

## **EI Gap Analysis RFP Q & A**

### **Question: What is the timeline for the work?**

**Answer:** Applications are due by December 1, 2023. A contract will be determined by the end of January 2024. Work should begin immediately upon development of a contract. Regular check-ins will be scheduled to touch-base on benchmarks and the status of this project, with the final product due in the summer of 2024.

### **Question: Would Trying Together consider proposals from individual/independent consultants?**

**Answer:** Yes, Trying Together will consider proposals from independent consultants.

### **Question: Is there any formatting guidance for the proposal (e.g., font size, page margins, spacing, etc.)?**

**Answer:** Please submit using word file, google doc, or PDF. There are no specific formatting requirements for the proposal, we encourage you to format your proposal however it is most accessible for you.

### **Question: Is there a page limit for the proposal?**

**Answer:** The narrative portion of your proposal should be no more than 5-6 pages in length. Additional materials (written reference, samples of related projects, etc.) can be attached separately.

### **Question: For references, do you need their contact information or did you want written comments from them?**

**Answer:** References can be written but please include contact information as well.

### **Question: Are we allowed to provide incentives to families participating in data collection? If so, are there limits on the amount or type of incentive allowed?**

**Answer:** Yes, you may provide incentives for families participating in data collection. We can further discuss and agree upon appropriate incentives based on the time/effort/commitment requirements of your data collection process. Incentives must be built into your budget.

### **Question: Are the three selection criteria (i.e., qualifications, approach, and fee) weighed equally? If not, how will they be weighed?**

**Answer:** All pieces of your application will be weighed equally.

### **Question: Is it acceptable to propose primary data collection occur virtually rather than in-person?**

**Answer:** Yes, data collection may occur virtually.

### **Question: Is it acceptable to propose that the presentation of the finding to community stakeholders occur virtually rather than in-person?**

**Answer:** Yes, findings may be presented to Trying Together and community stakeholders virtually.

**Question: For relevant samples of related projects, are you looking for a summary of those projects or deliverables from those projects (e.g., final reports)?**

**Answer:** While you may include a summary to provide context for a sample related project, please also attach a copy of the final report, product, or deliverable.

**Question: Are there any budget restrictions such as a cap on indirect costs?**

**Answer:** The budget for the gap analysis is \$60,000 - \$85,000. There are no budget restrictions, however, your application must include a detailed statement of fees and expenses for our consideration.

**Question: May we see answers to other bidder's questions?**

**Answer:** No, this information will not be shared publicly.

**Question: When do you expect to make a decision?**

**Answer:** A decision will be made by the end of January 2024.