

ADDENDUM No. 4
RFP 863, Organizational Strategic Planning Professional Services
City of Ann Arbor
Due: Friday, July 12, 2013 by 10:00 a.m.

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Organizational Strategic Planning Professional Services, RFP No. 863, on which proposals will be received on or before Friday, July 12, 2013 by 10:00 a.m.

The information contained herein is being provided to assist potential respondents in the review of the RFP. This Addendum includes 2 pages.

Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Questions and Answers

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP.

Q. Which technology and/or project management tools are used for internal communication (ie SharePoint or intranet)?

A. Both Microsoft Outlook and SharePoint are used internally.

Q. Which Microsoft Office tools are available for city use?

A. Microsoft Office 2007 including Word, Excel, and PowerPoint are used most frequently by City staff and are available internally.

Q. Is there a not-to-exceed budget for this project?

A. The project is estimated not to exceed \$50,000.

Q. For the Organization Strategic Planning Team meetings - is there the expectation that the consultant would be present in-person for each monthly meeting or is a combination of in-person and phone conference attendance possible?

A. A combination of in-person and phone conference attendance is possible

Q. Are there currently key meetings set for the next 12-18 months that City staff and/or leadership can identify where consultants should be present either to facilitate in, present at, or otherwise attend?

- A. Meeting schedule will be developed with the successful consultant.
- Q. Does the 10 page limit include Table of Contents and Cover Letter?
- A. Yes.
- Q. Does the 10 page limit include resumes? Could these be added as an Appendix?
- A. Resumes can be attached as an Appendix.
- Q. The RFP mentions a Strategic Planning Team with 15 members, what areas of the City do this members represent? What positions are represented (i.e. Executives? Managers? Staff?)
- A. Team members include representatives from the City Administrator's Office, Community Services, Public Services, Safety Services, and Human Resources.
- Q. Does the City have a strategic plan in place? If so, when was the current strategic plan created?
- A. No. The selected consultant will assist with development of a strategic plan.
- Q. How does the City obtain input from citizens regarding their expectations for the City's future?
- A. The selected consultant will work with the Strategic Planning Team to make sure that citizen engagement is part of the final strategic plan.