

Questions and Answers
Strategic Planning Services /Request for Proposals (RFP)
4/26/2024

The questions below were submitted by potential respondents to the RFP as instructed. The supplied answers are neither an effort that alters the RFP, nor does the Q & A bind the Board to further requirements before or after this process.

1a. Could you confirm whether our responses need to be entered exclusively in the designated text fields mentioned in the RFP? **The responses are not restricted exclusively to the designated text boxes. You may provide responses in a narrative format according to the instructions that have been provided for each designated text box in the RFP.**

b. Additionally, could you list all documents and forms that must accompany the proposal? **The following documents are required in response to the RFP:**

- Bidder Information
- Scope of Work
- Deliverables
- Price/Cost/Value
- Certifications with Authorized Signature
- Non-Discrimination and Equal Opportunity policy
- Texas Corporate Franchise Tax Certification
- Administrative Management Survey
- Fiscal Management Systems Survey

2a. Are respondents required to submit their answers in the textboxes provided in the RFP, or can we use our own Word documents as long as we are responsive? We anticipate elements of the proposal could be difficult to include in the provided textboxes, such as the timeline. **Please refer to the response provided for Question 1a.**

b. We also noticed there isn't a textbox provided to capture past experience and staff qualifications. **You may provide the information in narrative format according to the instructions provided in the RFP.**

3. Are respondents allowed to reproduce the forms, or are we required to complete the exact forms as they appear in the RFP? **Complete the forms as they appear in the RFP; however, the budget form may be submitted in your preferred format.**

4. It appears that you are requiring budget information in response to both the deliverables section and the price/cost/value section (page 12). Can you clarify where consultants should include a price proposal and which categories it should include? **Bidders can submit a budget in your preferred format according to the categories.**

5. What is the preferred timeframe for completion of the project? **It is anticipated that there are many variables and considerations when considering the timeline of the deliverables. WFSDallas will work closely with the selected consultant to identify achievable timelines for the development of the strategic plan.**

6. Has a budget limit been established for this work? **WFSDallas has identified a budget limit of \$250,000; however, you may submit your best cost for the services as requested in the RFP. There are many variables and considerations with the development of the strategic plan. As a non-profit and 501c3, WFSDallas appreciates any pro bono or added discounts available with proposed costs. All costs will be vetted to ensure that they are reasonable, necessary, allocable, and allowable.**

7. What is the timeline for the project? Please find the response to Question #5 above.
8. What is the State Comptroller ID#? Where can I obtain it? Is this a requirement to have? Please see the Texas Comptroller's office at <https://comptroller.texas.gov/>
9. Is there a budget amount for the project that you can share? Please see response to Question #4 above.
10. Is there an approximate number of in-person Strategic Planning sessions intended for the project? We are open to your responses to best meet the needs for Strategic Planning.
11. Does the proposal need to be submitted using the form on pages 10-12. Please see responses from Questions 1-2 above.