

ADDENDUM No. 1

RFP No. 22-11

EXECUTIVE SEARCH RECRUITMENT SERVICES – PUBLIC SERVICES AREA ADMINISTRATOR

Due: March 1, 2022 by 2:00 P.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes 2 pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: How many vendors will be awarded? **Response: One.**

Question 2: Can you please provide us with an estimated or NTE budget allocated for this contract? **Response: An estimated budget or NTE budget is not available at this time.**

Question 3: What is the tentative start date of this engagement? **Response: The anticipated start date is after the anticipated City Council authorization date of April 2022 listed on page 7.**

Question 4: Can we provide other similar references in our proposal? **Response: Yes.**

Question 5: Is this a new contract or are there any incumbents? **Response: The contract for the recruiting services is new. There is an Interim Public Services Area Administrator in the role that would be recruited by this contract, however the interim is not a candidate for the permanent position.**

Question 6: If there is an incumbent, could you please let us know the incumbent name?

Response: The Interim Public Services Area Administrator is Brian Steglitz.

Question 7: If there is an incumbent for this contract, is the incumbent eligible to submit the proposal again? **Response:** Not applicable.

Question 8: Are there any pain points or issues with the current vendor(s)? **Response:** Not applicable.

Question 9: Could you please share the previous spending on this contract, if any?

Response: Not applicable.

Question 10: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting? **Response:** Not applicable.

Question 11: What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate? **Response:** This contract would be handled directly by the City Administrator.

Question 12: Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets? **Response:** The proposed candidates need to be available at the time of award.

Question 13: Are hourly rate ranges acceptable? **Response:** Yes.

Question 14: Is it entirely onsite work or can it be done remotely to some extent/Do the services need to be delivered onsite or is there a possibility for remote operations and performance? **Response:** Remote operations are acceptable.

Question 15: Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes? **Response:** Actual resumes.

Question 16: How many candidate resumes can we submit? **Response:** There is no limit.

Question 17: What will be the mode of interview via virtual or in-person? **Response:** Virtual.

Question 18: How many people are currently working onsite and offsite? **Response:** Due to the COVID-19 pandemic the majority of staff who are able to telecommute do so.

Question 19: Could you please provide the list of holidays? **Response:** The city holiday schedule is available via <https://www.a2gov.org/departments/15D/about/Pages/Holiday-Schedule.aspx>

Question 20: Are there any mandated Paid Time Off, Vacation, etc.? **Response:** The recruiting firm should follow the above city holiday schedule.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.