

Addendum #1



Capital Project Committee

Project Information

Project Name:	Executive & Professional Recruiter RFP
Bid Number:	RFP #FD20-06-106
Date:	July 13, 2020
Project Manager:	Paul Fetherston

Addendum Items

Item 1	Due to the corona virus - the City of Greeley is only accepting proposals electronically. - please see attached document.
Item 2	Could you please share the number of awards City anticipates to award? There is no anticipated number at this time. The use will depend on the number of executive level vacancies that occur and hard to hire professional vacancies that arise.
Item 3	Will City be giving the contract to a single firm or multiple firms for recruitment services? The City anticipates creating a list of more than one executive recruitment firms from whom services can be utilized on a fixed fee as vacancies arise.
Item 4	Do you have any set approximate budget for executive recruitment? No.
Item 5	It would be easier to find profiles for City if City can provide a range or maximum percentage that they would prefer to pay for a position? The City is interested in proposals for fixed fee services.
Item 6	Is there any current vendor working for City? Or is it a new contract City will sign with the prospective vendor/(s). The City does not currently have any 'on-call' executive recruitment search firm.
Item 7	Can a vendor propose percentage (%) for full/fixed basic fee? The City's focus is on fixed fees per recruitment at this time. If firms wish to submit a proposed percentage fee, it should do so in addition to a fixed fee and NOT in lieu of a fixed fee.
Item 8	Also, with regards to fee, can a vendor choose to offer percentage (%) of hourly rate as maximum and not to exceed cost for reimbursable expenses per recruitment. No.
Item 9	Can City provide the list of positions those will require to travel? Travel will be an item for discussion with successful vendors based on the position and conditions at the time of the recruitment.
Item 10	Can please share the positions for which City will utilize recruitment services? This is an item for discussion with successful vendors based on the positions that arise. It is anticipated that the focus will be on Department Head positions, other key Department leadership and management positions, and hard to hire professional positions.

Item 11	If applicable, who is the incumbent for these services and for how long have they served City of Greeley in this capacity? Not applicable.
Item 12	What is City of Greeley’s historical usage and yearly spend for this contract during the past three (3) years? Not applicable.
Item 13	What is the anticipated annual and total spend for this contract? There is no set budget.
Item 14	How many awards does City of Greeley anticipate making? The use of any contract associated with this RFP depends on the number of vacancies that arise and the number of hard to fill professional positions. There is no anticipated number.
Item 15	When does City of Greeley anticipate completing its evaluation and notifying respondents of its recommended awardee(s)? The City intends to notify selected vendors during the week of August 10.
Item 16	If not all-or nothing, will bidding on only select positions negatively impact respondents’ evaluation score? If vendors have expertise or experience in specific positions, it is not anticipated that will negatively impact ratings.
Item 17	Will City of Greeley provide detailed job descriptions for the positions listed in the solicitation? Job descriptions will be made available after award and upon vacancy.
Item 18	What specific background checks and/or drug screens are required of the temporary staff? Will be discussed with awarded consultant(s).
Item 19	To ensure FCRA compliance, it is our company’s policy to provide clients with an attestation of completion of background check pursuant to client’s requirements, but not the actual results. Will City of Greeley accept letters of attestation in lieu of actual background check results? Will be discussed with awarded consultant(s).
Item 20	Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to City of Greeley? Yes.
Item 21	Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to City of Greeley? Will be discussed with awarded consultant(s).
Item 22	With respect to Affordable Care Act (ACA) costs, would City of Greeley prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent’s proposed rates? Please clarify. Will be discussed with awarded consultant(s).
Item 23	If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates? This would have to be considered at the time. Proposals should be submitted as a fixed fee that should not increase.
Item 24	Estimated timeline to fill this role? Not applicable - answered above.

Item 25	What is the compensation range? Not applicable.
Item 26	What is the setting/ Environment for this role? Not applicable.

**ONLY ELECTRONIC RFP RESPONSES WILL BE ACCEPTED DURING THE
COVID-19 EVENT**

Instructions for electronic submittal.

Email your RFP Response to purchasing@greeleygov.com. Submit your RFP response to this email only – please do not email to multiple people. Only email's sent to purchasing@greeleygov.com will be considered as responsive to the request for proposals. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Proposals shall be submitted in a single Microsoft Word or PDF file under 20MB

The RFP number and Project name **must be noted** in the subject line, otherwise the proposal may be considered as non-responsive to the RFP.

Electronic submittals will be held, un-opened, until the time and date noted in the RFP documents or posted addenda.