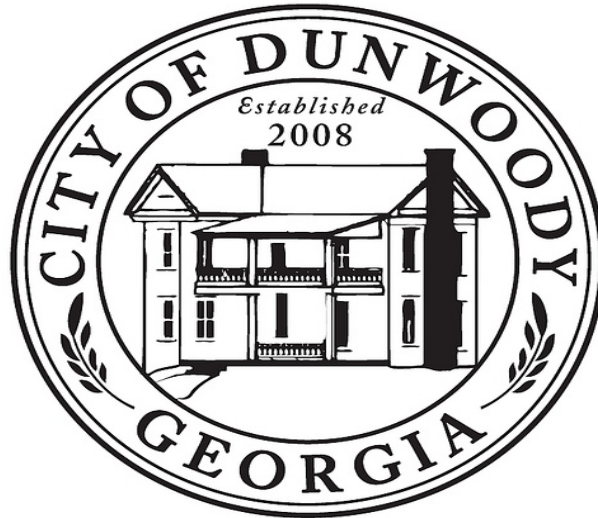


City Of Dunwoody  
Addendum to the Request for Proposals for City Services



FINANCIAL & ADMINISTRATIVE  
SERVICES  
Dunwoody, Georgia

Addendum to the  
Request for Proposal  
To Provide City Services

RFP Number 2008.001  
Addendum Number 2008.001.01

November 10, 2008

**City of Dunwoody**  
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**Dunwoody, Georgia**

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**GENERAL INFORMATION AND REQUIREMENTS**

The information provided below contains supplemental information to the Request for Proposal that was posted and made public on October 31, 2008. The Addendum information provided herein supersedes the information in the RFP.

In response to several requests and questions during the Pre-Bid Meetings on November 7, 2008, a Base Camp website has been established for prospective offerors. The purpose of this site is for the offerors to become familiar with the other firms that may be submitting proposals and to establish joint ventures and partnerships as necessary to meet the intent of each RFP. This site is located on the internet at [www.boyken.projectpath.com](http://www.boyken.projectpath.com). For those interested in participating, contact Lesley Baker ([lbaker@boyken.com](mailto:lbaker@boyken.com)) for a login and password.

The city recognizes that contract terms are an item for negotiations. The terms included in the RFP should be considered a base and we expect the final contract to closely resemble these terms and conditions. Individual items may be changed based on contract negotiations with selected vendors.

**Timing of Services and Major Milestones:**

The City expects to work closely with the winning bidder to develop the milestones. Below, the City indicates the minimums required for December 1 and January 1. The City will work with the vendor to plan and rollout the broad range of services outlined in the RFP.

**City vs. County Services:**

The city is in negotiations with the county for it to provide: Fire, Sanitation, police (interim), Water and Sewer and property tax collection. The services listed in RFP-001 are required for the city to function.

Offerors shall be responsible for coordination of moving all Financial and Administrative Service vendor-related equipment and personnel from the temporary City Hall location at 400 Northridge Road; Atlanta, GA to the permanent City Hall location (TBD) within the city limits of Dunwoody.

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**SECTION 1 - REQUEST FOR PROPOSALS**

Add:

The offeror shall read and acknowledge the Mission, Vision, and Values Statements for the City of Dunwoody and provide services which are in accordance with same. The offeror shall include a statement in their proposal their understanding and agreement to comply with the Mission, Vision, and Values Statements. The statements are as follows:

**Mission Statement**

The mission of the City of Dunwoody is to provide the highest quality of life for those who live, work or play in our community and to foster an environment where business can prosper. We will serve all stakeholders in a transparent manner with resourceful, efficient, progressive and professional leadership.

**Vision**

Dunwoody will provide quality service to our citizens and support the largest economic engine in the Southeast by carefully and thoughtfully planning. We will be inventive, transparent and embrace responsible progress which is tempered by our rich history and our desire to maintain a small community atmosphere. Dunwoody is a community where activities are centered around the family, our schools, our churches and synagogues, and our beautiful parks.

