



**#2022-06
REQUEST FOR PROPOSALS
STRATEGIC PLANNING PROCESS
ROCK COUNTY**

**ADDENDUM #1
QUESTIONS / ROCK COUNTY RESPONSES**

Rock County's responses are in **bold** and underlined.

1. Whether companies from Outside USA can apply for this? (like, from India or Canada) **Yes**
2. Whether we need to come over there for meetings? **Yes but some may be conducted remotely. Can be further defined thru potential interview phase.**
3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
Some tasks could be performed remotely but some will need to be on-site. Can be further defined thru potential interview phase.
4. Can we submit the proposals via email? **Only hard copy mailed at this time.**
5. Does the County have regular/ongoing opportunities, channels, and venues for engaging the community?
None, other than livestreaming and/or zoom meetings open to the public.
If so, can the County briefly describe the County's engagement activities?
6. Has the County conducted a citizen engagement/customer satisfaction survey within the past year or two?
If so, can the survey and results be provided to us? **Rock County has never conducted a citizen engagement/customer satisfaction survey.**
7. What methods of employee engagement does the County have in place in addition to the employee survey deployed in September 2021? Please describe. **Annually, employees are surveyed regarding suggestions to update/revise the County's personnel policies and procedures. Management reviews employee input and makes recommendations to the County Board.**
Rock County has also conducted employee engagement surveys for a number of years.
8. What mechanisms does the County have in place (e.g. existing performance measures or annual Reporting) that would support the monitoring and evaluating of progress on the strategic plan? **None.**
9. Has the County contemplated how it might utilize the Blue Ribbon Commission in the strategic planning process, and if so can the County please describe its thoughts to date? **The Blue Ribbon Commission expects to be involved throughout the process in the role of oversight/sounding board, including reviewing/recommending project consultant.**
10. For planning and scoping purposes, can you please share your project budget estimate? **\$50,000 has been budgeted for this project.**
11. Does the County expect the consulting team to provide the final strategic plan as a professional Design the documents. professionally design? **Rock County does not intend to professionally design the final strategic plan. The consultant should determine the format in which they would like to deliver the final plan.**

12. Please provide the budget for this project. We do not price according to the budget. However, we are able to learn more about potential client expectations by knowing the budget. **\$50,000 has been budgeted for this project.**
13. Is it possible to receive addenda by Monday, February 7 (96 hours prior to due date)? Because of shipping delays, we will be mailing our proposal no later than February 8 and may not receive the addendum in time. **The final addenda will be issued on Tuesday, January 25, 2022 and available on the County's website.**
14. We understand the parts of the proposal are listed as appendices. Is it ok to have the appendices in one flowing document with a cover letter, table of contents and attachments as long as page numbers are listed on Appendix A? **Yes**
15. the current job descriptions considered accurate from the perspective of employees, managers, and HR? **Position descriptions are updated during annual performance evaluations.**
16. Is the County open to employees completing Position Description Questionnaires to provide the most accurate and recent job responsibilities? **Yes.**
17. Has the County conducted a compensation study in the past? If so, when? **Rock County conducted their own compensation study in 2016.**
18. Can the proposal be submitted electronically or is hard copy required? **Hard copy.**
19. Is it possible to receive addenda by Monday, February 7 (96 hours prior to due date)? Because of shipping delays, we will be mailing our proposal no later than February 8 and may not receive the addendum in time. **Yes, addenda will be out well before that date, by Friday, January 28.**



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SIGN AND RETURN THIS FORM WITH BID.

COMPANY: _____

SIGNATURE: _____

DATE RECEIVED: _____