Questions and Answers:
RFPs for Workshop Content and Facilitation

General

- Understanding both workshops share similar formats and frameworks, is CTAA expecting to receive two separate proposal responses and plans for the two RFPs?
    - Yes, there should be a separate proposal in response to each RFP. CTAA may choose a consultant for one workshop but not the other.
- Should respondents plan to conduct the surveys and workshops separately?
    - Yes, because CTAA may select different consultants for each workshop, and they are expected to have different attendees.
- The timelines also differ by a few days for each deadline for the two workshops. Should we expect the audience to be similar between the two workshops?
    - CTAA expects the workshops to have different attendees. There may be overlap but it is best to assume different groups of people.
- What would be the size of the target audience we are expecting for the survey assessment and for the workshop?
    - CTAA expects the audience to be about 20 people.
- To conduct the virtual workshop and survey, is there a preferred/required platform by CTAA (e.g., SurveyMonkey, Google Forms, etc.) to be used?
    - There is no preferred survey platform by CTAA, as long as it is easily administered.
    - To conduct the workshop, CTAA anticipates using Zoom, but encourages proposals to suggest alternatives or add-on tools (e.g. Pear Deck, Muro)
- Is the "General Framework" section considered the minimal or required components of the workshop, or is this given as a suggested outline that could be reorganized or modified during the workshop framework finalization phase?
    - This is a suggested outline that could be reorganized or modified during the workshop finalization phase.

<u>Topical</u>

Managing and Making Decisions from Data – 38715**301**

- One of the workshop development goals is to "Develop example lists of useful collection devices for agencies". What is the intended definition of collection devices and if possible, what would be an example?
    - o This is meant to refer to programs that collect and store data from inputs, such as an Excel file or web-based dashboard.
- Is it the intent of this workshop to focus on improving current data collection and data-driven decision-making efforts (i.e., making current practice more effective), or suggesting novel methods and solutions that could benefit workshop participants (i.e., identifying and suggesting potential use cases and describing the implementation process)?
    - o The intent is to focus on improving current data collection and data-driven decision-making efforts.

Digital Tools to Facilitate System Redesigns – 38715**302**
- The main topic of this workshop is "how to use various technological tools to prepare for *network redesigns*." Is it correct that this workshop is meant to focus on devising a data strategy to accomplish a transit system redesign, or is there a different interpretation of "network redesign" intended?
    - o The goal of this workshop is to become familiar with the digital tools available and how best to utilize them; data could be a subset of these tools.