



Questions and Answers

RFP No. 17-07

Communications Consultant

August 18, 2017

1. The following information in item c), and d) is incomplete:
 - a. How many insurers is the vendor currently contracting with for implementation or maintenance services?
 - b. How many of these insurers write in Texas?
 - c. Has vendor participated in development of all basic policy administration transactions such as New Business; Proposal Issuance; Renewal; Non-R
 - d. Describe the project approach related to employee retention for each stream of the project development cycle, including the

Also, in item a) please define what is meant by "implementation or maintenance services?"

Response: Disregard A, C, & D.

2. I do not see information that describes Tab 3 or Tab 4.

3.2.4 states that the proposer should answer the questions below. I do not see any questions under this section

3.2.4 Tab 5: Pricing

Under Tab 5 Vendor should answer the questions below regarding the proposed solution's financial costs.

A. Cost Considerations and Resource Requirements

1. Professional Services. Provide a schedule of resources as well as a la carte menu pricing.

Response: As the Pool will be utilizing multiple services on a as need basis we need pricing for all services offered by the vendor. i.e. graphics, social media management, technical writing, etc.

3. I do not see the Form CIQ at the end of the RFQ as mentioned in the first bullet point below. Can purchasing provide?

Also, what is required document for the "Vendor's Proposed Contract" as mentioned in the fourth bullet point?

3.2.2 Tab 1: Required Documents

Under Tab 1, the Vendor should provide the following documents:

- Completed Conflict of Interest Questionnaire (Form CIQ). AS REQUIRED UNDER CHAPTER 176, TEXAS LOCAL GOVERNMENT CODE, VENDORS SUBMITTING A PROPOSAL SHALL ALSO COMPLETE AND SUBMIT WITH THE PROPOSAL A CONFLICT OF INTEREST QUESTIONNAIRE. (A blank Form CIQ can be found after the last page of this Request for Proposal).
- Corporate Change (– see section 2.4, Corporate Change, for details).
- Assurance. All respondents MUST include the assurance provided on the last page of this Request for Proposal in their proposal and provide an original signature.
- Vendor's Proposed Contract.
- Disclose any contractual or business relationships between the Vendor and its officers and any current TMLIRP employee or Board member.
- Disclose any relationship of affinity or consanguinity in the first or second degree between any Vendor employee or officer and any TMLIRP employee or Board member.

Response: That is a copy of the vendors agreement, typically the vendor will sign. The Form CIQ is attached.

4. Has TMLIRP worked with a communications consultant in the past?

Response: No.

5. What has been a barrier to TMLIRP having more consistent communications? (section 2.6)

Response: Are departments have operated independently and never implemented a consolidated approach.

6. What is meant by "IT readiness?" (section 2.6)

Response: Disregard.

7. What platforms are included in section 3.1 under "website?"

Response: **Wordpress.**

8. Under section 3.2, tabs 3 and 4 (minimum qualifying vendor criteria and project management strategy) do not have additional instructions or details.

Response: **A summary of your approach to implementing a communications strategy is sufficient.**

9. What is the estimated budget for this work?

Response: **This will be addressed once the RFP has been awarded.**

10. What is TMLIRP's historical spend on marketing/advertising?

Response: **Approximately \$150,000 annually.**

11. What does the timeline look like for implementation after the consultant has been announced?

Response: **TMLIRP will depend on the consultant for developing a timeline.**

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

Yes No

D. Describe each employment or business and family relationship with the local government officer named in this section.

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Signature of vendor doing business with the governmental entity

Date