

Addendum # 2

City of Kirkland

Finance and Administration Workload Study

Job # 18-21-FA

Under the “Submission Criteria” section in the RFP, in the “Work Plan” section please remove the following sentence:

“Include a training program and describe how on-site training will be provided to staff and if any training will be done remotely.”

A training program will no longer be a required as part of the submittal

Many questions that were submitted have been already been answered by the City in Addendum #1.

Answers to new questions submitted after the first addendum was published are listed below:

Q: The proposal mentioned that we needed to include a "Training Program". Can you provide more details on what this training program entails? Are there specific staff training that is being requested? Is this an optional or required component of the study?

A: *The requirement for a training program has been removed from the RFP.*

Q: What are the systems the Finance and Administration groups use today? (Financial ERP, budgeting systems, financial reporting systems, etc.)

A: *The City uses Tyler/Munis for our financial ERP, budgeting, and reporting software. Some of the other software programs utilized by the Finance and Administration Department include Springbrook, Energov, Tyler Cashiering, Granicus, Content Manager, GovQA, Executime, and TeleStaff.*

Q: Does the Finance and Administration currently have any union employees as part of their staff?

A: *The Director, all managers and supervisors, and the Senior Financial Analyst are non-union positions. All other Finance and Administration Department staff are members of the American Federation of State, County, and Municipal Employees union. (AFSCME)*

Q: Is there a particular event, presentation, City Council meeting that the Finance and Administration is driving towards after the August 18th contract award?

A: *There is no specific event, but the goal is for the information from the study to be utilized in preparations for upcoming potential budget adjustments for the Finance and Administration Department.*

Q: Beyond continuous improvement, was there an impetus to the RFP? Are there existing concerns around productivity, quality, skill sets that the City is trying to address? (this may inform some of the tools we propose in our approach)

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.*