

## **NDAT Request for Information (RFI) – Consulting Services**

### **Frequently Asked Questions**

Updated 10/25/2024

**Q: When is my response to the RFI due?**

A: The RFI will be open for one year starting on September 29, 2024, until September 30, 2025. You may submit your application at any time during this period for staff review and upon meeting the submittal requirements your firm will be placed on the list.

**Q: After submitting our response, how long should we expect to wait before hearing back? Will the applications be evaluated after the submission deadline next year?**

A: After you submit your response, your submission will be reviewed for completeness and clarity of content, and upon satisfying the submittal requirements, you will be placed on our list of consultants within 4 weeks of the date of submission. There will be no scoring of responses, but they will be reviewed for completeness. Firms will be notified by email once they have met all submittal requirements and have been placed on the list.

Staff will follow City procurement rules for micro-purchasing, informal bids, and prepare for solicitations on an as needed basis. Based on project needs staff may contact firms to fulfill requests by inviting consultants from this list on informal and formal solicitations.

**Q: Will I be able to resubmit if my submission is deemed incomplete?**

A: Yes, if your submission is deemed incomplete, you may be asked to update your responses and resubmit by the due date.

**Q: Is video production a need as part of this RFI?**

A: Yes, video production is listed under category F. Communications, Events, and Graphic Design, see page 6 of the RFI for more details.