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## ADDENDUM #4

Quotations for Small Procurements  
Customer Service Surveys and Resident Feedback  
Solicitation No. 2022-8074

Originally Issued October 17, 2022

### Addendum 4 – Issued October 28, 2022

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

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### QUESTIONS:

1. Can this be accomplished entirely remote using electronic communication means (video link, email, phone). **This may vary depending on the population being served. In most cases the surveys are on an in-person basis.**
2. Is there a certain percentage or number of surveys that need to be administered in person? If so, how many? **This will vary depending upon the project.**
3. Is this a duration project (vendor will be given task(s) throughout the length of a specific contract), or an objective project (vendor will be engaged to acquire 1000 surveys and then the project is complete). **Per the response provided in Addendum 1, projects will vary in scope. Currently we have a small project contacting 36 residents concerning activities in their building. Estimated to be no more than 3 to 5 questions.**
4. What contact data do you have for the residents or survey target audience? **Property Management has telephone numbers, addresses and some email addresses.**

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5. What is the start/end date and required number of surveys? **See response to #3.**
6. What is the total number of residents eligible for the survey? **It will vary depending on the project.**
7. Can you provide an example survey? **No, we do not have any surveys we can provide as an example at this time.**

\*\*\*END OF ADDENDUM TO DATE 10/28/22\*\*\*