



Town Manager's Office

## **ADDENDUM No. 1**

TO CONTRACT DOCUMENTS FOR

Public Opinion Polling and Outreach Consultant Services

ISSUED: March 11, 2024

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This Addendum is issued to the Public Opinion Polling and Outreach Consultant Services. Submit proposals for this work with the understanding and full consideration of this addendum. The revisions declared herein are essential parts of the Contract. Each bidder shall acknowledge receipt of this Addendum by signing the acknowledgment section of this addendum, and attaching the complete, signed addendum to the Proposal.

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### **RFI Responses**

1. Q: Please explain what the Town is looking for in regard to focus groups.

*A: The RFP provides a general outreach strategy to capture voter opinion and assess likelihood of success of different approaches. Respondents are expected to provide the strategy they feel best meets these criteria.*

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2. Q: Our polling efforts typically do not include focus groups and we would like to know if the Town is willing to remove them if we can show value moving forward without them?

*A: It will be the responsibility of the selected consultant to ensure individuals representing local voters and resident demographics have an opportunity to provide input. The Town will not dictate who or how that outreach will occur at this time. During the selection process, the selection committee will review each firm's approach to public outreach and score accordingly.*

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3. Q: RFP page 13, section 8. Required Proposal Documents: Would the Town confirm that each hard copy of the completed proposal must include a copy of the Town Sample Professional Services Agreement (Exhibit B)?

*A: It is not necessary to include a copy of the Town Sample Professional Services Agreement in each hard copy of the completed proposal.*

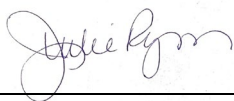
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**Attachments**

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Public Opinion Polling and Outreach Consultant Services

This addendum has been prepared under the direction of the undersigned town representative:



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Julie Ryan, Special Projects Manager

March 11, 2024

Date

**Acknowledgement:**

I have reviewed the materials included in Addendum No. 1 to the Public Opinion Polling and Outreach Consultant Services and understand the information provided is included as part of the contract documents.

By: \_\_\_\_\_

Proposer's Signature

Date

\_\_\_\_\_  
Proposer's Name (printed)

\_\_\_\_\_  
Name of Company

End of Addendum No. 1