



**#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: \_\_\_\_\_