

## **Addendum # 2**

Informal Solicitation for  
**Strategic Planning Consultant**  
(Solicitation # 5540)

**Date of Addendum # 2: August 26, 2021**

The Informal Solicitation for the above-named project is amended as noted in this Addendum. This Addendum consists of one (1) page.

The following is the only question received by the deadline for questions along with SHA's response to that question:

**Question:** The proposed budget put forth by SHA is 65-70K, however, it is hard to propose a budget for the work without having a broader sense of how many focus/stakeholder groups there will be and what that effort will require. I am not able to gauge how large this effort might be and what it will entail.

In thinking about your stakeholders, I see residents, staff, community partners and applicants.....how many people in each group would you want to survey in person vs. an electronic survey, to get a good sample of feedback? In-person surveys take more time and effort and therefore, will need to be budgeted for accordingly. Any guidance you have to assist with this would be greatly appreciated.

**Response:** SHA is not looking for you to give us a total project cost. The Solicitation only asks for Rates for each position type and Areas for reimbursement and anticipated costs. The proposals may provide a budget framework for the engagement process, but SHA and the selected applicant will develop the engagement process together. Proposals should include potential methods of planning and designing an inclusive process for stakeholder engagement and strategies for informing stakeholder groups how their input will be integrated. This should include documenting, synthesizing, and assisting with the meaning-making of engagement results across stakeholder groups and integrating the results into the strategic plan.

The methods of engagement may vary and will be developed in partnership with SHA staff, leadership, and the selected consultant. SHA will work to ensure a high level of participation and response across a variety of engagement methods to ensure a comprehensive and participatory process. Due to Covid precautions, in-person events may need to be limited and virtual engagement efforts implemented.

As a reminder, Proposals are due by 2:00 pm on Thursday, September 2, 2021.

END OF INFORMAL SOLICITATION ADDENDUM # 2