

City of San Antonio

SUBJECT: Request for Proposals (RFP) for Community Survey Services, (RFP 016-037),
Scheduled to Open: **June 24, 2016**; Date of Issue: **June 10, 2016**

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: June 17, 2016

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED
REQUEST FOR PROPOSALS**

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 010, RESTRICTIONS ON
COMMUNICATION:**

Question 1: What Survey method was used in prior study-mail, intercept, phone?

Response: Telephone only

Question 2: How long was the previous survey (in minutes if it was conducted via telephone or in-person; in number of pages if it was conducted via mail)?

Response: We do not know how long it took to conduct the past phone surveys, per phone interview. However, the number of questions asked in the 2014 survey and past surveys have worked successfully for the phone survey process used.

Question 3: Will the sample frame be provided? If yes, will it be a list of city residents' addresses or phone numbers?

Response: No. The consultant is responsible for obtaining a valid sample.

Question 4: How many open-ends, if any, do they want to track to the previous survey and/or do they anticipate in this survey and do they want them to be coded?

Response: All questions should be benchmarked to each of the previous year's questions.

Question 5: Is it possible to receive a copy of the final reports submitted in previous years?

Response: All previous reports were provided as Exhibits to the RFP.

Question 6: Who was awarded this contract in the past?

Response: ETC, Inc. and the University of Texas at San Antonio.

Question 7: What was the contract price of the previous work?

Response: The amount for the last Community Survey was \$44,230.00

Question 8: Given the goal of benchmarking, do survey questions already exist or would they need to be developed?

Response: The majority of the questions will be replicated. Some will be tweaked or deleted and will not be benchmarked.

Question 9: Would the successful bidder be expected to provide a sampling list from which the sample would be drawn or would the City of San Antonio provide that information?

Response: The consultant is responsible for developing the sample list.

Question 10: What is the timeline for the project? When would it start and when would deliverables be due?

Response: The survey should be conducted July/August. The Preliminary results are due at the end of November 2016, before Thanksgiving. Final results are due mid-December 2016. However, the City is open to shortening this timeline, if possible.

Question 11: How do we access the detailed RFP for 16-037?

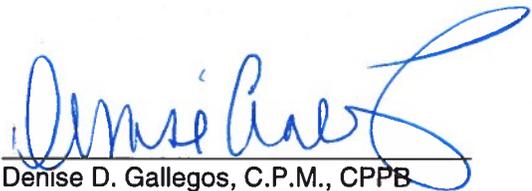
Response: A Copy of the RFP is available at:
<http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.aspx>

Questions 12: How do we become a subcontractor for this solicitation?

Response: This solicitation does not have any subcontracting requirements. For a list of Vendors registered do to business with the City of San Antonio under NIGP code (product category) you can access link: <http://www.sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>.

Question 13: Is the Survey door-to-door, electronic, CATI, or paper?

Response: The consultant should make a recommendation to the City for approval.



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