

Addendum #1



Project Information

Project Name:	Citywide Organizational-Cultural Assessment
Bid Number:	FS21-10-172
Date:	October 16, 2021
Project Manager:	Paul Fetherston

Addendum Items

Question #1	On page 3 of the RFP, the City identifies that organizational and operational assessments have been performed (or are in process) for six different departments. Can the City please provide access to the assessment that was performed for the Finance Department? Or if the assessment is still in process, can the City advise on status of the assessment process and anticipated timing of the final deliverable?
Answer	The selected vendor will be provided access to the assessments completed when appropriate within the cultural assessment.
Question #2	The RFP states that "Since 2019, the City has made it a practice of completing third party organizational and operational assessments" for a number of departments. Have you done any citywide cultural assessments in the past? If so, could that information be made available?
Answer	While the City has conducted cultural work through at least two separate providers, it is not believed to constitute a cultural assessment. Information that is available from those previous providers will be shared with the selected vendor.
Question #3	You note on page 4 under "Surveys and Assessments" that "The Vendor should conduct a variety of assessments to anatomize the organization's culture and identifies" - we are wondering what the end of that sentence was intended to be?
Answer	The sentence should conclude after the word culture to read "The Vendor should conduct a variety of assessments to anatomize the organization's culture."
Question #4	Does the City have a budget or budget range in mind for this project? If so are you able to share?

Answer	No.
Question #5	The RFP mentions that the City has completed multiple department assessments since 2019. Can we have access to those assessments? Are you able to share which consultant(s) you have used for these assessments, and whether they are able to propose on this work?
Answer	The selected vendor will be provide access to the assessments completed when appropriate within the cultural assessment. The RFP process is open to any and all qualified vendors.
Question #6	The City's RFP states on page 6, Section III.B "The [list of specific experience in the project area] shall reflect the format outlined in the template provided in Section VI herein." However, Section VI has no such format. Is the City referring to the reference table provided in Section III.E on page 7, or does the City have a different format for non-reference project experience it would like utilized?
Answer	Yes
Question #7	Do the cover page, cover letter, table of contents, resumes, exceptions to the sample contract, or forms like the pricing and references count towards the 25 page limit?
Answer	Yes.
Question #8	What is the City's approved budget for this project?
Answer	There is no specific appropriation for this project.
Question #9	Why does the City emphasize the Finance Department above others as imperative to have (final paragraph of PDF page 3)?
Answer	That reference is a typographical error. The Finance Department assessment should not be specifically of importance. The focus of this RFP is an organizational cultural assessment.
Question #10	Regarding the third party organizational and operational assessments: Which of the six department results are complete/would be complete by the anticipated beginning of this engagement? Have common themes emerged across the departments whose assessments have been completed? Have you implemented the recommendations of these assessments (in part or whole), and for those not implemented, what was the rationale?
Answer	The Departmental assessments that will have been completed by January 2022 include the following: Public Works, Human Resource, Finance, Culture Parks and Recreation. An assessment of the Community Development Department/ Economic Health and Housing Department would be underway but not completed until Spring 2022. The various recommendations throughout these assessments are either in process or under consideration.

Question #11	Are the other organizational assessments the City has completed available for review?
Answer	The selected vendor will be provided access to the assessments completed when appropriate within the cultural assessment.
Question #12	What will the role of elected officials be, if any?
Answer	There is no identified or proposed role for elected officials other than potentially reporting out results. Vendors are invited to propose a role that it deems appropriate and beneficial.
Question #13	What role will external stakeholders play, such as Chamber of Commerce, resident groups, etc., if any?
Answer	There is no identified or proposed role for external stakeholders. Vendors are invited to propose a role for external stakeholders that it deems appropriate and beneficial.
Question #14	What is the status of the City Manager recruitment? Is there an expected hire date?
Answer	The City Manager recruitment is underway under the purview of the City Council. First Review of applications is October 15.
Question #15	What is the status of the other department head vacancies? Have they been filled?
Answer	The City is in the process of filling roles on an interim and regular basis. It is anticipated that all current vacancies are filled with regular employees by June 2022.