Request for Quotes Supplement
Expository Writing & Copyediting

Date Issued: January 8, 2024
The following supplement to replace the supplement posted on 12/20/2023 is in response to the Request for Quotes: Expository Writing & Copyediting issued on 12/13/2023.

Failure to comply with any amended requirements and instructions included in this Supplement may result in a proposal being deemed non-responsive and ineligible for consideration for funding. Please note that only communication received in writing from the RFP Contact on behalf of the CDC Foundation shall serve to supplement, amend, or alter in any way this RFP released by the CDC Foundation. Any other communication is not binding and should not be relied upon by any party in interpreting or responding to this RFP.

Questions and Answers

Q: Do you have to be fully registered in SAM to be eligible or can you have only the UEI?

A: Subcontractors are only required to have a UEI number to be eligible for this contract.

Q: Will feedback from the partner groups already be gathered and provided as background material or should the response include a plan for doing so? If it is being provided, how is that occurring?

A: All feedback will be gathered by the CDC Foundation. However, subcontractors should include in their scope of work compilation and analysis of feedback to inform the strategic recommendations for the VSPE Program Evaluation Toolkit. Feedback will be provided in two forms:

- A series of memos summarizing findings from toolkit user surveys and focus groups.
- Observational notes from technical assistance providers reviewing outputs developed by the VSOs with the assistance of the toolkit.

Q: In section 5, "Instructions for Applications", it states: "this letter of interest should include experience working with veteran serving organizations or similar populations for open space or networking type events ..." Is this experience required in this SOW?

A: Experience with developing and facilitating open space networking or similar events is not required. Experience working with veteran serving organizations or similar population is preferred but also not required.

Q: For the supplemental materials – can we assume the answer to #2 above applies here – with regard to number of pages?

A: Supplemental materials related to the toolkit include a glossary, appendix and resource guide. It is estimated that these materials are about 70 pages in length.

Q: For the work samples – can those be considered an appendix?
A: Work samples can be included as hyperlinks or as an appendix to the two (2) page proposal.

Q: The format expected to be used to gather feedback on the toolkit from the veteran-serving organizations. (For instance, a written questionnaire? A phone or Zoom interview?) The kinds of information that would be most helpful to receive from these organizations.

A: Feedback has already been gathered by partners relevant to the toolkit including veteran-serving organizations and other users. It is not part of this scope of work to gather feedback from VSO or other users.

Q: The kinds of material that are currently in the toolkit -- for instance, is it mostly body copy? How much of it is graphs, tables or illustrations?

A: A majority of the document is educational text however there are graphics and tables throughout. Each chapter or tool also includes a worksheet that can be completed as an editable worksheet within the PDF version of the toolkit or with the accompanying Word or PPT worksheet (a separate version from the PDF).

Q: Would the project include formatting and copyediting footnotes or endnotes?

A: The toolkit has minimal footnote and endnotes however copyediting for this content would be included within the scope of work.