**Question 1:** Question about the hours: it says 1200 hours of work total. Is this a full-time (i.e. 40 hours/wk) contract position for 30 weeks? The April 19 out date takes into account a few weeks of unpaid vacation/holidays etc. Is that correct?

Answer: Yes, but it could also be divided up as 4 day weeks at times - it can be parceled out however makes the most sense to this contractor and their supervisor. Also please note that it says “up to 1200 hours of work,” as there may be a need for fewer than 1200 hours, at the discretion of the employer.

**Question 2:** In the “deliverables” description, there is a line item “Coordinate 3-10 projects” — can you provide any additional details here as to what kind of “projects?”

Answer: The types of projects might include event planning and slide development, pulling together photographs from the field, creating webpages, gathering stories from our internal team and CBOs, collecting content for a CBO newsletter, coordinating the making of videos or the writing of articles.

**Question 3:** I have a question as to what a “Capability Statement” looks like (in the Submission Requirements part of the application). Do you have suggestion for how best to format this?

Answer: There are no specific requirements for formatting. One example can be found below:


**Question 4:** Can CDC Foundation please share more information about the bimonthly newsletter? Has the newsletter already been established? What email platform is used for distribution?

Answer: The newsletter is already established and is distributed via established CDCF channels. This position will be supporting the collection of content for the newsletter.

**Question 5:** Can CDC Foundation clarify if the contractor will be responsible for planning in-person events, or exclusively virtual events? If in-person events are included in the SOW, may contractors budget for travel?

Answer: The contractor will be responsible for planning only remote events.

**Question 6:** Can CDC Foundation clarify if the contractor will be responsible for facilitating trainings?

Answer: No, the contractor will not be responsible for facilitating trainings.

**Question 7:** Can CDC Foundation further clarify the vision for hiring 3-20 photographers? Is the intent to hire photographers that may be deployed to CBO locations around the country?
Answer: The approach is to hire photographers who are based in the same geographical area as the events. The photographers may already be on an established CDCF list, or will need to be researched and added to the list. The contractor will help research new photographers, and may coordinate the details and logistics of some shoots.

**Question 8:** Is CDC Foundation open to recommendations on how to scale down video production and photography tasks in order to maximize resources?

Answer: This service is not included in the SOW for this position. That said, consultant is welcome to make suggestions.

**Question 9:** Can CDC Foundation clarify the audiences for communication products?

Answer: The audiences for the communications products include the general public, the CBOs themselves, and those interested in community health outreach and education work.

**Question 10:** Can CDC Foundation clarify whether it’s acceptable for consulting firms to provide a fully loaded labor rate card with specific labor categories for necessary staff (for example, writers, editors, and designers)?

Answer: Yes, this is acceptable.

**Question 11:** The RFQ mentions employing a storytelling approach to highlight the work of community organizations. Can CDC Foundation clarify whether the contractor will have access to community organizations (for example, in the form of a brief interview) in order to capture their stories?

Answer: Yes, the potential exists for this type of access, although it depends on the project.