



CITY OF CHERRY HILLS VILLAGE

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RFP Addendum – Public Affairs Consultant Services RFP Pre-Submittal Questions and Answers June 11, 2021

The following is a summary of the questions the City received regarding the Public Affairs Consultant Services RFP with answers provided.

1. What is the budget for this project?
This project is not included in the 2021 Budget. A supplemental appropriation will need to be approved by City Council once the contract terms are agreed upon.
2. Has Cherry Hills Village worked with vendors on projects similar to this? If so, can any details or research from past projects be shared?
Not since 2001. Very little information is available.
3. What made previous campaigns successful?
Unknown.
4. On previous campaigns, were there management practices that you did not like? If so, what were they?
Unknown.
5. How would you like the budget structured? Fixed cost or hourly?
Per section XIV, Schedule and Fess of the RFP “The proposal shall include the cost of information and services requested in Section XIII, Scope of Services, the hourly rates, overtime rates, and the not-to-exceed amount of compensation for the term of the contract. Proposal fees shall include the cost of all other incidental expenses to this engagement.”
6. Will the selected vendor be used for the entire campaign?
Yes.
7. In reference to the deliverable of creating public engagement materials, does Cherry Hills Village have a creative firm or is the Vendor expected to cover creative needs for public engagement materials?
The vendor is expected to cover creative needs for public engagement materials.
8. The RFP states methods for both physical or electronic submission. Does Cherry Hills Village have a preference for proposal submission?
No.