



Date: 3/26/2026
To: Prospective Bidders
Subject: Addendum No. 1
General Questions and Answers

This addendum forms part of the bidding and contract documents and modifies the original bidding documents dated 3/10/2026. Acknowledge receipt of this addendum in the space provided below. FAILURE TO DO SO WILL SUBJECT BIDDER TO DISQUALIFICATION.

1. What would be the number of awards you intend to give (approximate number)?
Answer: One
2. Please provide us with an estimated NTE budget allocated for this contract.
Answer: Not applicable
3. What is the tentative start date of this engagement?
Answer: June 1, 2026
4. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?
Answer: This is a new contract.
5. Are there any pain points or issues with the current vendor(s)?
Answer: Not applicable
6. Could you please share the previous spending on this contract, if any?
Answer: Not applicable
7. Is there any mandatory subcontracting requirement for this contract?
Answer No.
If yes, is there any specific goal for the subcontracting?
Answer: There should be no subcontracting.
8. How many positions were used in the previous contract?
Answer: Not applicable.
9. How many positions will be required per year or throughout the contract term?
Answer: At least two positions with others as needed.
10. Can we provide hourly rate ranges in the price proposal?
Answer: See Section 4.1.
11. Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates) during the three-year term, and if so, under what conditions?
Answer: This is a City contract. Please see the Terms of Service/Project, page 2, setting forth an agreement not to exceed 2 years.
12. If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?
Answer: Adjustments are not permitted.



- 13. Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?
Answer: Fixed pricing for the entire 2-year term.
- 14. What are invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?
Answer: Net 30, see Sample Agreement, 3. Compensation setting forth invoice requirements.
- 15. What are the reporting requirements?
Answer: See Scope of Work Section 3.1.
- 16. Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?
Answer: Please submit the actual resumes for your proposed team.
- 17. Does the City have a preferred pricing structure for this engagement (flat fee, percentage of first-year compensation, or retainer-based)?
Answer: Refer to Section 4.1. The City prefers that the proposer provide the pricing structure that provides the best value for the City.
- 18. Is there an anticipated not-to-exceed budget range for the City Attorney and City Engineer searches?
Answer: No.
- 19. Is the scope of this RFP limited to executive search services only, or is the City also interested in additional services such as executive onboarding support or psychometric/assessment testing?
Answer: Refer to Section 3 Scope of Work, 3.1 Scope of Work – Requirements.
- 20. What elements are most important to your decision-making process?
Answer: Refer to Section 2 Notice to Proposer, 2.2 Criteria for Selection.
- 21. Is the City seeking firms with specific municipal or governmental executive search experience, or is closely related private-sector experience acceptable
Answer: Refer to Section 2, 2.2 Criteria for Selection.

I hereby certify receipt of this addendum and have incorporated its information or changes in preparation of my submittal.

Authorized Signature

Date

Printed Name

Company Name

A COPY OF THE ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR BID