

ADDENDUM No. 2
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. Please identify all the areas approved by the City Council which are to be addressed within the scope of the resulting strategic plan.

A. The focus of the RFP is on the internal organizational development and alignment.

Q. Please indicate the time availability of those persons selected to work with the consultant in the preparation of the strategic plan, e.g., on-call, x hours per week, for a specific work segment, other.

A. The work will be guided by a team of managers. The City is committed to providing the time necessary for a successful project, including being available to the consultant before or after the typical City work day.

Q. Do you have any progress reporting requirements for the consultant to the City Council, to the Mayor and his key administrative persons, or to any other City or community stakeholders?

A. Reporting requirements will be developed with the successful consultant. Responders may choose to include recommended progress reporting in their proposals.

Q. Will you furnish office space, phone, etc. for the on-site segments of the consultant's work?

A. Typically, an independent consultant is responsible for the expenses required to complete the contract. Administrative support provided by the City to the consultant will be considered in the overall evaluation of the proposals.