**City of West Hollywood**

**2019 Community Study Consultant RFQ**

**Responses to Questions from Prospective Applicants**

Q: Is there a language other than English, Spanish, or Russian that would need to be utilized in the survey?

A: No.

Q: In order to present the important updates to the City’s demographic information, are there specific community-level datasets that the City would like to use, and is there any cost associated with obtaining the datasets?

A: For contrast and comparison, the consultant should reference demographic information gathered through previous community studies. There would be no costs associated with obtaining these datasets.

Q: Were there any lessons learned in the previous study process that the City believes are important to be mindful of in designing the next study. For example, were there any subpopulations that were missed or perhaps ineffectively captured by the Study? Or were there topics that were omitted or ineffectively addressed?

A. The methodology for assuring a statistically valid survey can be revisited. The 2013 community survey was mailed to a random sample of West Hollywood households.

Q. In order to properly project a level of effort, who will serve as the City’s main point of contact to review and approve the approach and content in the implementation? Specifically, will there be a single staff point pf contact, a committee, or some combination that includes the City’s boards and commissions?

A. David Giugni, Social Services Manager, along with a working group of City staff (to be designated), will be the main point of contact to review and approve the approach and content in the study implementation. The City of West Hollywood’s Human Services Commission will be the lead City Body driving the study.

Q. Should the contractor plan to handle and budget for survey translation and focus group interpreters, or will fluently bilingual City staff have availability to support the Community Study with their language help?

A: The contractor should handle and budget for survey translation. The contractor should include a minimal amount of funding for focus group interpreters to cover when fluently bilingual City staffs are not available.

Q:The RFQ states, “project approach should be educational” (Scope of Work, RFQ, page 2). Does this refer to educating the public about the study?

A: In addition to educating the community about the study itself and its overarching goal to determine funding priorities for social services, the study’s engagement components provide opportunities to inform the community of Social Services and other divisions’ programming available through the City.

Q: Are qualified study participants those who (a) live, (b) work, (c) own property, (d) attend school, or (e) spend most of their time homeless in West Hollywood? Or, are there other criteria for qualification in the study?

A: Yes, the qualified study participants are those who (a) live, (b) work, (c) own property, (d) attend school, or (e) spend most of their time homeless in West Hollywood. In addition, input will be collected from residents and non-residents alike through participation in broader engagement activities.

Q: In the previous Community Study, A “Client Scenario” was presented about a daughter of a West Hollywood resident, recently released from Cedars for cancer treatment. Are family members who do not live, work, own property, etc. qualified to participate in the current Community Study?

A: See the answer to the previous question.

Q: In the previous Community Study, the various tools used to collect data were separate, and did not inform the next method (i.e., focus groups, didn’t inform survey questions). Does the City want the current Community Study to follow this approach?

A: The City will look to the Consultant for recommendations on the roll-out of the various components of the study.

Q: RFQ states, “Prepare a report which includes comparison of survey data with previous surveys” (Scope of Work, RFQ, page 3). In what format does the City house the survey data from the previous Community Study (e.g., Excel, SPSS, etc.)?

A: The unweighted data from the survey was not part of the scope of services from the previous Community Study and thus was never in possession of the City. The sources of comparison would be the compiled data provided in the final reports for the previous surveys (i.e. the 2013 Community Study report).

Q: In additions, how does the City house the Census data and Health Department data (or, is the comparison based on what the previous study published in their report)?

A: The Census data is in PDF format as provided through the U.S. Census Bureau. The Health Department data referenced for the previous Community Study is not in the possession of the City.

Q: Will the project be managed by the Social Services division or the Communications Department, or a combination of the two?

A: The Social Services Division

Q: What was the budget of the previous Community Study?

A: $155,000.

Q: What was the timeframe of the previous Community Study?

A: The 2013 Community Study began in January 2013 and culminated with the publication of the final report in June 2013.

Q: What is the approved budget for this Community Study? For example, the current West Hollywood AIDS Monument outreach project is $250,000, and this budget was advertised in the RFP.

A: Currently the allocated amount in the 2018 budget for this project is $100,000. The City is currently in the process of preparing the budget for the 2019-20 cycle. Dependent upon proposals received, we will consider additional appropriate allocation.

Q: Do you want 1 printed copy of the Statement of Qualifications?

A: Yes.

Q: Do you want an electronic version of the Statement of Qualifications as well?

A: No.

Q: Do you have a preference for double-sided or single-sided?

A: Single-sided.

Q: Do you have a preference for binding or no-binding?

A: No binding.

Q: Do you have a page limit for the Statement of Qualifications?

A: There is no page limit.