



**MISSOULA COUNTY
REQUEST FOR QUALIFICATIONS ADDENDUM**

**RFQ NAME: Public Participation and Engagement Services – Planning,
Development & Sustainability Department RFQ
DUE DATE July 7, 2026, at 5:00 PM**

ADDENDUM NUMBER: [06-2026-01A](#)

To All Offerors:

Attached are written questions received in response to this RFQ. These questions, along with the County's response, become an official amendment to this RFQ.

All other terms of the subject "Request for Qualifications" remain as previously stated.

Acknowledgment of Addendum:

The offeror for this solicitation must acknowledge receipt of this addendum. This page must be submitted at the same time as the qualifications, or the qualifications may be disqualified from further consideration.

I acknowledge receipt of Addendum No. [06-2026-01A](#)

Signed: _____

Company Name: _____

Date: _____

Addendum #1 to RFQ to Identifier: 06-2026-01

Questions and Answers posted to Missoula County Auditor's website on 06/23/2026

Question 1: Would the cover, table of contents, signed cover sheet, signed addendum, exceptions to the contract (if any), or resumes included in an Appendix count toward the page limit?

Answer 1: The 10-page limit applies to the technical proposal. This includes company profile, experience and proposed personnel (resumes), project approach, project administration and timeline. Elements that would not be included in the 10-page limit include the cover, table of contents, signed cover sheet, signed addendum, exceptions to the contract (if any).

Question 2: Does "strategy development" mean solely engagement strategy to identify target groups and define approaches to engage them, or is it a larger effort to refine and message policy initiatives and strategies in the plan? (Section 3, Scope of Services I)

Answer 2: Strategy development refers to a larger effort to refine and message policy initiatives and strategies in the plan. The County has established target groups and can help define approaches to engaging with them.

Question 3: Is there a specific scoring advantage a Missoula County consultant will be awarded? (Section 1, Preferences, p.4)

Answer 3: No, there isn't a specific scoring advantage or preference for a Missoula County consultant. Points will be awarded based on past performance for Missoula County **and/or** similar rural communities or counties.

Question 4: Must the survey be "statistically valid?" If so, what is the reasoning compelling statistical validity? (Section 3, Scope of Services I)

Answer 4: A statistically valid survey is not required, and firms are encouraged to submit proposals for all or part of the services described in the Scope of Services. The County is interested in, but not committed to, conducting a statistically valid survey that is well designed, minimizing bias, incorporates representative sampling, and uses a structured data collection methodology. A statistically valid survey should identify the proposed sample size and margin of error. Missoula County is large and diverse, encompassing multiple distinct geographic communities, including Lolo, Frenchtown, East Missoula, Bonner, and Seeley Lake. The County is interested in survey approaches that accurately capture the perspectives of residents across these varied communities and that consider changes in opinion through time by referencing older surveys. Ultimately, the County will weigh the benefits of a statistically valid survey against its cost and other planning priorities. The County may determine that a survey effort that is sufficiently robust to

inform decision-making, but not necessarily statistically valid, best meets the needs of the project.

Question 5: Does County staff manage the Missoula County Voice website, or does content flow through Granicus for website updates? (Section 3, Scope of Services I)

Answer 5: County planning staff manage the Missoula County Voice in conjunction with its Communications staff. It is largely a stand-alone application and is not linked to other apps, websites or services that the County uses. Access to the Voice can be granted to an external consultant, if necessary, but consultants seeking this should anticipate coordinating closely with both Planning and Communications staff.

Question 6: How comprehensive is Internet access in the county's rural areas? (Section 3, Scope of Services I)

Answer 6: The vast majority of people in the County have access to the internet in Missoula County. However, access to the internet is very limited in many of the public meeting spaces that County staff anticipate using for in-person engagement.

Question 7: Does the County prefer to hire a single contractor for all identified services? (Section 3, Scope of Services I)

Answer 7: There isn't a stated preference for hiring a single contractor. Firms are encouraged to submit proposals for all or part of the services described in the Scope of Services.

Question 8: Can the County clarify if the required cover sheet form, a cover page, and table of contents should count toward the 10-page limit referenced on page 11 of the RFQ?

Answer 8: The 10-page limit applies to the technical proposal. This includes company profile, experience and proposed personnel (resumes), project approach, project administration and timeline. Elements that would not be included in the 10-page limit include the cover, table of contents, signed cover sheet, signed addendum, exceptions to the contract (if any).