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Amendment to Request for Proposals
County Strategic Plan

AMENDMENT NO. 1

DATE: January 26, 2026

This amendment is issued to make modifications to the original Request for Proposal County Strategic Plan. The information in this amendment modifies and changes the original proposal document and takes precedence over the original document. Receipt of this amendment shall be acknowledged by the proposer's signature and date below. Failure to acknowledge and submit this amendment with the proposal may disqualify the Request for Proposal.

Amendment No. 1

Questions and Answers

All other requirements shall remain the same.

Please sign and date below and attach to the front of the bid form when submitting it to the Purchasing Office to acknowledge receipt of this Amendment No. 1.

Name

Company

Date

Kindell Anderson
County Administrator/Purchasing Agent

Montgomery County Commission

Strategic Planning Services RFP – Responses to Vendor Questions

1. Is there an expected range for stakeholder interviews and public meetings (focus groups/town halls)?

The County has not established a fixed number of stakeholder interviews or public meetings. Proposers should recommend an engagement approach and level of effort they believe is appropriate to meet the purpose of the Strategic Plan.

2. Does the County anticipate including a resident survey as part of the engagement approach? If so, is there an expected format or minimum response count?

The County anticipates that proposers may recommend a resident survey as part of their engagement strategy as requested in the Scope of Services section of the RFP. The format (e.g., online survey) and target response count are at the discretion of the proposer and should be clearly described in the proposal.

3. Is there a target timeframe for completion?

The County anticipates completing the Strategic Plan within approximately 9–11 months from the notice to proceed. Proposers should include a detailed project schedule in their proposal.

4. Is there a not-to-exceed budget range for this project?

No not-to-exceed budget has been established. Proposers should submit a cost proposal they believe is reasonable and competitive for the proposed scope of work.

5. Has a budget been set for this engagement?

A specific budget has not been finalized at this time.

6. Is there an incumbent?

No

7. Regarding community engagement: Is there a projected number of focus groups, surveys, town halls, and stakeholder interviews?

The County has not set a required number of engagement activities. Proposers should recommend an engagement strategy, including estimated quantities, that they believe will effectively inform the Strategic Plan.

8. Are there existing stakeholder lists, communication channels, etc. that can support these efforts, or will those need to be developed as well?

The County can assist; however, proposers should assume responsibility for designing and managing the engagement process.

9. What factors are prompting the creation of the Strategic Plan?

The Strategic Plan is being developed to:

- Establish a clear, countywide vision and set of priorities
- Align County services, programs, and resources with community needs
- Provide a framework for decision-making, performance measurement, and long-term planning
- Incorporate input from elected officials, staff, and residents

10. If a Strategic Plan currently exists, can you please provide the link?

The County does not have a current, comprehensive, countywide Strategic Plan.

11. Is the County open to virtual facilitation?

No. The County anticipates that facilitation for this project will be conducted in person. Based on the nature of the engagement and the importance of meaningful interaction with elected officials, staff, stakeholders, and residents, the County has determined that in-person facilitation is essential to achieving the desired outcomes of the Strategic Plan.

12. How much of the process, and what specific elements, would the County like facilitated in person?

The County anticipates that all the facilitation activities will be conducted in person, including but not limited to stakeholder interviews, focus groups, public meetings, and key working sessions related to planning and development. Proposers should structure their approach and cost proposal accordingly.

13. Is the County open to working with an out-of-state firm?

Yes

14. Can we include travel expenses in our cost proposal?

Yes. Any anticipated travel expenses should be clearly line item identified and included in the cost proposal.