****

# SCOPE OF PROJECT/SPECIFICATIONS

## Introduction

[Introduce the Scope of Work and then provide an outline of the objectives and accomplishments to be achieved with this project. Provide a brief background of any information that is important to understand in order to accomplish the project goals. What is needed to know in order to make understanding of project more complete? Overview of need and desired outcomes. Include any constraints or issues you foresee happening. i.e.: weekly progress reports to ensure everyone stays on task. Define the timeline for this project and deliverables to be performed.]

The City of Salem is seeking qualified professionals to assist the City in development of a Citywide Strategic Plan. This strategic plan will describe the vision, mission and values that will guide the City. Further, it will identify and prioritize goals and a five to ten year plan for how the City can operate to achieve its best future.

The City is seeking a partner with the expertise to promote and facilitate that conversation by and between the residents, elected representatives, and City staff.

## Background

[Briefly describe the project and relationship to your program mission. Clear statement of why the project was undertaken. Describe how the project ‘came to be.’ Proved in more detail, any information that is important to understand in order to accomplish the project.

The purpose of this Scope of Work is to detail the tasks and responsibilities and provide an overall understanding of the services to be provided.

Explain why your agency requires the services:]

While several City Departments have went through a formal comprehensive and / or strategic planning process, the City has never undertaken such an effort on a City-wide basis. There has also been increased interest in resident engagement on the part of elected officials as well as staff. This effort, if successful, will create processes to pull together citizen engagement, elected official leadership, and individual departmental planning efforts to create a unified voice, vision, and goals.

## Project Manager for City of Roswell

The successful Offeror will report to the Deputy City Administrator (or designee). Successful Offerors agree to take direction from the project manager and to make all project documentation available upon request. The project manager shall have sole discretion as to the acceptability of all work.

## No limit to competition

No specification implied or expressed is intended to limit competition. The specifications below are intended as a guide for the goods and services on which vendors are to submit a Proposal. These requirements and other specifications are not designed to prevent any vendor from submitting a Proposal. All equipment should comply with the requirements within a generally acceptable range.

## Scope of Work and Overview

[General description of the project. What do you hope to accomplish? What are your overall goals and objectives (provide a bulleted tiered listing), materials needed to perform as known at this time. Objective should provide an overview of the tasks to be completed with this project.

### [RFP process]DO NOT tell the proposers how to solve the problem. (This forces the vendors to propose their own solutions and explain why the proposed solutions are the most cost-effective and risk-justified for satisfying the objectives under the given criteria.)

### Overall Goals and Objective

[Provide a section that allows for all sources and documents cited in the scope to be identified and outlined.

Provide a statements of requirements needed to make the project successful. Explain high level deliverables that must be produced at the end of the project. Clearly state the requirements needed from both parties for each task and deliverable. Include, outline of project meetings, payment method, permits (who is responsible to obtain or to have). Licensing, safety concerns, etc. This section should provide for high level deliverables (milestones): each task should be identified by bullets – identifying the milestone and how you will determine percent (%) of completion).]

[Example: At the end of this planning process the City desires a short and long term strategic plan to guide the overall direction of the City, including how we interact with citizens, allocate funding, and generally conduct the business of the City.

Currently various departments have strategic and comprehensive plans, sometimes resulting from either legal requirements or funding mandates. Ideally this effort would bring all those planning efforts to bear in developing a single and coherent planning document.]

### Experience and Qualifications

We would like the professional group to have \_\_\_\_\_\_\_\_\_\_\_\_ Certifications and backgrounds in \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_. More specifically, we want Experience and Certifications that fit with the overall project plan (put together by the proposer), and that, in the opinion of the proposer, pull together the best set of skills to accomplish the overall goals of the project.

### Minimum Elements

The following elements, at a minimum, will be required, and fee proposals should reflect the following:

1. Overall project plan, including a timeline, milestones, and desired outcomes

2. Organizational analysis

3. Cultural analysis

## Compliance

[Two Options:

1. Outline the means to determine that you and other party are doing jobs properly throughout the project. What standards will you apply to this project, particularly if funding / grant requirements are involved – how do we ensure that both the City and contractor are maintaining compliance? Or,
2. Have the contractor propose means to determine compliance with the contract – i.e. a weekly report, bi-weekly meeting updates that will cover pre-approved agenda items (see below)].

### Project Meeting

A project review meeting will be every two weeks during plan development, reviewing the following items:

1. Previous meeting items
2. Review compliance items
3. Project Schedule (time, locations, and people)
4. Project Plan tasks
5. Billing and payment
6. Upcoming Tasks

### Civil Rights / Reserved

[Does your funding have DBE requirements? Put the language from your funding documents here. If there are no DBE / WSDBE requirements, erase or Reserve this section]

### Project Deliverables

[Describe how you will deliver the end results of the project. State the number of each deliverable you will provide, the person or persons you will provide the deliverables to and how you will provide the deliverables to and how you will deliver these to the intended audience.]

Fifty hard, color copies of the final Strategic Plan are to be delivered for final payment. The following additional deliverables will be required to release progress payments:

1. Deliverables as required in section 3.5.3
2. [Additional Deliverables as required by proposed consultant approach] (see Contract Statement of Work)

### Project Timeline

We anticipate starting the project at the earliest availability. The City desires to have a contract in place by mid-October. The remaining project timeline will be based on the consultant proposed approach to the problem, along with input from City staff, and will be detailed in the Statement of Work.

### Project Budget

The current project Budget is $xx,xxx. If Project Plans exceed this budget, based on the consultant approach, the consultant should provide a prioritized list of elements that can be eliminated from the plan development process to bring the project within budget.

### Scope of Work Attachments

List of relevant historical documents:

1. Employee Surveys
2. Current vision and Goals
3. [Other Documents]