

QUESTIONS & ANSWERS

CITY OF PARKLAND **Solicitation Number: QR 2018-23**

Community Input Services

DATE: April 3, 2018

TO ALL PROSPECTIVE BIDDERS

PLEASE NOTE THE FOLLOWING CHANGES/CLARIFICATIONS:

No change in proposal due date.

QUESTIONS/CLARIFICATIONS

The following questions (shown in italicized text) were submitted by prospective proposer(s). The City's responses are presented here (shown in bold text). The submitters' names and email addresses have been removed due to privacy requirements.

1. *Are Parkland stakeholders those who pay taxes or those with children in the school system or those with children at the high school where the shooting took place?*

Answer: Parkland stakeholders are city residents regardless of where their children may attend school.

2. *Will residential information be made available so that a solicitation can be sent out to participate in the focus groups?*

Answer: The City does not maintain a database of residents – the consultant would need to work through the Broward County Property Assessors Office to secure that information. The City may assist with a listing of HOA Presidents upon request. The City would assist in publicizing focus group meetings through its social media platform.

3. *Will you provide some focus group questions?*

Answer: The consultant would be formulating these questions.

4. *Is there a designated room for focus groups? Could we use the library meeting room? If so, is this room going to be free?*

Answer: No facilities have been reserved. Depending on the size and scheduling of the focus groups, City facilities may be available.

5. *How many focus groups will be needed? I think focus group size should be left to no more than four. Six focus groups has been documented as being enough to discover any information needed.*

Answer: To be determined by consultant.

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6. *How does the City of Parkland plan on keeping individuals' identities confidential so they can answer truthfully or is that up to the company that performs the work?*

Answer: The City is subject to Florida public records law.

7. *The scope of work asks for a presentation only, do the deliverables for the focus group need to be a qualitative analysis or a shorter like an executive summary?*

Answer: We are seeking analysis, recommendations and action items.

8. *Will letters of recommendation or publications for similar projects be enough to fulfill the requirements for minimum qualifications?*

Answer: Yes, as long as it shows that the principal assigned to the project has successfully provided similar services in the past 5 years.