



Q&A: Organizational Assessment RFP

1. Can you share a current organization chart with job titles?

Discover Newport does not have a current organization chart. However, there are three individuals comprise the administrative function, five individuals comprise the marketing team, and there are six individuals who comprise the sales team.

2. Do you know the approximately number of Stakeholders (outside of staff and board) that you would like included in the engagement process?

Approximately 10 stakeholders.

3. We understand estimated travel costs need to be included as part of the proposal. Can you clarify whether travel costs are expected to be included in the \$35,000 budget indicated in the RFP or would be extraneous?

Travel costs are included in the \$35,000 budget

4. What is your preferred method of engaging the staff team during the interview process (ie: survey, 1:1 interview, focus group)?

Open to suggestions.

5. Will there be an internal lead/liaison for the project that we would work with directly?

Yes, Discover Newport's President and CEO Victoria Cimino.