

ADDENDUM No. 3
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. The scope of services is very broad and when it includes change management the project could roll over to a multi-year project. Will you please let me know how much of the change management involvement you want from your consultant(s)?

A. The amount of change management involvement from the consultant will be determined after the consultant is selected.

Q. Where can I see the current city mission, vision, values, and strategic plan?

A. The consultant will assist staff with developing a strategic plan.

The City's mission statement is:

The City of Ann Arbor is committed to providing excellent municipal services that enhance the quality of life for all through the intelligent use of our resources while valuing an open environment that fosters fair, sensitive and respectful treatment of all employees and the community we serve.

- Q. The strategy development team comprises about 15 people; how many city employees/staff are there?
- A. The City currently has 667 regular employees and 331 temporary employees.
- Q. What are your measures for being "The Best City in America"? i.e., do you have documented what your desired success looks like?
- A. Measures for being "The Best City in America" will be determined after the consultant is selected.
- Q. Are you prepared to work on a two-year plan? I expand and contract my plans to accommodate the clients needs and resources, so a projected time period would be helpful.
- A. The time estimate for this project is 18-months.
- Q. The strategy team currently meets monthly. It is reasonable to expect - in the course of this project - that the team could meet for several multi-day periods off site?
- A. The team currently meets on site for hourly meetings but the time period of these meetings may be adjusted depending on the needs of the consultant.
- Q. If you have off site meetings, do you cover the cost of the facility?
- A. The team currently only meets on site and does not pay for outside facility costs.
- Q. Do you normally provide presentation equipment, i.e., projector and lap top, easels, flip charts, markers?
- A. The consultant should have their own computer equipment. If internal presentations occur, projectors, easels, flip charts, and markers can be provided.
- Q. Does your IT security allow you to access a secure server?
- A. Yes. Access will be granted if necessary to perform the final work plan and subject to the City's IT policies and procedures. The selected respondent may be requested to sign an IT Access Agreement.