

Community Needs Assessment Report

Issued on March 2, 2015

Questions and Answers

- Q1.** Reference section 3.3 Data Analysis, "...qualitative findings obtained from...an online community survey." Please clarify whether the data for this online community survey has already been collected by Fairfax County government or if the contractor is expected to create and implement the online survey as part of Task 3.2 – Public and Stakeholder Involvement.
- A1.** The online survey will be launched by Fairfax County in the near future; the contractor will have access to the survey responses for analysis purposes. The contractor is not expected to create and/or implement the online survey.
- Q2.** Reference section 3.1 Data Exploration and Framing of Needs Assessment, "Review existing documents..." Please estimate how many documents and of what length will be intended for review by the contractor in this task.
- A2.** There is an estimated 5-10 documents that provide background information on the needs assessment project. One of the documents is approximately 50 pages in length; the other documents are under 10 pages.
- Q3.** Reference section 3.2 Public and Stakeholder Involvement, "Both general (public forum) and targeted (interviews, focus groups) activities will be used." Please quantify how many public forums, interviews and focus groups will be needed. Will the interviews be telephone interviews or in-person interviews?
- A3.** This information will be provided to the contractor within a reasonable period of time in order to complete the required task.
- Q4.** Reference section 3.2 Public and Stakeholder Involvement, "Key deliverables for this task include: public outreach meeting materials and presentations..." Please give examples of what meeting materials may include. Will the presentations be PowerPoint presentations? How many presentations are desired? Will the contractor or Fairfax County government be giving the presentation?
- A4.** Meeting materials will most likely include an agenda and a possible fact sheet on the project. Presentations, if determined necessary, would utilize PowerPoint and developed to provide a brief overview of the project. Other information regarding public outreach meeting materials will be provided to the contractor within a reasonable period of time in order to complete the required task.
- Q5.** Reference section 3.3 Data Analysis, "The identification of human services trends will be based on federal, state, and county quantitative data, administrative data..." Please give an estimate of how much data will need to be analyzed from federal, state and county's quantitative and administrative data.
- A5.** This information will be provided to the contractor within a reasonable period of time in order to complete the required task. The analysis of data from multiple sources will be critical as the report findings will be based on quantitative data (referenced in Q5) and qualitative data from multiple sources including focus groups and the online survey.

- Q6.** Reference section 3.6 Graphic Design and Publication, "...development of customized versions of the report for key market segments will also be required." How many customized versions will be required? Are the key market segments the same as the six focus areas referred to in Task 3.4 – Needs Assessment Report?
- A6.** This information will be provided to the contractor within a reasonable period of time in order to complete the required task. The key market segments are not the same as the six focus areas referred to in Task 3.4. Key market segments will be determined at a later point in time, but refer to different audiences for the report (e.g., residents, members of Boards, Authorities, and Commissions in Fairfax County).
- Q7.** Will travel be required?
- A7.** No travel outside of Fairfax County is anticipated at this time.