

**Questions and Answered asked about Request for Proposals
for qualified individuals or firms to assist with developing a
survey of resident attitudes on community issues.**

This List will be Updated as Questions are Received.

Posted questions are as shown below in black text and **the answers are in red text:**

- Has a not-to-exceed budget been established for the overall project? **No, a budget has not been established.**
- What is the Township's preferred method of submission? Is submission of the bid electronically (via email) acceptable? **An electronic submission via email is acceptable. We would suggest a follow-up phone call to make sure it was received (not caught in a spam filter, or otherwise undelivered). You could also provide a follow-up hard copy after the proposal deadline if you wish.**
- Is/are the 2006 questionnaire, tabular reports, and analysis available to bidders prior to the award of contract - in order to offer some insight into the length and complexity of the survey being contemplated by the township for 2019? **Yes, that information is actually available on the Township Website. Please go to the following link <http://www.peninsulatownship.com/planning.html>. The survey referenced under "Master Plan" is the 2006 Survey. The blank survey and survey results are from 2006.**
- Under the section of the RFP entitled "Overall Survey Methodology/Mechanics", the RFP requires bidders to ensure that "all residents and stakeholders have a chance to be heard." Can you identify stakeholders other than any/all residents of Peninsula Township? Does the Township have a readily available contact list of non-resident stakeholders that it is envisioned would be invited to participate in the Community Survey; and, if so, in what format? **We do not now have a current list of non-resident stakeholders, but we will provide one. We are thinking non-resident stakeholders include entities such as local business owners and potentially non-resident land owners.**
- Under the section of the RFP entitled "Collection of Responses", the RFP contemplates that Township personnel would perform data entry of survey results. Is the use of Township staff for data collection and entry non-negotiable? Is ask only because our experience with similar projects suggests that the return of questionnaires to the chosen consultants' office helps not only with overall response and return rates, but also with assurances of confidentiality and the integrity of the data for the members of the community being surveyed. **Data collection and entry is certainly**

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negotiable. We anticipated that any returned paper copies of surveys would be anonymous (unless the respondent offered his/her name). Your point is well taken however, and we would defer to experience and guidance provided by the consultant to improve the response rate. Proposed alternatives to survey data entry would be welcomed.

- Would you please provide additional information relative about what you mean by the term “statistically valid and reliable” in the RFP? Do you have a population sample size that you want to complete the survey, probability or percentage of respondents, confidence level, and the desired margin of error for the survey? We recognize two things about the survey. First, we wish to have the survey available to all residents and stakeholders who want to participate. Along with specific questions, people may wish to add comments and insights on issues that will be regarded as valuable information. Second, we also recognize that simply “putting a survey out there” is not a random sample and results could be skewed or slanted. Our thought is to generate survey results from both a random sample, and from a more general and less controlled survey. We expect results would be similar, but there could be differences. We look to the consultant to provide insight into the required sample size for the random survey given our population size, and a corresponding margin of error.