

# Addendum #1



\* Indicates that this question was asked by multiple bidders/applicants

Project Information	
<b>Project Name:</b>	Executive and Professional Recruitment Services
<b>RFP Number:</b>	F23-01-004
<b>Date:</b>	February 13, 2023
<b>Project Manager:</b>	Paul Fetherston
Addendum Questions	
<b>Question #1</b>	RFP notes: A minimum of five years experience in the professional recruiting field. Does the firm need to have that or do I as the 100% owner of the firm need to have that?
<b>Answer</b>	The team servicing the City's executive recruiting needs shall have a minimum of five years experience.
<b>Question #2</b>	*How many vendors will be awarded?
<b>Answer</b>	The number of awards under the RFP depends on the submissions. The intention is to have a number of executive recruiters available to the City based on need.
<b>Question #3</b>	Is there any preference for local vendors?
<b>Answer</b>	No.
<b>Question #4</b>	In Section V Response format - Evaluation Criteria - A. Professional Qualifications - Point b - Please clarify if we need to provide information about our key personnel that will work with the City.
<b>Answer</b>	Yes - information about key personnel that will be assigned to the City's recruitments shall be submitted.
<b>Question #5</b>	In Section V Response format - Evaluation Criteria - B. Past involvement with Similar Projects you have asked As attachments, vendors should provide at least once sample of a similar work product completed. Please clarify whether what samples we need to provide?
<b>Answer</b>	Vendors shall provide a sample of the recruitment process it utilizes.
<b>Question #6</b>	Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.
<b>Answer</b>	No. The City has previously had three executive recruiters under contract.
<b>Question #7</b>	Can you please let us know the previous spending of this contract?
<b>Answer</b>	Past and present budget information cannot be provided at this time.

<b>Question #8</b>	Please confirm if we can get the proposals or pricing of the incumbent(s).
<b>Answer</b>	Past and present budget information cannot be provided at this time.
<b>Question #9</b>	Are there any pain points or issues with the current vendor(s)?
<b>Answer</b>	The previous RFP awards have expired - there are no pain points or issues.
<b>Question #10</b>	(A) We are curious why the City has to be named in the General and Auto Liability Insurance?
<b>Answer</b>	For Liability Reasons.
<b>Question #11</b>	(B) Does this mean if someone is hired through the recruiter that they are liable if they drive a city vehicle?
<b>Answer</b>	There are pre-established rules and regulations for all city employees that drive city vehicles.
<b>Question #12</b>	*Are these direct hire or contract/temp to hire positions?
<b>Answer</b>	These are largely intended to be direct hires for a flat fee, not percentage of salary.
<b>Question #13</b>	Is there a vacancy, or vacancies, that require immediate attention?
<b>Answer</b>	No.
<b>Question #14</b>	On average, how many vacancies occur in a year?
<b>Answer</b>	Varies.
<b>Question #15</b>	*What are some of the typical roles that will require recruiting?
<b>Answer</b>	Executive, Director, Department Head, Deputy Director, Manager
<b>Question #16</b>	For the quote, we wanted clarification, are you looking for our fee for direct hire positions?
<b>Answer</b>	Flat fee for executive recruitments.
<b>Question #17</b>	Under section 5, Proposal Format (pg. 11) it lists the order of the following 4 items: Cover letter, Use of Subcontracts/Partners, Minimum Mandatory Requirements, and Company information. Where would you like the following placed in the format: Appendix A: Statement of Minimum Qualifications Appendix B: Company Organization Questionnaire Appendix C: Fee Proposal Exhibit 1: Proposal Acknowledgement EXHIBIT 4: DEBARMENT/SUSPENSION CERTIFICATION STATEMENT References
<b>Answer</b>	As appendices.

<b>Question #18</b>	What is the historical spend for previous contracts? Do you have an estimated budget for 2023 and beyond?
<b>Answer</b>	Past and present budget information cannot be provided at this time.
<b>Question #19</b>	Do all vendors get the opportunity to fill every opening? If not, can you describe how vendors under contract will receive a fair share of business without vendor rotation of job orders?
<b>Answer</b>	The City would handle each recruitment as a task order under the contract and choose the vendor most appropriate for the vacancy.
<b>Question #20</b>	Can you give us a breakdown of past usage per Department (pg. 4)? For example, is their one department that requires more assistance than others?
<b>Answer</b>	No - it all depends on the vacancies, needs and market.
<b>Question #21</b>	* Please share the types of roles that you are looking to fill for your executive and professional level full-time position vacancies.
<b>Answer</b>	See response to question #15.
<b>Question #22</b>	What are the expectations for background checks, drug testing, references etc.
<b>Answer</b>	The City would handle drug testing - the vendor should be prepared to complete background and reference checking as a part of the recruitment.
<b>Question #23</b>	Will we have direct access to the Hiring Manager to learn about their needs and to ask clarifying questions about the job, including but not limited to: culture, management style, struggles they may be experiencing in recruiting candidates, etc.?
<b>Answer</b>	Yes.
<b>Question #24</b>	(A) Are said interviews conducted via zoom, teams, phone screen and/or in person
<b>Answer</b>	Combination.
<b>Question #25</b>	(B) How many interviews are typically conducted for one position?
<b>Answer</b>	Depends on the situation and candidate pool.
<b>Question #26</b>	*(A) Are any of the openings remote work?/ Where are the positions physically located?
<b>Answer</b>	Most positions - depending on needs - have a hybrid option.
<b>Question #27</b>	(B) If yes, are remote workers required to live in the State of Colorado?
<b>Answer</b>	N/A
<b>Question #28</b>	In Appendix C (Fee Proposal) under travel expenses are you referring to one of our contract employees assigned to City of Greeley traveling on the job? If so, how much travel is expected? What positions would include travel? OR... Would this be expenses related to candidates coming in for an interview with the City of Greeley from out of state? Can you please clarify what you are referring to with travel. Thanks!
<b>Answer</b>	Travel expenses related to the executive recruiters.

<b>Question #29</b>	How many positions are you looking to fill for FY-2023, FY-2024, FY-2025?
<b>Answer</b>	There is no set numbers - depends on vacancies.
<b>Question #30</b>	*Are the positions full-time roles?
<b>Answer</b>	Generally.
<b>Question #31</b>	Who is currently filling these roles for the City of Greeley?
<b>Answer</b>	There are three firms who have been under contract per the RFP which is expiring.
<b>Question #32</b>	What was the total spend in 2022 for Recruiting services?
<b>Answer</b>	Past and present budget information cannot be provided at this time.