

# CITY OF LOS ALAMITOS



## REQUEST FOR PROPOSAL

### Focused Organizational Assessment

### Addendum #2 (April 17, 2017)

**1. Question:**

For this assessment, is a review of only the Development Services Department and the Recreation & Community Services Department desired?

**Answer:**

Yes, the intent of this study is to focus only on these two departments.

**2. Question:**

Did Council authorize this Request for Proposal as an expense item?

**Answer:**

The Organizational Assessment was discussed with the City Council at a budget workshop in February 2017. A budget has not yet been established for this project. Staff will request an appropriation at the time of award.

**3. Question:**

What is the main objective?

**Answer:**

The primary purpose of the Organizational Assessment is to determine which positions can be permanently eliminated without impacting service levels.

**4. Question:**

Is there consideration for obtaining Contracting Services?

**Answer:**

The objectives of this Organizational Assessment are to determine how to best deploy available City resources in an economic and efficient manner given the number of vacant positions and to recommend appropriate changes in organizational policy, procedures and processes. Recommendations on how to achieve operational efficiency should consider contracting out services (privatization), regrouping of functions, changing spans of control, etc.

**5. Question:**

It is assumed that revenue levels will stay the same?

**Answer:**

Revenues are expected to grow at a modest pace over the next five years. However, pension costs are also projected to increase over the next five years.

**6. Question:**

Is there a budget expectation for this Request for Proposal?

**Answer:**

A budget has not yet been established for this project. Staff will request an appropriation at the time of award from the current year's budget surplus.

**7. Question:**

How much back-up data needs to be presented?

**Answer:**

The recommendations outlined in the organizational study need to be properly supported.