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| C:\Users\LANGWC\AppData\Local\Temp\1\wz3342\JFS_LogoFinals\JPEG\JFS_Logo_Color_Full_Horizontal.jpg**Office of the Director:**222 East Central Parkway Cincinnati, OH  45202-1225 | **Board of Commissioners:**Alicia Reece, Denise Driehaus, Stephanie Summerow Dumas,**County Administrator:** Jeffrey Aluotto **Interim Director:**  Michael Patton**General Information: (**513) 946-1000**General Information TDD: (**513) 946-1295**Website:** [www.hcjfs.org](http://www.hcjfs.hamilton-co.org)  |

**Addendum 1**

**Questions and Answers regarding:**

 **Request for Quotes (RFQ) KB01-23Q**

**Consultation for Employee Survey**

1. Is there a preferred format for this request? Such as a preferred page limit?

**A: As for formatting of the quote / proposal, please use at least a 12 point font. We request vendors use the cost sheet provided to enter amounts. However, vendors may use a cost sheet of your choosing as support documentation only. We ask that the quote / proposal not be more than 300 pages.**

1. Are we allowed to add an appendix? We can complete the request using the scope of services form provided in Exhibit A but wanted to include some supplemental materials in the appendix.

**A: An appendix may be used for supplemental materials or support documentation.**

3. Do you have an estimated launch date for the survey? This info will be helpful as we draft a proposed project timeline.

**A: Once the contract is finalized, we would like to work with the vendor to develop the survey. The survey will be launched once we have agreed to a final product. We are not certain of the time frame since we have not embarked on this type of work before. HCJFS prefers the survey to be developed and launched within two (2) months.**

1. Can the survey be administered electronically? Or is there an expectation for paper options as well? If electronic, do you have laptops/computers or phones available to staff? In section 1.7 (page 9), it states that the consultant needs to provide equipment, so I wanted to clarify.

**A: We would like for the survey to be administered electronically. All staff have laptops and computers. The consultant would need to have their own equipment to develop the product, deliver the survey, tally the results, etc.**