



Village Manager's Office
Memorandum

April 4, 2011

RE: Organizational Staffing Analysis Services - RFP Questions and Answers

1) Can you list the departments that are part of this study?

Administration, Finance, Public Works, Development Services (Including Planning), Parks & Building Maintenance, Recreation, Police Administrative Support

2) Are you looking to have a consultant compare similar municipalities (i.e., benchmarks) when looking at the organizational structure and staffing issues?

That is helpful to provide perspective, but every municipality is different. Ultimately, recommendations should be made that help the Village of Orland Park reach maximum efficiency given our own service demands

3) What divisions/departments and employees are part of this study within the police department, if any?

Administrative Support

4) Are we required to submit an insurance certificate with our proposal?

No. It is only required to submit a certificate of insurance with the contract. However, you may include a sample COI if you wish.

5) Can we include all the required forms in the Appendix to our proposal?

Yes

6) Can we include a CD of the sample report that we are required to submit with our proposal as our sample report is 356 pages in length?

Yes