



SOLICITATION ADDENDUM

Solicitation Number: RFQu 20-045 Addendum #1 (Issued 2/26/20)
Page 1 of 4
Solicitation Due Date: Friday, March 6, 2020, 2:00 p.m. Local Time

CITY OF PHOENIX
Purchasing Division
251 W. Washington Street
8th Floor
Phoenix, AZ 85003
Phone: (602) 262-7181

RFQu 20-045 SURVEY SERVICES: MARKETING, INFORMATION GATHERING AND ANALYZING DATA – REQUIREMENTS CONTRACT

Please make the following changes to the above-referenced solicitation:

CHANGE(S)

A. Refer to Section VI – Submittals, Item I – Copies.

Remove and replace this section with the revised language below:

Submit one (1) original and one (1) electronic copy (flash drive or CD) of the Submittal Section and all other required documentation.

QUESTIONS AND ANSWERS:

Find below the questions and responses provided by the City in response to the Written Inquires received by the deadline of February 14, 2020.

Question 1: How will the City use the information/results?

City's Response: Refer to Section V – Scope, Item 1 – Statement of Need and Item 2 - Background Information (Pg 21).

Question 2: Are there particular groups or sample that they want targeted?

City's Response: Refer to Section V – Scope, Item 4.1.1. (Pg 22). The City is seeking data from a broad spectrum of communities within geographical boundaries, as well as communities that may not be bound to geographical areas.

Question 3: Is there a budget range?

City's Response: The cost per project will be negotiated between the City and the selected Consultant. The City Council will approve the negotiated contract, scope, and budget.

Question 4: What is the time horizon to carry out the study?

City's Response: The timeframe will vary per survey. A tentative timeline will be provided at the time a scope of work has been defined for each specific project. The final timelines will be negotiated between the City and the Consultant.



SOLICITATION ADDENDUM

Solicitation Number: RFQu 20-045 Addendum #1 (Issued 2/26/20)
Page 2 of 4
Solicitation Due Date: Friday, March 6, 2020, 2:00 p.m. Local Time

CITY OF PHOENIX
Purchasing Division
251 W. Washington Street
8th Floor
Phoenix, AZ 85003
Phone: (602) 262-7181

Question 5: Is it a requirement that the *Qualified Vendor(s)* be local or national?

City's Response: No, this is not a requirement. All offers must meet Section I, Item 15 - Pre-Award Qualifications for further evaluation. Refer to Section 1, Item 16 – Content of Response, for additional documentation to include with the Offer (Pgs 8-9).

Question 6: Will there be a pre-conference? Generally, with a pre-conference you can meet possible interested vendors. Is there a list of interested agencies available?

City's Response: A pre-conference for this solicitation is not scheduled. There may be an opportunity for a pre-offer conference after the Qualified Vendor's List (QVL) is established, as part of the next steps to determine vendors for the surveys. The QVL list will also be public. See also answer to question 9.

Question 7: The RFQ says that the City wants a "*Qualified Vendors List (QVL) to provide Community Survey and Outreach Services and an internal police department survey with Offerors who have demonstrated experience in providing these types of services.*"

Does that mean that at this stage all that is required is to submit a capability statement to be listed in the *Qualified Vendors List (QVL)*?

City's Response: Refer to Section VI – Submittals, Item 2 – Offer submittal Format (Pg 22). This section identifies the minimum information required to be included with the Offeror's submittal. See response to Question 5.

Question 8: Does the City anticipate extending the bid due date?

City's Response: Not at this time.

Question 9: What additional details are you willing to provide in addition to the bid documents concerning how you will identify the winning bid?

City's Response: Additional information will be provided to Offeror(s) who successfully met the requirements of Section 1, Item 15 – Pre-Award Qualifications and are placed on the Qualified Vendor's List (QVL). The City anticipates an evaluation phase after the QVL is established.

Question 10: What key demographic questions / segmentation is the project seeking?



SOLICITATION ADDENDUM

Solicitation Number: RFQu 20-045 Addendum #1 (Issued 2/26/20)
Page 3 of 4
Solicitation Due Date: Friday, March 6, 2020, 2:00 p.m. Local Time

CITY OF PHOENIX
Purchasing Division
251 W. Washington Street
8th Floor
Phoenix, AZ 85003
Phone: (602) 262-7181

- City's Response:** The demographic question(s) will be addressed when a scope of work is negotiated for each project. See response to Question 4.
- Question 11:** Can the firm choose the type of methodology they think is best to collect a representative sample of the community?
- City's Response:** Yes, the Offeror can submit their project methodology in response to the scope of work for each project.
- Question 12:** What is the City of Phoenix's timeline from project inception to report delivery?
- City's Response:** The timeline for the surveys will be addressed at the time the scope of work is negotiated, which will include recommendations from the selected Consultant(s).
- Question 13:** How does the timeline differ between external community survey and the internal police department survey?
- City's Response:** See response to question 12.
- Question 14:** Is there an existing contract for these types of services? If so, can you provide any information on the current awardees? Was there any relevant work product/ reports produced that would be applicable to this solicitation? If so, can those reports be provided for our reference?
- City's Response:** No, there is not a current contract.
- Question 15:** What's most important to the City of Phoenix in conducting the external survey? The internal survey?
- City's Response:** Both surveys are equally important to the City.
- Question 16:** Who will review the RFPs? Is a grading tool being utilized to evaluate the RFP? If so, what is it like/what is on it? Can a copy be provided?
- City's Response:** The Procurement Officer will review the proposals initially to establish the Qualified Vendor's List (QVL). See response to questions 5 & 9.
- Question 17:** Are there any other forms or exhibits, other than the Submittal section that are to be filled out and included?
- City's Response:** See response to question 7. Offerors can submit additional information as deemed appropriate and relevant to this solicitation and that demonstrates their experience and qualifications.



SOLICITATION ADDENDUM

Solicitation Number: RFQu 20-045 Addendum #1 (Issued 2/26/20)
Page 4 of 4
Solicitation Due Date: Friday, March 6, 2020, 2:00 p.m. Local Time

CITY OF PHOENIX
Purchasing Division
251 W. Washington Street
8th Floor
Phoenix, AZ 85003
Phone: (602) 262-7181

Question 18: Exhibit A – Professional Services attachment (Pg. 35). Are there any portions of this Exhibit, which are to be completed and returned with our submittal, or is this for our information only?

City's Response: See response to question 7. Exhibit A is a sample agreement and does not need to be returned with your submittal. The City's standard terms and conditions contained in the sample agreement are not negotiable. See Section I- Instructions, paragraph 6.

Question 19: Regarding Scope of Services sections:

(a) 4.1.1 The Data must not only be representational of communities within geographical boundaries (zip codes, council districts), but also captures communities which may not be bound to geographical areas such as: homeless, LGBTQ, immigrants, and mental health.

(b) 4.1.3 The vendor must collect data from a large enough group to be considered statistically significant in the above-named mentioned communities and areas.

Does this mean that vendors need to include a large enough sample in each community identified? For example: do we need to include a large enough sample size in each 75+ zip codes? Do vendors need to include a large enough sample size for LGBTQ? Those with mental health issues? The homeless?

City's Response: Consultants may recommend sample sizes and communities in their offer and will collaborate with the City during scope negotiations. The City has not identified size requirements for any group. The samples shall demonstrate the firm's experience in the type(s) of survey conducted.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____