

Addendum # 1

City of Kirkland

Finance and Administration Workload Study

Job # 18-21-FA

Under “Submission Criteria” section in the RFP, please add:

“A cost proposal is required as part of the submission. Detailed information on the Contractor’s proposed fee schedule for the work plan should be included in the ‘Work Plan’ section.”

Answers are being provided now to the questions that have been already sent to the City regarding the Finance and Administration Workload Study. The City will answer any subsequent questions by the previously mentioned deadline of July 19, 2021. Questions and answers are listed below:

Q: What is the total number of employees assigned to the Finance and Administration Department?

A: *There are 43.5 employees assigned to the Finance and Administration Department. 38 ongoing and 5.5 temporary employees*

Q: What are the total number of distinct classifications allocated within the Department?

A: *An organizational chart listing all classifications can be found at the end of this addendum*

Q: For the study, has the City or Finance and Admin Dept identified benchmark study participants and introduced the purpose of the study? We find that this delays study steps when participants are not aware that they will be participating in interviews that could be one hour in length.

A: *All Finance and Administration staff have all been notified of upcoming study, and informed that they may be asked to participate in interviews with a consultant.*

Q: In the City’s current workload data, are there metrics in place that define the amount of time (usually in percentages) of the time that each classification is required to devote to specific work activities?

A: *The City does not have this data.*

Q: What is driving this study? Has it been initiated due to concerns by employees? Managers? Others outside the department? City-wide concerns?

A: *The City’s Director of Finance and Administration made the decision to request the workload study. Several of the divisions in the Finance and Administration Department have identified workload concerns. Kirkland is a city that grew significantly in 2011 from annexation (60% increase) and is currently experiencing rapid growth.*

Q: Is there a reason for the strict 90-day schedule? Is there a specific event or deadline driving that delivery date?

A: *The 90 day schedule was requested so that information from the Workload Study can be utilized in preparations for upcoming potential budget adjustments for the Finance and Administration Department.*

Q: In looking at a ten-year projection for the Dept, will we have access to City planned changes, as well as access to information as recommendations are made?

A: *There are no planned additional staffing changes at this time, but the consultant will have access to all public records and Finance and Administration staff. The hope is to use the information contained in the study to help prepare future budgets.*

Q: Does this project have a budget?

A: *The project does not have a defined budget but has been approved to proceed by the City Manager. The cost schedule represents 30% of the evaluation scoring criteria.*

Q: In which section of the proposal would you like proposers to include resumes?

A: *The resumes should be included in the "Work Plan" section of the submittal.*

