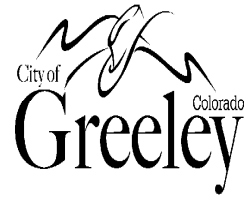


Addendum #2



Project Information

Project Name:	Executive and Professional Recruitment Services
RFP Number:	F23-01-004
Date:	February 22, 2023
Project Manager:	Paul Fetherston

Addendum Items

Item #1	<p>Please note the following change to <i>D. Fee Not to Exceed Proposal/ Value – 15 points</i> (page 12):</p> <p>Vendor’s proposal shall be a fixed fee not to exceed which is itemized for completing the analysis. Please also include an estimate of reimbursable expenses and an hourly rate if additional or supplementary services are available. The Fee Proposal outlined in Attachment 2 Appendix C shall be completed and included in the submission.</p> <ul style="list-style-type: none"> • Provide the name, address, and email address of contractor. If an entity, provide the legal name of the entity and the names of the entity’s principal(s) who is proposed to provide the services. • Identify the specific departmental assessment(s) for which the vendor is submitting a proposal(s). Provide a review of your qualifications for the specific departmental assessment(s) outlined herein for which a proposal(s) is being submitted and briefly explain how you plan to complete the required tasks. • Provide references for your work: Vendors are required to submit three references for each assessment for which proposals are submitted. The table template provided below is the format in which references should be submitted. <p>[Insert the table below into your proposal response. Please list three (3) public sector clients for whom you have completed the scope of services requested over the past five (5) years consistent with the requirements listed in this RFP.]</p>
Item #2	<p>Please be sure to include <i>completed</i> copies of Appendix A, Appendix B and Appendix C in your proposal. For references please use the table and guidelines established in Appendix C.</p>