

City of Seattle Request for Proposal # ITD-170017  
Addendum

**Dated: 01/30/2017**

The following is additional information regarding Request for Proposal # ITD-170017, titled "Consolidation and Integration Plan for the Applications Division Organization & Project Management Office Organization" released on 01/23/2017. The due date and time for responses will remain as 02/03/2017 @ 2:00PM (Pacific). This addendum includes both questions from prospective proposers and the City's answers, and revisions to the RFP. This addendum is hereby made part of the RFP and therefore, the information contained herein shall be taken into consideration when preparing and submitting a proposal.

Item #	Date Received	Date Answered	Vendor's Question	City's Answer	RFP Revisions
1	1/24/17	1/27/17	Can proposals be submitted in bound formats other than 3-ring binders, for example with Spiral/Coil Binding or Comb Binding	Yes, other types of binding are acceptable.	None.
2	1/24/17	1/27/17	What expenses does the City foresee might be incurred beyond the hourly rate of the consultant(s)? Is there any expectation that the contracted firm will provide any materials or equipment that will be charged back to the City?	None, no.	None.
3	1/24/17	1/27/17	Can a firm submit a team who will work together to deliver on a scope of work (i.e. a prime consultant leading other SMEs – working as a "consulting team"), or does the City require that the entire scope be performed by a single individual covering all needs ("staff augmentation")?	Yes, team is fine.	None.
4	1/24/17	1/27/17	Can a firm submit more than one candidate for the role if only a single resource will be engaged in "staff augmentation" mode?	Yes.	None.
5	1/24/17	1/27/17	With four days between the close of the question submittal period and the proposal deadline, when will the final Q&A document with answers to the submitted questions be published?	The questions will be answered in an addendum on an ongoing basis. Questions will be answered as quickly as possible. Please check the website that the RFP is located for the latest Addendum.	None.
6	1/24/17	1/27/17	Given that the proposal requests fixed price bids and the desired project	We would negotiate a change based upon modifications to scope or issues	None.

City of Seattle Request for Proposal # ITD-170017  
Addendum

**Dated: 01/30/2017**

			timeline is somewhat aggressive, how would the contract address unknown factors causing the project to extend beyond April 30?	caused by City of Seattle.	
7	1/24/17	1/27/17	Can experience successfully executing these deliverables with non-profits, or with public utilities be substituted for working with public agencies if the firm / resource has other project management experience with public agencies?	Non-profits cannot be substituted. Public utilities yes.	None.
8	1/26/17	1/27/17	What (if anything) is driving the tight turnaround time for proposal responses?	Nothing is driving the tight turnaround; the City is excited to get started.	None.
9	1/26/17	1/27/17	Would the City be willing to extend the proposal submission due date back one week?	Unfortunately, no.	None.
10	1/26/17	1/27/17	What are the overlaps between this RFP's scope of work and the scope of work performed for the RFP #SIT-160105 released back in June 2016?	The prior RFP was to define the processes and develop the operating model for Business Relationship Management and Project Portfolio Management. This RFP is initiated to integrate the applications and the Project Management Office teams while developing an operating model for Applications.	None.
11	1/26/17	1/27/17	Would the winner of this work be excluded from any managed services work going forward?	No.	None.
12	1/28/17	1/30/17	Either PO Box or the +4 on the zip code is incorrect on RFP 170017	The Zip code is incorrect.	The correct mailing address is: Jeremy Doane, IT Contracting Advisor Department of Information Technology Seattle Municipal Tower P.O. Box 94709 Seattle, Washington, 98124- <del>4790</del> 4709
13	1/28/17	1/30/17	It is unclear if the intent of both bodies	Applications is only looking for planning	None.

City of Seattle Request for Proposal # ITD-170017  
Addendum

**Dated: 01/30/2017**

			<p>of work is the same.</p> <p>The PMO appears to be seeking design and implementation of the transition to the final state.</p> <p><i>“It is preferred that the PMO to be organized and fully arranged by April 30th for the team to meet with the Seattle IT Consolidation timeline, although proposals with alternative timelines will be considered.”</i></p> <p>It is unclear if the Applications Division is looking for only the design and planning, or also the execution of the plan to drive the consolidation to its final state.</p> <p>Please clarify.</p>	and design, not implementation.	
14	1/28/17	1/30/17	<p>Page 4 shows “Out of Scope” items. It is unclear how to interpret the project management resource reference in the second bullet.</p> <p>The second bullet reads “Evaluation of project management resource skills / capabilities”.</p> <p>Was the intent “Evaluation of application division resource skills / capabilities”?</p>	We do not need an evaluation of the current Application Division or Project Management resources skills or capabilities.	None.
15	1/30/17	1/30/17	<p>What is the number of functional roles for App Development today? Do you have a sense of whether the target state will have more or less?</p>	Developers, Database Analysts, Middleware, Business Analysts, Quality Assurance, Solution Architects, Integration specialists, geospatial	None.

City of Seattle Request for Proposal # ITD-170017  
Addendum

**Dated: 01/30/2017**

				analysts, data analysts... The target state will have the same.	
16	1/30/17	1/30/17	What is the number of functional roles for PMO today? Do you have a sense of whether the target state will have more or less?	Same current total unknown 30 to 100 FTE.	None.
17	1/30/17	1/30/17	Are there any inter-team processes or roles between App Development and PMO that will be in scope?	Yes.	None.
18	1/30/17	1/30/17	How many functions exist outside of IT?	Not sure what this question is asking.	None.
19	1/30/17	1/30/17	What is the outlook for the target state (how many years)?	2-3 years.	None.
20	1/30/17	1/30/17	I would like to confirm a comment that I heard during the pre-proposal conference. Specifically, that this was the next phase in a change management program that started with Operations and Engineering. Are these teams the "newly combined" Applications organization, or is the Application organization separate?	The Applications Division is separate.	None.
21	1/30/17	1/30/17	Has any work been done to streamline and re-align PMO personnel with the newly combined Application Organization yet? If yes, can you provide a high-level description?	Project Managers and project related Business Analysts will move into the PMO. No work has started for this effort.	None.
22	1/30/17	1/30/17	I believe the number of personnel in the newly created Application Organization is 200. Can you provide detail one level below this, as to how the 200 people are currently organized into working teams?	Currently, applications personnel are organized by the city department they support. In the newly created Applications Division we will have three verticals: Applications, Shared Platforms, and Cross Platform Services.	None.
23	1/30/17	1/30/17	How is the PMO participating in planning with the Applications team today?	We mutually plan resources and manage priorities for large projects led by the PMO. All projects also plan for transitioning to O&M and complete	None.

City of Seattle Request for Proposal # ITD-170017  
Addendum

**Dated: 01/30/2017**

				Service Acceptance Criteria.	
24	1/30/17	1/30/17	What metrics are the PMO team members capturing from the Application team today?	None.	None.
25	1/30/17	1/30/17	If the selected vendor provides the plan for the two major deliverable areas in this RFP, can the same vendor assistance in the implementation of the plan?	Yes.	None.