

TO: All Bidders
FROM: Lawrence Pruitt
DATE: May 24, 2024
SUBJECT: RFP Addendum No. 1
RFP#: 24-998600
DATE ISSUED: May 24, 2024
THE PROJECT: Public Engagement Consultants Services

INTENT

This addendum is issued to provide a modification/addition to proposal plans and/or specifications.

MODIFICATION / ADDITIONS

1. XXXXX meets all of your insurance requirements except for the \$5 million in Umbrella Liability. We have \$1 million. In XXXX XX years, we have never been required to have that much umbrella insurance as an engagement and communications firm. Is there any leeway in this amount? Do we have to have this much coverage before submitting our proposal or can we wait and see whether we get it first?

Answer: \$1M is acceptable for this RFP.

2. Does the customer survey need to be statistically valid as that costs more?

Answer: The customer survey does not need to be statistically valid.

3. For costs, do you want a lump sum or an itemized list of costs?

Answer: We would prefer a lump sum for the core components listed in the scope of work. If they have any additional recommended components, they could include those as an additional itemized cost.

4. Do you want the focus groups to be in person or virtual?

Answer: We would like the focus groups to be in-person.

Data Collection

5. Has a data collection platform for the survey been selected? Or will the selection be at the determination of the consultant (and any associated cost included in the proposal)?

Answer: The data collection platform will be mutually determined with the selected consultant. We are open to data collection platform suggestions.

6. How will the Library distribute and monitor the survey?

Answer: We will distribute paper surveys at all Library locations and outreach events. Digital surveys will be distributed via an eBlast to all cardholders and to community partners.

7. If paper surveys are being collected, how many are anticipated?

Answer: This is to be determined. Our population is 281,754 and our number of active cardholders is 97,936.

8. Will the Library monitor the field work in the platform and data quality of any paper surveys?

Answer: Yes

9. What is the estimated number of completes needed for the survey? And/or what is the average “patronage” or “membership” upon which a number of feasible survey completes would be based?

Answer: This is to be determined. Our population is 281,754 and our number of active cardholders is 97,936.

10. Is the Library amenable to slight changes to the research design, such as differentiating the format of various focus groups to better accommodate diverse audiences?

Answer: Yes

Recruitment

11. What methods will the library employ for focus group recruitment?

Answer: We will support with focus group recruitment, but will also look to the consultant for assistance with recruitment.

12. Will respondents be compensated? Is a monetary incentive permissible?

Answer: Yes, respondents will be compensated. Please include compensation details and estimates in the proposed budget.

13. Will the consultant be responsible for any focus group recruitment?

Answer: Yes

14. If the research firm believes it will be more efficient for it to conduct recruitment, as well as possibility manage the fielding the survey, is the Library open to alternative project designs?

Answer: Yes

Inclusion

15. How many languages are anticipated to be required to translate the survey into?

Answer: *We would like the survey translated into the top three languages spoken in St. Louis.*

16. Will translators and/or simultaneous translation be needed during the focus groups?

Answer: *This is not yet determined. Translators and/or simultaneous translation will be impacted by focus group recruitment.*

Location/Facility

17. Will the Library be the location of the focus groups?

Answer: *The Library can be the location for focus groups. We have 13 locations with meeting rooms.*

18. Is there a meeting space to accommodate a community engagement group as large as 40-50?

Answer: *Yes*

Analysis, Findings, Presentation

19. Since the Library is doing data collection of the survey, will the survey results be analyzed by the consultant or the Library?

Answer: *The survey results will be analyzed by the consultant.*

20. Will the community and the respondents that participated be invited to learn from the findings at the project completion —is there a feedback loop to community?

Answer: *All participants will have the option to receive the completed strategic plan.*

21. If yes to the above, will the consultant be needed to present findings to both internal stakeholders and the community?

Answer: *The consultant will only need to present findings to Library leadership.*

Submission

22. Do the affidavits need to be notarized

Answer: *No, the affidavits do not need to be notarized.*

23. Bid due date has been extended.

Answer: *The bid due date has been changed to June 7, 2024.*

I have read and understand the preceding addendum and said changes are reflected in my proposal.
The vendor signed addendum should be included with your response packet.

COMPANY

VENDOR'S SIGNATURE

TITLE

(Date)