



*The Charter Township of Oakland, Michigan*

## **Planning Commission**

# **REQUEST FOR PROPOSALS**

**Oakland Township Resident Opinion Survey including:** respondent mailing, survey programming, hosting, data collection, tabulations and reporting.

December 15, 2014

We have received several questions regarding the RFP which require clarification. They, along with responses are following:

1. Will the Township supply either or both -- 6000 sheets of Township letterhead for the cover letter; 6000 outer envelopes (e.g. 13" x 10") bearing the Township logo for the initial mail out? If "no" to either, will an electronic (e.g. JPEG) of the Township logo be made available to the vendor?

*Response: Only the Township logo, in an electronic format, will be provided.*

2. In what format (e.g. Excel, DBF, etc.) will the database of names and addresses be supplied?

*Response: The database will be provided in Excel format.*

3. Is it the intent to have the vendor as the sole source for linking to the on-line option or, is it possible to include a link on the Township website?

*Response: The vendor will be the sole source. A news article and link to the vendor's site may be included on the Oakland Township home page.*