



Questions and Answers for Great Rivers Greenway Fall 2023 Communications RFQ

Do you have any geographical requirements for applicants? In other words, do you have to reside in Missouri?

- There is no requirement for any applicant to reside in Missouri/St. Louis Metro Area to apply. Preference is given to local vendors, and it will vary by project.

Do we need to include a portfolio of work at this time?

- Portfolios of work are accepted as part of this RFQ but are not required. Please include them as a link or embedded within your PDF submission.

Please clarify, “Provide a sample fee structure and rates for two sample projects.” Would your team like this to be just two previous budget examples of any type of work? Or do you want us to work up two sample budgets for potential GRG projects?

- We’d like to understand your working style and general rates of service. Pick two of your most common services and break down a generic fee structure. See the example below for reference.

Peanut Butter and Jelly Sandwich Co., Inc.

Sandwich Creation Strategy - \$75/hour

Initial consult	2 hours
Strategy creation + materials	10 hours
Revisions	3 hours
Launch	3 hours
TOTAL	21 hours (\$1575)

Are solo vendors, LLCs, considered?

- Yes, all organizations or structures are considered for this RFQ. Please apply individually as opposed to teams of organizations.

How detailed should the cover letter be?

- This is up to the submitter’s discretion. We are seeking why you’d like to work with Great Rivers Greenway and how your services and expertise lend to our needs.

For the 3 references are you looking for a reference letter from each person or simply contact information for the references?

- Name and contact information are sufficient.

Can you also use the State of Missouri QVL for your work, if we have that contract?

- State QVLs are not considered in the selection process for this RFQ.



In addition to Dallas and Emma, who else is on the decision making committee at Great Rivers Greenway?

- Dallas Adams is the primary collector of RFQ submissions. However, the entire Promote/Communications team at Great Rivers Greenway can weigh in on the selection process and the decision-makers may vary depending on the projects over time.

Is there a preference for MBEs or WBEs in this work? Do they get more points in the assessment?

- There are no points awarded for this vendor list, we are simply collecting qualifications. Great Rivers Greenway has organizational goals for 25% MBE and 5% WBE firms on each project, so we may choose a given vendor or team of vendors for certain work based on that criteria. Please list these qualifications in your RFQ for future reference.

Are there incumbent firms already on this contract or is this starting the contract over again?

- There is no singular contract or contract holder for this work. All firms on our previous vendor list are required to submit again for consideration. There is no preference given to any previous firms on our list, regardless of projects completed.

What are the hourly rates you have paid for these services in the past?

- Rates are determined per project, there is no set hourly rate or limit for any project. Please take the opportunity to provide us your desired rates in the Sample Fee Structure part of the RFQ. Responses to our last RFQ two years ago included rates ranging from \$60 to \$250 per hour, depending on the task and resources involved.

Do you issue to firms when an opportunity comes up or how do we know of an opportunity?

- Vendors who are qualified to be on our list will be chosen based on project need. We will reach out to vendors directly with any opportunities. Infrequently, we may have a large project that needs to be procured separately where vendors are encouraged to submit, regardless of this list. Sign up for notifications at <https://greatriversgreenway.org/subscribe/> to be in the know about all future job and bid opportunities.

Once we meet the qualifications and get on the list, do we then have to send RFPs for specific jobs (even though you'll reach out)? Or is the reaching out part basically us getting the job already and just working out logistics?

- It is project dependent. When we reach out, we are interested in your work and want to engage further. We may ask for a proposal or we may be ready to discuss budget, timelines and logistics at the onset.

When you issue an opportunity, do you include the total budget?

- We discuss budget when onboarding all projects.



For clarification - what is the process of selecting those firms for those specific projects off the vendor list?

- We will assess who may be the right fit for the project based on the RFQ you submit in this process. Based on our understanding of your expertise, structure, experience, etc., we may ask for a proposal to determine fit for the project. As always, we will reach out to vendors directly with a desired project in mind and collaborate from there.

Can you please share when you'll notify qualified vendors that we are officially on the "bench"?

- All applicants will be notified of the status of their RFQ response in November or December 2023, whether they are selected to be on our vendor list or not.

Is the presentation available after the meeting?

- Yes, please view both RFQ information sessions at the links below.
[Click here for 10/19 Communications RFQ 101 playback.](#) (Passcode: #T6V^E4k)
[Click here for 10/25 Communications RFQ 101 playback.](#) (Passcode: m=%bJd2s)

Would you like a link to our website?

- Please include any information you'd like us to review when determining your qualifications. If your website is how you display your work, we'd love to see it!

How long will your list be? Is there a number of expected vendors that will be on the list for each section?

- We do not have a number of vendors we are required or limited to accept. We value diversity in our vendors and prefer to include as many firms as possible.

Is there a projected budget for what you will spend on this type of work over the next year or three years, or what has the approximate annual budget been for these types of projects over the last few years?

- You can review all our previous year budgets online at <https://greatriversgreenway.org/budgets-financials/>. Please note that this is a full scope of our yearly budget and does not reflect spend on a specific project or with any specific vendors, as those vary year to year to respond to projects and needs.

If you apply for more than one service would you potentially notify the applicant that they have been added to the bench for one service but not for another?

- All applicants will be notified if they have been accepted to the vendor list and in which categories they are deemed qualified for service.

Will agencies on the bench work with other agencies on the bench for projects?

- There is a possibility that firms selected for a project may interact or collaborate with other vendors or GRG teams to complete a project, and we will discuss those expectations when onboarding any vendor to a project.