



Fulton County, GA

Department of Purchasing & Contract Compliance

*Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director*

August 9, 2010

Re: 10RFP08032010C-BL, Operational Review and Assessment of the General Services Department

Dear Proposer:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced **10RFP08032010C-BL, Operational Review and Assessment of the General Services Department.**

Except as provided herein, all terms and conditions in the **10RFP08032010C-BL, Operational Review and Assessment of the General Services Department** referenced above remain unchanged and in full force and effect.

Sincerely,

*William E. Long, Jr., CPPB
Chief Assistant Purchasing Agent*

Winner 2000 - 2009 Achievement of Excellence in Procurement Award • National Purchasing Institute



10RFP08032010C-BL, Operational Review and Assessment of the General Services Department
Addendum No. 2
Page Two

This Addendum forms a part of the contract documents and modifies the original RFP documents as noted below:

SECTION 3.3, Scope of Work

A – Perform an organizational evaluation/review to include the following

- 9. Assess characteristics and effectiveness of the leadership team**
- 10. Evaluate use of the team concept to organize work and its effectiveness**

B – Perform an operational review to include the following

- 5. Assess document retention and access**
- 6. Assess use of project management methodology**
- 7. Assess the level of intra and interdepartmental communications**
- 8. Assess the negotiation and management of contracts and vendor relationships**
- 9. Assess the use of an integrated planning process**
- 10. Assess service redundancies with other departments**

C – Provide recommendations to include the following

- 9. Identify current organizational culture and recommend change management strategies to support organizational and operational changes**
- 10. Include projected, quantified savings as a result of implementation efficiencies**
- 11. Provide a risk analysis of the impact of not implementing project**
- 12. Provide a model including a graphic representation of the 'desired state' organization and a detailed transition plan**
- 13. Include ROI calculations where the investment includes study costs and implementation cost.**

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **September 13, 2010, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 2010.

Legal Name of Bidder

Signature of Authorized Representative

Title