



## VERMONT COALITION OF CLINICS FOR THE UNINSURED

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### REQUEST FOR QUALIFICATIONS

Communications Consulting Services

### Responses to Questions Received Concerning the RFQ

April 26, 2019

1. May the consultant work remotely from her/his office? **Yes.**
2. Whom will the consultant work most closely with, both at the VCCU and at other clinics or organizations? **The consultant will work most closely with Steve Maier, Executive Director. Work may also be done with members of the VCCU Board's Communications Team.**
3. Where and at what time are VCCU quarterly meetings held? **The meetings are typically held in September, December, March, and June of each year, most often at a central location such as Randolph, VT, but occasionally at clinic sites throughout the State.**
4. Where and how often are other communications working group meetings held? **You should expect roughly monthly meetings, especially at the start of this work. Once the work plan is developed and underway, less frequent meetings are likely.**
5. Do you have a specific work structure in mind, that is, five hours a week, 10 hours a week, etc.? Or would the work be done on an occasional, as-needed basis between May and December 2019? **This is flexible. The planning work at the beginning is likely to be more intensive. We are open to an ongoing arrangement that specifies a certain numbers of hours per week.**
6. Is this W-2 work, that is, taxes are not withheld from payment? **This work will be as a contracted consultant and not as an employee. As such, we would issue a 1099 form and not withhold taxes.**
7. Would mileage for travel to any meetings be reimbursed separately from the overall budget for the consulting work? **We are open to this; please specify as part of your response to the RFQ how you would propose to handle travel expenses.**
8. Will proposals be accepted any time between now and through May 3? **Yes.**
9. How will the selection process work in terms of interviews with any finalists? Will several finalists be contacted for an interview before you make a final decision, or will you choose a single candidate and contact just that person? **This will depend on the quantity and quality of the submissions.**
10. At what point in the process will references be contacted? Should candidates assume that references could be contacted as soon as they submit a proposal, or will references be contacted only at a further point in the process? **You should assume references could be contacted at any time in the process.**

11. Would you be interested to stay in touch regarding certain design-related items as your communications project progresses, such as website design and social media? We can give detailed proposals for the specific needs once it becomes better known where our capabilities would fit into yours and your chosen communications consultant's requirements. **Yes, this is a possibility, but will depend on the project and the qualifications/ experience of the selected consultant.**