**Values**

**Goals**

To make Dunwoody a better community, built on mutual respect and trust and to promote and maintain the highest standards of personal and professional conduct amount all involved in City government - elected officials, City staff, volunteers, and members of the City's boards, commissions and committees. Offeror shall also abide by the City Ethics Policy as maintained in the City Ordinances.

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**SECTION 2 - RFP SCHEDULE OF EVENTS**

No Changes to Section 2.

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## **SECTION 3 - SCOPE OF SERVICES**

### **3.1 General**

#### **Project Description**

Add: On December 1, 2008 the following are required:

- Accounting and purchasing systems shall be required, along with monthly financial reporting.
- Revenue Collection for beer, wine and alcohol is in progress. The City has retained the service of E2Assure for these services. All other 2008 revenue requirements shall be started and be completed by December 31, 2008.
- Receptionist, and additional support as needed, to answer phones and direct telephone calls to the appropriate City employee or vendor.
- Receptionist is to greet visitors to City Hall and provide proper customer service.
- Telephone system is to be operational and vendor is to have been fully trained on the system prior to December 1.
- The vendor shall be responsible for the coordination and management (Office Manager) of the office space with the Landlord.
- The vendor shall be responsible to implement good practices of customer service for all visitors, staff and telephone operations.
- Start the records retrieval from DeKalb County and establish a records management program.
- Human Resource functions to support the recruiting, payroll, benefits, health insurance and other City specific human resource functions as required by State and Federal law.
- All items required by State law.

On January 1<sup>st</sup>, 2008 successful offeror shall have in place all personnel available to staff the services required by this RFP and under the direct operation and control of the newly formed City of Dunwoody at the direction of the Mayor, Council, and City Manager.

**The following items should be considered the highest priority for the initial implementation of the city on January 1:**

- Revenue Collection – establish process and system to collect all City revenue in a timely manner.
- Collection of taxes, assessments, fees, charges, grants, etc.
- Preparation of monthly financial reports

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- Complete Accounting System in place in accordance with RFP
- Accounts Payable and Receivable fully operational
- Selection of Vendors for Purchasing
- Assist in the selection, recommendation and purchase of IT software/hardware by the City.
- Finalize a plan on retrieving all documents from DeKalb County and implement the plan.
- Human Resources functions to support hiring of City personnel and police force.
- All items required by State law

3.4.2.1

Add: While the City owns the hardware and software, the vendor must provide the expertise for planning, installation, configuration, and maintenance of all City IT systems to ensure City needs are met, systems are interoperable, and continuity is maintained during turnover of City personnel and vendors. Boyken will provide these functions to establish initial services. One example is the setup of Peachtree Accounting to establish and initial financial system. The vendor will be responsible for planning, installing, configuring, migrating data, and maintaining the final financial system.

3.4.2.8

Add: The backup site does not have to be hot. A reasonable expectation for the restoration of documents and emails is two hours and restoration of services within four hours.

Add: 3.4.2.18 Security Component for I.T.

The RFP states numerous security components that must be addressed including: ensure data security and integrity with nightly backups; provide anti-virus, anti-malware, anti-spam, and patch management; provide firewall protection for the local area network; provide a virtual private network connectivity for remote users; and administer network accounts and resource level security to systems, services, applications, databases, email, documents, and printers. The vendor shall provide technical solutions such as SSL to secure all Internet communications to protect the privacy of the citizens of Dunwoody and the integrity of its software systems. Additionally, the vendor will be responsible for ensuring security for new City software systems including, but not limited to, finance, personnel, municipal court, and public safety.

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Add: 3.6.7.5 Communications: Development of a Brand for the City  
Branding is not included in this RFP.

Add: 3.6.12.4 Employees of the City  
The City anticipates having approximately 8-10 employees, 30-45 police related staff plus vendor staff.

Add: 3.6.12.5 Staffing on December 1, 2008  
On December 1, the vendor must provide appropriate staffing to meet the requirements noted in Section 3.1 General of this Addendum.

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**SECTION 4 - GENERAL INFORMATION AND REQUIREMENTS**

No Changes to Section 4



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5.3 Proposed Fee Schedule

YEARLY			
SERVICE	2008/2009	2010	2011
Finance & Administration Services			
Information Technology			
Website Design	\$50,000		
TOTALS			