

# ADDENDUM No. 1

## RFP No. 20-15

### Executive Recruitment Services – Human Resources Director

**Due: February 27, 2020 at 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 three (3) 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 must be included in submitted proposal:**

- **Attachment B - Non-Discrimination Declaration of Compliance**
- **Attachment C - Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

**Proposals that fail to provide these forms listed above upon proposal opening will be rejected as non-responsive and will 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: Does the City have a salary range for the Human Resources Director?  
Answer 1: Yes. The salary range for the position is \$114,633-\$149,022 (Midpoint-\$131,827), and we generally post positions with a salary range up to midpoint. But we would want to determine the posting range with the executive recruiter selected through this RFP process and seek their input.
- Question 2: Would The City be employing this individual on a salaried basis or would you be expecting the supplier to employ the individual? If we are not employing the hire, do we still require attachment C and/or F?  
Answer 2: The City would be employing them as a salaried exempt employee. And yes, Attachment C and/or F would apply to the selected offeror as they would be providing a service (recruiting) directly to the City. Please include Attachments within proposals as outlined on Page 5 of the RFP Document.
- Question 3: Appendix A Indicates that it is a sample professional service agreement – is this the agreement you would like us to put in place between our company and the City of Ann Arbor?  
Answer 3: Yes.
- Question 4: Will you consider proposals that do not offer a 12 month guarantee on the person?  
Answer 4: No.

- Question 5: Has The City of Ann Arbor previously retained a search firm?  
Answer 5: Yes, for other positions. Most recently we retained a firm to recruit a chief of police in 2019.
- Question 6: Does The City of Ann Arbor have a current vendor for recruiting services?  
Answer 6: No, we do not have a recruiting vendor under contract or on retainer.
- Question 7: Will out-of-state vendors be considered?  
Answer 7: Yes.
- Question 8: Has the position for Human Resources Director already been posted? If so, when was the position first posted?  
Answer 8: No.
- Question 9: Why is the position for Human Resources Director vacant? How long has the position been vacant?  
Answer 9: The position became vacant in April of 2019 when the incumbent resigned.
- Question 10: Does the City of Ann Arbor use pre-hire assessments as part of the recruitment process?  
Answer 10: Yes.
- Question 11: Will in-person interviews be conducted at The City of Ann Arbor offices? Is there an option for Video Conferencing?  
Answer 11: We will require in person interviews.
- Question 12: Can you provide a job description, including requirements, available for the Human Resources Director position?  
Answer 12: We have a draft document, however we will want to update and finalize these documents as part of the services offered by the recruiter selected.
- Question 13: What is the compensation/benefits for this role?  
Answer 13: The salary range for the position is \$114,633-\$149,022 (Midpoint-\$131,827), and we generally post positions with a salary range up to midpoint. But we would want to determine the posting range with the executive recruiter selected through this RFP process and seek their input.
- Question 14: Is any part of the recruitment process to be performed on-site in Ann Arbor or can it occur at the vendor's location?  
Answer 14: We need it to occur in Ann Arbor.
- Question 15: What is the targeted timeline/date for hiring the Human Resources Director upon start of recruitment?  
Answer 15: We would like to move expeditiously to hire a new director, but are not committing to a timeline. We want to focus on hiring the right person rather than meeting a calendar. But, again, we don't want to waste time. We intend to move the process forward expediently and desire a recruiter who will be attentive to this goal.
- Question 16: Who is the hiring manager for the HR Director role? Will the vendor have direct communication with him/her throughout the recruitment process?  
Answer 16: The Assistant City Administrator is the hiring manager. The recruiter will primarily interface with the Recruiting Supervisor in the HR department to administer the process, however the ACA will be active in the recruitment process and available for relevant meetings and decision making.

Question 17: The Scope of Services indicates - check references and perform necessary background checks on presented candidates (this may include verification of top candidates' educational and employment background, financial/credit history, news and social media research, driving record, and coordination of criminal and civil litigation history)." Who is responsible for the cost associated with any of these deliverables?

Answer 17: All costs should be inclusive of the fee proposed by the recruiter.

Question 18: Is this for a company to actually recruit for the city or is this for a software to recruit that will streamline the hiring process?

Answer 18: This is for a company to actually manage the recruitment process for the new HR Director.

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