

ADDENDUM NO. 1

DATE: January 31, 2022

TO: All Proposers

FROM: Penny Owens, Purchasing Agent

SUBJECT: Addendum No. 1 – Development Services Function Comprehensive Review

RFP DUE DATE: February 11, 2022 at 11:00:00 a.m. (Eastern)

The City issues this addendum to respond to questions received from potential proposers. This addendum hereby becomes a part of the Contract Document and modifies the original specifications as noted.

Question #1: When would the work expect to begin?

Response: We would like the work to begin as soon as possible. Our current timeline estimate is to present the selected firm to City Council at the March 22nd meeting. Contract execution will follow that and hopefully the project will start early April.

Question #2: What is the length of period expect to complete the review and Deliver the results?

Response: We would like to try to have this done in six months, but will rely on the responses to help determine the timeline.

Question #3: Would the City Representatives be available for side by side review of processes and review of procedures / actual processes?

Response: Yes.

Question #4: Is the Roll-out of the actions / Improvements part of the review?

Response: Development of the implementation plan is a part of this project. Implementation of the plan is not a part of this project.

Question #5: If Roll-out is part of the RFP, what is the length of time given to Roll-out the changes?

Response: Implementation of the plan is not a part of this project. However, the provided plan should include a timeline for implementation based on the understanding of the City's processes gained throughout the project. It is anticipated that the plan will be implemented over a period of time.

Question #6: Do we need to file for a business license permit for Knoxville / Knox County to do this work? We are a Tennessee Corporation, but this is the first work inside the state of Tennessee.

Response: No, but you must have a business license in the City/County location of your company headquarters.

Question #7: What format is the final presentation expected in?

Response: At the conclusion of the project, we would expect an in person presentation, digital copy of the report containing all aspects of the deliverables, and a minimum of three hard copies of the report.

Question #8: For employees that have to travel in, should that be included in the quote / contract or should it be billed in parallel?

Response: Travel should be included and detailed in your proposed total price.

Question #9: Should Printing or other expenses be included or billed in parallel?

Response: All costs should be included in your proposed total price.

END OF ADDENDUM NO. 1