

Request for Proposals for Focus Group Facilitation

Q&A – Updated November 23, 2022

A: For full service engagement, what are the potential target audiences for the focus groups?
Q: Audiences will vary depending on the goal of the focus group. Audiences could include current RIHousing program participants, homeowners, landlords, the general public, stakeholders, partners, etc.

Q: Can you provide additional information about the focus groups:

- Estimated number of participants?
- Length of each session?
- Standard goals or outcomes desired for focus groups?

A: Estimated number of participants, length of sessions, and goals and outcomes desired for the focus groups will vary depending on why we are hosting a focus group, what information we would like to gain, and what program or topic the focus group will ultimately inform.

Q: When is the anticipated start date for the awarded vendor (based on the initial round of focus groups to be held late 2022 or early 2023)?

A: The goal of this RFP is to create a roster of firms that can provide the services requested. Once a roster is created, we would then put out bid requests when firms are needed for focus groups. We anticipate putting out an initial bid request in late 2022/early 2023.

Q: Are translation services required?

- If so, to what extent?
- Would sessions need to be held in non-English languages?
- Or would results just need to be made available in other languages?

A: While translation services are not required as part of this RFP, there may be focus groups where translation or non-English facilitation is needed. In the RFP, is it requested that respondents “Identify individuals within your first with multi-lingual skills are who are available to assist with communication in languages other than English. Please identify the language(s).”

November 14, 2022

Q: How many individuals do you need to engage for this project?

A: We are seeking to create a roster of firms, but do not have a minimum number of individuals we need to engage.

Q: Will RIH be designing the questionnaire?

A: RIHousing will work with the firms to identify the questions to be answered during focus groups.

Q: Will the selected vendor be responsible for the data analysis report or do you just need a summary of the focus groups?

A: RIHousing is seeking firms who can provide focus group facilitation solely, and firms who are interested in providing recruitment, scheduling, and focus group report outs in addition to facilitation. When facilitation only is needed, RIHousing will work with the firm to put together the report out.

Q: Is recruitment of participants statewide or just for specific cities and towns?

A: Participant locations for future focus groups may vary.

Q: Is there a budget associated with this project?

A: The RFP requests that firms provide a cost proposal for providing this work.

Q: Please let us know the timeline to complete the project.

A: The goal of this RFP is to create a roster of firms, which we intend to be complete within a few months of receiving responses, and will likely hold our first focus groups a few months following that timeframe.