

**RESPONSES TO WRITTEN QUESTIONS**  
**STRATEGIC PLANNING PROCESS FACILITATION SERVICES**  
**RFQ #0030**  
**Q & A**

**ISSUED ON 07/29/2022**

**Question #1:**

We wish to submit a proposal from our firm that has four of us experienced in developing strategic plans and facilitating the process.

**Answer #1:**

Include one completed Education Form and one Reference Form for any member of the team whose role is not limited to administrative functions. One completed Reference and Education forms should be included in the proposal for any member of the team who will perform any strategic planning facilitation services or duties.

**Question #2:**

The RFQ indicates an open-ended solicitation date and time. What is UPO's realistic expectation for an approximate closing date?

**Answer #2:**

The solicitation will close as soon as UPO receives and evaluates a strong and compelling qualified proposal with satisfactory references. Ideally, we would like to close the solicitation within 30 days of posting but will keep it open until a qualified submission is received.

**Question #3:**

What is the period of performance? Are you looking for a facilitator to conduct a one/(2 -3) day workshop, or a series of several workshops/offsite retreats etc. to engage principle leaders and partners?

**Answer #3:**

September 1, 2022 to December 31, 2023.

**Question #4:**

Are you looking for a facilitator to conduct a one/(2 -3) day workshop, or a series of several workshops/offsite retreats etc. to engage principal leaders and partners?

**Answer #4:**

No. We are looking for a qualified strategic plan development facilitator to work with us. We already have a strategic plan development timeline and plan that will modify, if necessary, after meeting with the qualified facilitator. When the qualified individual or firm is identified, we will meet to discuss and iron out mutual expectations before a performance contract gets finalized.

**Question #5:**

Are you interested in assistance with developing, maintaining, and monitoring of cascading "performance-based employee performance and development plans" that link directly to your strategic plan?

**Answer #5:**

No