



# Question and Answer

## City of Olympia | Capital of Washington State

### Request for Proposal (RFP) Meeting Facilitation for Annual City Council Planning Retreat Question and Answer #1

This document is posted to capture the questions received during the question & answer period for Meeting Facilitation for Annual City Council Planning Retreat.

This document is the official response to the questions received.

No questions or answers included in this document require any change to the RFP document, this document stands alone. For questions about this RFP, please contact the RFP Coordinator via email at [sgrisham@ci.olympia.wa.us](mailto:sgrisham@ci.olympia.wa.us). Questions via telephone will not be accepted.

Question	Answer	Did this change the RFP?
1. What is the total number of people (Council members and staff) that will be active participants in the two-day retreat?	Seven (7) Councilmembers and One (1) City Manager will be actively participating. Also present will be Two (2) Assistant City Managers, One (1) Strategic Communications Director and One (1) Assistant to the City Manager.	No
2. What is the desired product to be documented in the facilitator's report; a summary of the discussions, conclusions, and unresolved items or a definitive, actionable list of decisions (e.g., work priorities, assignments) to be implemented by City staff?	The documentation should include a summary of the discussion; any agreements; a list of unresolved items that arose during the discussion; future action items that could potentially be addressed by staff, Councilmembers, a Council committee or using another appropriate approach.	No
3. Is there an expectation that the facilitator will also assist the parties in negotiating final compromises (i.e., is this retreat intended to be about scoping a plan or is it to also be about negotiating compromises between competing interests)?	The January City Council retreat typically includes discussions regarding committee assignments, scoping the Council's yearly work plan and schedule and other topics that would set the tone for the upcoming year's work.  These discussions may result in the need to negotiate compromises on decision points.	No

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4. We're trying to understand how the City has selected meeting facilitators for its annual planning retreat in the past. Since the City has these meetings yearly, who has provided meeting facilitation services over the past few years? We don't remember seeing annual announcements for this service for the City.	In the past facilitators came by recommendation from Councilmembers and/or staff. The facilitator for the past several years has been Nancy Campbell of Campbell Consulting.	No
5. Since the budget is only \$15,000, wouldn't the City be able to select a provider from a roster rather than using a general procurement process?	The City is interested in a robust search for a new facilitator and using an RFP process ensures they find a facilitator that has the experience and skills desired as outlined in the Ideal Candidate section of the RFP.	No
6. Is the City anticipating hiring last year's facilitator again, or are you looking for a new firm?	The City is interested in a robust search for a new facilitator and using an RFP process ensures they find a facilitator that has the experience and skills desired as outlined in the Ideal Candidate section of the RFP.	No
7. The RFP mentions making a Public Records Request related to this RFP. Since you are already in the procurement process, would we be able to make a request and see last year's submittals for this RFP prior to the deadline of August 2nd?	There was not an RFP process last year or years prior.	No
8. Would a cover page and a back page for our submittal be counted towards the page maximum? (not counting the letter of interest)	No	No
9. Would an appendix be allowed (not counted in the page count) to include a full resume of our proposed facilitator?	Yes, it is counted in the page count.	No
10. As it relates to the five-page proposal development limit, are the following items included in that limit: a. Cover page b. Table of Contents c. Resumes d. Experience Tables e. Work Sample	a. Cover page - No b. Table of Contents - Yes c. Resumes - Yes d. Experience Tables - Yes e. Work Sample - Yes	No

Question	Answer	Did this change the RFP?
<p>11. The purpose of the RFP is stated as supporting the City Council's annual strategic planning retreat. Please advise if the city or the council has a current strategic plan that is reviewed and updated in the retreat. If so, please provide a copy or link. (I have searched the city website without success.) Alternatively, is it possible to view the Council's 2021 priorities and workplace (sic)?</p>	<p>The Council's strategic plan is essentially the City's Comprehensive Plan which is broken into six Focus Areas for tracking progress. The Focus Areas and work plan can be found here:  <a href="https://olympiawa.gov/city-government/city-work-plan.aspx">https://olympiawa.gov/city-government/city-work-plan.aspx</a></p>	<p>No</p>
<p>12. Is the video and work product available for the retreat in January 2021?</p>	<p>January 8, 2021 video:  <a href="http://olympia.granicus.com/MediaPlayer.php?view_id=2&amp;clip_id=2345">http://olympia.granicus.com/MediaPlayer.php?view_id=2&amp;clip_id=2345</a>  January 9, 2021 video:  <a href="http://olympia.granicus.com/MediaPlayer.php?view_id=2&amp;clip_id=2346">http://olympia.granicus.com/MediaPlayer.php?view_id=2&amp;clip_id=2346</a></p> <p>The work product/minutes from the January retreat are posted here:  January 8, 2021 minutes:  <a href="https://olympia.legistar.com/View.ashx?M=F&amp;ID=9100177&amp;GUID=1B9EA3BC-76C8-41A9-95C8-1642BC47328B">https://olympia.legistar.com/View.ashx?M=F&amp;ID=9100177&amp;GUID=1B9EA3BC-76C8-41A9-95C8-1642BC47328B</a>  January 9, 2021 minutes:  <a href="https://olympia.legistar.com/View.ashx?M=F&amp;ID=9100180&amp;GUID=1FF8C412-9790-4FAE-8BF6-5917E23F2313">https://olympia.legistar.com/View.ashx?M=F&amp;ID=9100180&amp;GUID=1FF8C412-9790-4FAE-8BF6-5917E23F2313</a></p>	<p>No</p>
<p>13. During the council meeting on June 8th, during Council discussion about the mid-year retreat, a City Council handbook was referenced. It seems that the guidebook includes guidance about how Council members work together. Is that available on the city website or can a copy be provided?</p>	<p>The City Council guidebook is located in City Code. It can be found at the following link:  <a href="https://www.codepublishing.com/WA/Olympia/?councilguide/OlympiaCGNT.html">https://www.codepublishing.com/WA/Olympia/?councilguide/OlympiaCGNT.html</a> Follow the arrows at the bottom of the page to scroll through the sections.</p> <p>This document is in the process of being updated at this time.</p>	<p>No</p>
<p>14. The proposal is limited to a total of five pages and it is implied that the work sample is included in this (as the letter of interest is the only item specifically excluded). It's also suggested that the work sample can be a link or a document. If it is a link, does the work sample size have a page limit?</p>	<p>If the work sample is a link, there is no page limit.</p>	<p>No</p>

Question	Answer	Did this change the RFP?
15. Will the framework for the coming years strategic planning direction be built on the current (or prior) year's budget, goals and working agreements?	Yes	No
16. Is the current year's budget, goals and working agreements supported by metrics (i.e., quantifiable key indicators, targets, etc.)?	Yes	No
17. Does the City Council have established meeting norms?	Yes, and work to refresh those norms began at the Council's Mid-year retreat in June and will be finalized at a work session of the Council on August 17.	No
18. Will members of the public be able to address the City Council during the planning retreat as they would during a normal City Council meeting?	No, retreats do not incorporate a public comment element.	No