

ANSWERS TO QUESTIONS FOR RFP 09-0065
7/17/09

Question 1:

Needs Assessment (November 2009) asks for review, evaluation, and documentation of existing systems. This implies then that no documentation exists?

Answer:

Other than the flow charts that were attached to the RFP we do not have any other documentation.

Question 2:

A minimum of 12 interviewees has been stated in the current question and answer document. Is it possible to estimate a maximum of interviewees?

Answer:

The City will not guarantee a maximum that the consultant will have to interview however your proposal should be flexible enough to allow for more than 12 interviews.

Question 3:

How much time will the City staff designated in Task #3 be available to assist the consultant - full-time or part-time? In other words, who would be the lead - City or consultant? Also would the City staff be designated solely to the project or in addition to their normal daily work routine?

Answer:

The Consultant will take the lead writing the RFP for the City. The City staff will be made available to assist the consultant through the process of developing the RFP. There will be no City Staff solely designated to this project however they will assist the consultant in addition to their normal daily work routine.