

REQUEST FOR PROPOSALS

RUTLAND REGIONAL PLANNING COMMISSION

PUBLIC ENGAGEMENT AND RETREAT FACILITATION SERVICES

Response to Bidder Questions Posted: July 31, 2023

Question 1: Whether companies from Outside USA can apply for this? (like, from India or Canada)

Response 1: Yes, companies from outside of the United States can submit a proposal for consideration.

Question 2: Whether we need to come over there for meetings?

Response 2: Project meetings for Task A could be conducted virtually as could the staff retreat planning for Task B. Task B retreat facilitation will be in-person only.

Question 3: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Response 3: Tasks can be performed outside of the United States, except for Task B retreat facilitation.

Question 4: Can we submit the proposals via email?

Response 4: Yes, proposals are required to be submitted electronically as indicated in the RFP.

Question 5: You indicate a budget of \$5,000. Is this inclusive of travel expenses (flight and lodging) for the consultant to facilitate the 2-day retreat? Or is there an allowable amount for this that is separate from the project budget noted in the RFP?

Response 5: The \$5,000 budget is inclusive of other direct costs, such as travel; however, lodging for one night at the retreat venue will be provided by the RRPC.

Question 6: Is there any leeway on the budget? I can respond with what can be done for the \$5,000 budget and then scope out what each piece that exceeds the \$5,000 budget would cost, if that's helpful.

Response 6: There is no leeway on the budget at this time. Please indicate in your proposal what tasks can be completed within the \$5,000 budget and then itemize costs for requested tasks that exceed the \$5,000 budget.