

ADDENDUM No. 1
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. In our review of the RFP, we understand that the main effort and product of the facilitation of group sessions with key City officials is to create a responsive organizational configuration to address and implement the City of Ann Arbor Strategic Plan. Is the above statement a correct definition of the facilitation effort for which the City seeks consulting assistance? Please clarify if it is not.

A. Yes.

Q. Is the City Strategic Plan a complete ready to address and implement document by the City administrative leadership team, or is it expected that during and as a result of the facilitation effort, the City administrative leadership team will engage in updating the City of Ann Arbor Strategic Plan?

A. No. The consultant is needed to facilitate development of the Strategic Plan.

Q. Will you please furnish us with a copy of the City of Ann Arbor Strategic Plan?

A. The consultant is needed to facilitate development of the Strategic Plan.

Q. Are we correct in assuming these are the six areas of the newly adopted Ann Arbor Master Plan that will be the focus of the City administrative team during the organizational strategic planning effort?

A. The strategic planning effort will focus on priority areas approved by Council. The Master Plan is one area of focus.

Q. Please provide a further definition of an organizational strategic plan.

A. The consultant would need to assess the current organizational culture, facilitate group meetings and best practices, and develop a plan that promotes communication, implementation, and change management.

Q. Please define the current functions and end products of the Organizational Strategic Planning Team.

A. The Strategic Planning Team would assist, meet, discuss, and help facilitate the consultant's efforts toward defining the organization's Strategic Plan.

Q. Please elaborate on the specific expected end products resulting from the consultant facilitation of the meetings of the Organizational Strategic Planning Team.

A. Facilitation is needed to help develop the Strategic Plan and provide best practices for implementation of that plan.

Q. Will the Organizational Strategic Planning Team hold a meeting in June? If so, what date? Can a CRA representative attend the meeting as an observer?

A. There is no team meeting scheduled in June.