



QUESTIONS AND ANSWERS (June 14, 2023)

for

RFP – Communications/Public Relations Services

(RFP #062123)

1. Surveys are included in the Scope of Services. Are those survey tools already developed or do they need to be created for this project?

Answer: A survey tool will need to be created for the project. The survey questions have been created, but a tool to administer the survey has not.

2. Page 10 references a need for audited financial statements. We've never provided that (or even unaudited statements) for an RFP response, even with a recent State of TN Department of Education project engagement. We are so ready and excited to get started on our response, but I wanted to clear this up first before we proceed. We are happy to provide letters from our bank and our accountant on our strong financial track record. Can you confirm with me that this is sufficient?

Answer: To satisfy this requirement, the RFP document on page 10 indicated some acceptable methods, which includes providing letters from your bank and your accountant on your strong financial track record.