

Public Relations and Community Outreach Consulting Services Response to Questions

February 26, 2014 11 a.m.

1. What is the annual budget level approved for this project?
 - a. \$27,000.00
2. How much in costs has the city incurred for similar projects in the past (2012-2013, 2011-2012, and 2010-2011 fiscal years).
 - a. 2012/2013 = \$27,000
 - b. 2011/2012 = \$15,000
 - c. 2010/2011 = \$15,000
3. The RFP states that proposals should be submitted on approved proposal forms. Where can I find approved proposal forms for the City of Coachella?
 - a. Proposal forms will not be provided. Proposals should be submitted in a format that follows the "Consultants Information-Part I" and "Consultants Proposal-Part II."
4. The contract highlights various insurance requirements, including \$1 million in professional liability insurance. I doubt this would be required for public relations services, since all writing would be edited and approved by city officials prior to dissemination to the public. But I just wanted to clarify this.
 - a. This is a standard requirement of the city's professional services agreement and would be required; however, city would accept professional liability insurance amount at \$500,000 rather than the \$1,000,000.