



Finance Department
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)
Specification No. 20-11354-C
FOR
CITY MANAGER PERFORMANCE ASSESSMENT**

**ADDENDUM "C"
September 4, 2019**

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals must be received no later than 2:00 p.m., on Thursday, September 19, 2019. All responses must be in a sealed envelope and have "**City Manager Performance Assessment**" and **Specification No. 20-11354-C** clearly marked on the **outer most mailing envelope**.

Mail or Hand Deliver To:

City of Berkeley
Finance Department/General Services Division
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Dennis Dang
Acting General Services Manager

Addendum “C”

Questions and Answers for Specification No. 20-11354-C CITY MANAGER PERFORMANCE ASSESSMENT

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 20-11354-C, City Manager Performance Assessment**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

- 1.Q. Would the city consider electronic submissions of the responses rather than paper?
1.A. *No. The City is unable to accept electronic submissions.*

- 2.Q. Is there a limit in the number of pages for the response?
2.A. *No, the City asks that proposals be concise and to the point.*

- 3.Q. The response requirements do not include a request for qualifications of assigned personnel? Would it be OK to include resumes of likely personnel to be assigned to this project if awarded?
3.A. *Demonstration of “Public Sector Experience Conducting City Manager Performance Reviews” is an evaluation criteria. Yes, proposals may include likely personnel to be assigned.*

- 4.Q. Is it possible to include a company background and services in the section “Contractor Identification”?
4.A. *Yes, referring to Attachment A, Contractor Identification and Company Information that would be the appropriate section for such information.*

- 5.Q. Will the results of the 2013 evaluation of the City Manager be available for review as part of this project?
5.A. *Personnel records are generally not released; any action for release would require the involvement of the Human Resources department.*

- 6.Q. Would the organization that facilitated the 2013 review of the City Manager be eligible for responding to this RFP?
6.A. *Yes.*

- 7.Q. How are travel and other expenses to be handled in the response? E.g. all-in hourly rate or separate actual (we can provide an estimate)?
7.A. *The City requests that total proposed pricing be provided with supporting itemizations, rates, etc. that form the basis to support the proposed pricing.*

- 8.Q. During Phase 2 of the performance period, should we include the time required to review how the process worked and suggest improvements?
8.A. *Respondents should include consideration for the entirety of tasks as described in Section II, Scope of Services.*

9.Q. Will we have access to confidentially interview the personnel that participated in the 360 feedback process)

9.A. *No.*

10.Q. Is there an estimate of how many times the City Manager and City Council can be engaged? Can engagement be via electronic collaboration or must it be in-person?

10.A. *Section II, Scope of Services states, "The consultant shall meet the number of times necessary to successfully engage the City Council and City Manager in this process."*

The vendor is expected to meet with Council members and the City Manager; it's envisioned that ongoing engagement will be determined by existing circumstances at that time.

11.Q. Is there a maximum budget that must be accommodated?

11.A. *The City will appropriate the necessary funding prior to contracting.*