



GEORGE MARLTON, JD  
PROCUREMENT DIVISION DIRECTOR

PROCUREMENT DIVISION  
PUBLIC SERVICES BUILDING  
2051 KAEN ROAD | OREGON CITY, OR 97045

REQUEST FOR PROPOSALS #2018-55  
ON-CALL STRATEGIC PLANNING AND PERFORMANCE MANAGEMENT  
FACILITATION AND CONSULTING  
RESPONSE TO CLARIFYING QUESTIONS  
August 9, 2018

Note that these are questions submitted by interested firms to the above referenced solicitation. The below answers are for clarification purposes only and in no way alter or amend the RFP as published.

1. *Page 2 states that proposals must be submitted in a sealed envelope bearing on the outside, the name and address of the Proposer, the project title, and Closing date/time. Proposals must be submitted in accordance with Section 5. Can proposals be emailed or must they be mailed?*  
**Answer:** Section 5 outlines that proposals may be submitted by either by email or mailed.
2. *The proposal discusses providing Change Management services. Is the change management in relation to implementation of the strategic plan, for performance measure projects or for other types of projects? Additional information will be useful.*  
**Answer:** The change management services would be only in relation to the performance management/strategic planning process.
3. *In regards to the fee proposal, we currently do not have a clear scope of work necessary to prepare a work plan and a more detailed cost proposal. We are currently planning on providing hourly fees. Should we also provide an estimate of the cost of a strategic plan engagement? Should we provide any other pricing information?*  
**Answer:** Section 5.4 contemplates that firms will provide fees for a time and material fee basis. Please provide hourly rates and possible other expenses as outlined in Section 5.4.
4. *Will Clackamas County accept bids from non-US organizations with proven expertise in strategic planning and performance management?*  
**Answer:** Yes, the County will accept proposals from non-US firms.
5. *Our insurance policies do not cover US territory. In the event we win this bid, we will extend our policies to do so. Is the Tenderer accepting a proof letter for current evaluation in which TKI confirms availability to get required insurance policies after evaluation of project and contract awarding?*  
**Answer:** Yes.

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End of Clarifying Questions #1