



# Burlington Fire Department



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1. On page 1 of the RFP under **Introduction and Scope of Work** you refer to developing a “community driven strategic plan” and that “The strategic planning process must follow at minimum the best practice guidelines for a fire department strategic plan as identified in the 9th edition of the Center for Public Safety Excellence Fire and Emergency Services Self-Assessment Manual.” Does this mean that you will be giving preference to the Center for Public Safety Excellence, if they submit a proposal for the project? **Answer:** *No preference given.*
2. On page 2 of the RFP under **Objective No.1 Project Executive Orientation**, number 5, can you clarify what you mean by “Overview of the constructed shared web site software program to be utilized.”? **Answer:** *The use of a web based software system that will be used to solicit feedback from stakeholders.*
3. What is the proposed budget for developing the strategic plan? **Answer:** *There is no identified budget for this project. The selected proposal will be used to advocate for funding based upon end of year fund balance.*
4. Do you have a preferred timeline for completing the project? **Answer:** *Prefer to start as soon as possible with completion by 11/1/16.*
5. What role does the Board of Fire Commissioner play in their oversight of the Fire Department besides acting as a “board of appeals for persons, firms or corporations feeling aggrieved by orders, decisions or interpretations made by fire officials under the provisions of the fire code”? Does the Board make any recommendations on your budget and/ or policy changes that you want to consider? **Answer:** *The Fire Commission is a stakeholder that will be included. No to considering any changes with the Commission.*
6. Which consultants/firms has this Department or the City of Burlington successfully used in the past for similar projects? **Answer:** *The Department has never completed this type of project.*

7. What is your estimate for the number of people and internal stakeholder groups you anticipate participating in the process? **Answer:** *24 – 36 in the work sessions; all staff (80) included in any survey's. Number could reach 100 with stakeholders.*
8. How many people do you anticipate participating in the 3-day work session? **Answer:** *24 – 36*
9. What provisions or considerations need to be made regarding the participation of BFFA members? **Answer:** *None by vendor*
10. What is the plan for covering multiple shifts so participation by internal stakeholders is optimal? **Answer:** *Department will cover this issue with overtime as necessary.*
11. Are consultants required to have prior experience with using the CPSE Self-Assessment? **Answer:** *No*
12. What is your preferred date for receiving a completed plan? **Answer:** *November 1, 2016*
13. What specifically has motivated BFD to undertake this effort at this time? **Answer:** *New administration.*
14. Has BFD made the decision to seek accreditation from the Commission on Fire Accreditation International (CFAI)? **Answer:** *No decision has been made*
15. Is this BFD Strategic Plan viewed by BFD as a step to achieving accreditation from CFAI? **Answer:** *Not necessarily. It is understood that having a strategic plan is one component of the accreditation process.*
16. Will the Center for Public Safety Excellence, as an entity under CFAI, be permitted to respond to this RFP? **Answer:** *Yes*
17. Does BFD expect the proposer here to provide an online public survey using a product like SurveyMonkey? If so, is this what BFD intended in the RFP where it mentioned under Objective No. 1, item 5: "Overview of the constructed web site software program to be utilized"? **Answer:** *Yes*

18. If a program like SurveyMonkey is intended to be used here: How many participants does BFD expect? **Answer:** *24 – 36 in the work sessions; all staff (80) included in any survey's. Number could reach 100 with stakeholders.*
19. How many items does BFD expect to be included in the survey instrument? **Answer:** *Unknown. Will be determined through conversations with vendor/command staff.*
20. What is the intended text of Objective No. 2, item 3? There appears to be a word or phrase missing as the following text suggests: “3. Determine external stakeholder [missing text] about of for the fire department.” **Answer:** *Should read, Determine external stakeholder opinions of the fire department.*
21. Regarding Objective No. 3, item 2: does BFD currently have a mission statement and, if so, in what year was it adopted? **Answer:** *Yes, it is at least 20 years old.*
22. Regarding Objective No. 3, does BFD currently have a value statement which identifies BFD's core values and, if so, in what year was it adopted? **Answer:** *No*
23. Regarding Objective No. 4, how many meetings involving the review and presentation of the draft does BFD wish to have? It appears that there are two meetings here: one as noted in subparagraph 1 to review the initial draft Strategic Plan and a second as noted in subparagraph 2 to review the final draft. The RFP also does not mention a final presentation, for example, to the Board of Fire Commissioners or City Council. Please clarify how many meetings related to the draft review or final presentation BFD expects of the consultant. **Answer:** *Correct two meetings. No need for a formal presentation to Commission or Council.*
24. Should a hard-copy proposal be submitted, how many copies does BFD wish to receive? **Answer:** *No need for hard copies.*