

Questions Regarding Solicitation RFP#SP-01-24

1. Has the division already budgeted a set amount for this service?

Yes

2. How will proposals be evaluated? Is there a scoring method for how you will evaluate and award the work?

We are issuing an amendment today that addresses this issue.

3. How many total people are in the division or in the total of the 30 classifications?

102, we are adjusting the 30 classifications to 59

4. Are the classification job descriptions/requirements clearly documented and up to date?

Yes

5. What type if any largescale organizational changes have been implemented, building construction, etc.)?)?

None

6. Are there any other organizational change initiatives planned that will run in parallel to this initiative (e.g., staffing changes, shift to hybrid work, new technology implemented, building construction, etc.)?)?

Yes, we conducted a compensation study.

7. What is the average tenure for employees in leadership positions?

20 years

8. What feedback has been received from colleagues, subordinates, and other stakeholders about job mobility and career opportunities?

We have received feedback from staff concerning job mobility and career opportunities.

9. What is the period of performance?

We anticipate starting within 30 days after award and completion within 90 days post award.

10. There are 30 classifications. How many positions are there?

We have 59 classifications with 121 positions. We are adjusting the 30 classifications to 59.

11. What are their most populous classifications and how many positions are included?

Department of Housing is our most populous classification with 77 positions.

12. How many of 30 classifications have only 1-3 positions?

44

13. How many employees are in the organization?

We currently have 102 employees

14. Is there an organization chart that will show how the organization is structured?

Yes

15. Will subject matter experts and/or supervisors be available to the contractor to provide information on the career paths?

Yes

16. What has the organization done previously in succession planning

We have not addressed succession planning prior to this RFP.

17. Does the organization already have a succession planning model or approach or is this a new venture?

No, we do not have a succession plan model or approach

18. Does the organization have a policy on succession planning or career development?

No

19. Are there competency models that already exist for all or some classifications?

Yes

20. Does the organization already have training or career development for some classifications?

Yes

21. Does a succession planning committee already exist?

No

22. What is the travel expectation? Is this on site or remote? Will you allow for travel expense reimbursement?

We anticipate that the engagement will involve both on-site and remote engagement. We will reimburse for approved travel expenses.

23. For clarification, are there 30 separate positions as part of the classifications or are there any duplicate positions, making the number of positions under Succession Planning more or less?

We have 30 classifications, there are more than one position within the classifications. The succession plan covers the 30 classifications.

24. What have you done before in terms of Succession Planning? Is there an existing process or protocol related to Career Path and Professional Development?

We have not addressed Succession Planning in the past and we do not have an existing process related to career path and Professional Development.

25. What is the timeline of the project? What is your anticipated start and end date?

We anticipate starting within 30 days after award and completion within 90 days post award.

26. When do you plan to make a decision? I see that a notice of award would be placed in your office and your website would be updated. Will vendors also be notified via email?

We plan to make an award as soon as possible and yes vendors will be notified.