually agree with Consultant on a target date for data collection completion, but the date may need to be extended.

3. The RFP states that EHA staff will be responsible for administering the assessment. Do you have a point person who can manage data collection efforts?

**Response:** Yes, we can assign a point person but will need to agree with Consultant what that role exactly entails.

4. Are you interested in surveying all residents at each property or are you planning to use a sampling strategy? If you plan to sample, do you have access to resident demographics to inform the strategy?

**Response:** Yes, a sampling of residents are to be surveyed. We do have access to some basic resident demographic data. Sampling may be dependent simply on who is willing to answer assessment questions.

5. Can you please clarify what question you are trying to answer with Deliverable #4 (regression analysis)?

**Response:** We are trying to see if there are correlations between how respondents respond to certain questions and if there are correlations between how respondents respond to questions based on gender, age, ethnicity, etc.

6. Do you currently have a system (such as ETO) where service coordinators track their work?

**Response:** No. Their work is tracked on spreadsheets.

7. Would it be helpful to include previous work samples in our submission?

**Response:** Yes.

8. If we do not meet any of the bidder preference criteria in Attachment B (Section 3), should we still complete the form?

**Response:** Yes.

9. What is the budget for this project?

**Response:** No comment.

10. Can one company submit more than one proposal?

**Response:** Not sure what question means in this context.

11. Is your plan for EHA to do all data collection and data entry?

**Response:** TBD in consultant with the Consultant but EHA will collect data and possibly enter data.

12. Do you have any plans to present the results of this study to the community?

**Response:** Absolutely. We want to listen to the community through this assessment and then share back what we heard and what we hope to do with information.

13. To be clear the consultant will not be conducting the field survey, the consultant's role is to develop the survey to used by EHA's Service Coordinators and the other services stated in the RFP?

**Response:** Correct,

14. What is EHA's expectation for status meetings (in person and tele or video conferences) and status reports?

**Response:** Our preference would be for in-person meeting but tele- or video-conferencing can work. These meetings would serve as status reports.

15. What is EHA's expectation for training EHA staff to conduct the survey developed?

**Response:** As part of the technical assistance provided by the Consultant, we would expect the Consultant to provide this type of training.

16. Does EHA expect the consultant to participate in any community meetings with the residents?

**Response:** Not necessarily but the Consultant may want to observe some of the meetings to better understand the population being assessed.

17. What services if any are expected after the deliverable requirements have been met within the 90-day delivery timeframe?

**Response:** None are foreseen at this time.

18. If we don't meet the qualifications for Section 3 business certification, do we still need to submit the certification form?

**RESPONSE:** Please complete the form and indicate that this is NOT APPLICABLE to your company.

19. Assuming that most respondents would use an online URL to access the survey (possibly with assistance from Resident Services Coordinators), would EVHA staff be available to help enter survey data into a repository, if needed, for use of any *paper questionnaires* if some respondents cannot do an online survey? Or should the vendor be expected to do any data entry?

**Response:** Data entry will need to be discussed with Consultant that is awarded the contract. We also need to discuss what percentage of survey respondents can complete online versus having an EHA Coordinator ask the questions directly to residents and complete the responses based on what each resident says.

20. We realized we have one more question: are you planning to offer incentives (such as a gift card) to residents who complete the survey? If so, should we include that cost in our proposal?

**Response:** No, we are not planning on offering incentives.

21. Should the proposal and budget be for one year, or multiple years, per the statement in the RFA: "We plan to conduct the community assessment annually, as funding allows, to see if progress is being made in improving the overall health and well-being of residents."

**Response:** Please provide cost for this first year. Please also provide an estimate of what the assessment would cost for a second year.