1. Experience in Organizational Assessment: Describe your firm’s experience in organizational assessments, including conducting a comprehensive current state assessment of resources, conducting gap analysis, recommending a future state organizational model, and developing a plan to implement the changes.

Provide information about at least three public sector clients for whom your firm has completed organizational assessments in the previous five years.   
  
The City is particularly interested in learning about your firm’s engagements having one or more of the following characteristics:

* Clients who have a multiple IT organizations across one agency
* Clients who have at least 200 employees
* Organizational development and effectiveness planning
* IT service delivery
* IT infrastructure and/or data center operations
* Program and Portfolio Management
* IT Governance
* Enterprise Information Management

(Note: the projects must have been executed by the Proposer, not by the Proposer’s employee who completed the work for another company.)  
  
Provide the information using the following outline:

* + Client Name
  + Project Name
  + Project Dollar Amount
  + Project Scope
  + Your Firm’s Role and major activities
  + Project Outcomes
  + Contract Dates/Duration
  + Other Pertinent Information

1. Statement of Work: The City has provided a broad Statement of Work for this engagement in RFP Section 7. What services or deliverables should be added to or deleted from the Statement of Work? Using your firm’s template, provide a draft statement of work for this project. It is estimated that services will commence on September 8, 2014 and be completed by November 14, 2014.
2. First Steps: Describe the first steps your firm will take at the beginning of this Project.

1. Methodology: Describe your firm’s methodology for performing each part of the scope of work. Provide an outline of your methodology.
2. Risks: What are the key risks the City should be aware of during this project. How do you recommend the City mitigate those risks?
3. Key Persons: Provide information for each of the key persons your firm will assign to this project. The City desires the Consultant’s employees and subcontractors designated to the key roles will remain assigned to the roles throughout the term of the Agreement.   
     
   Provide information using the following outline:   
   * Role and part(s) of scope the person will perform
   * Individual’s Name
   * Resume
   * ITIL, Technology and other relevant credentials
   * Relevant experience
   * Whether the person is local to the Seattle metropolitan area
   * Percentage of time the person will be allocated to the project
   * Other pertinent information