



APRIL 13, 2017

Re: 17RFQ033017-DRR, EXECUTIVE SEARCH FIRMS

Dear Respondent(s):

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced 17RFQ033017-DRR, EXECUTIVE SEARCH FIRMS.

Except as provided herein, all terms and conditions in the 17RFQ033017-DRR, EXECUTIVE SEARCH FIRMS referenced above remain unchanged and in full force and effect.

Sincerely,

Donald R. Riley

**Donald R. Riley, CPPB
Purchasing Specialist**

17RFQ033017-DRR, EXECUTIVE SEARCH FIRMS
Addendum No. 1
Page Two

This Addendum forms a part of the contract documents and modifies the original RFQ documents as noted below:

Attached hereto are responses to questions submitted in reference to the above RFQ.

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your bid non-responsive.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Finance Department - Purchasing Division, City of Stockbridge, 4640 Henry Boulevard, Stockbridge, Georgia 30281 by the RFQ due date and time **APRIL 18, 2017 before 12:00 P.M. (NOON) local prevailing time.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2017.

Legal Name of Bidder

Signature of Authorized Representative

Title

Questions regarding 17RFQ033017-DRR, EXECUTIVE SEARCH FIRMS:

- 1) Will the RFQ Evaluation Committee submit only one recommended firm to the Mayor and Council for their consideration? Will the Evaluation Committee members include elected officials?

Response: The City of Stockbridge is will make a recommendation for only one (1) firm for an award. There are no elected officials on the evaluation committee; however, Mayor and Council does have final approval for this recommendation.

- 2) Will the selected consultant work with a Search Committee appointed by the Mayor and Council or work directly the Mayor and Council?

Response: The City will require that the Consultant to work with directly with the HR Manager and the Mayor

- 3) RFPs typically do not request cost proposals, this one seems to require a cost proposal on page 8 checklist. Please provide details of any cost proposals required by the RFQ.

Response: This is **NOT** a RFP; this is a RFQ = Request For Qualifications and it does not include any cost proposals within the document. The verbiage from Page 8 #6 has been removed in its entirety from the solicitation document.

- 4) The City of Stockbridge has already begun to advertise for the City Manager position. Why was this done and how does it relate to the scope of services requested from the consultant to be hired?

Response: The position was immediately posted in an effort to help expedite the process. The selected consultant would be expected to review the applications that have already been received, and make the determination of any that may be potential candidates along with obtaining additional qualified applicants to supply to the HR Manager and Mayor.

- 5) On pages 4 & 8 financial information is requested that could be rather costly for some consultants to provide. Please provide additional information identifying minimum financials required as a part of the proposal.

Response: Any One (1) of the three (3) requested will be judged as being responsive and accepted.

- 6) Page 8 requires 5 digital copies on a single CD or flash drive. Please confirm 5 identical digital copies are required and some insight as to why. Do the digital copies need to have all the attachments?

Response: No. The City is requesting five (5) digital copies one (1) copy per CD/flash drive with one (1) copy of all attachments included. This is a requirement so that members of the committee may view these submittals on electronically without having to carry volumes of paperwork.

- 7) On page 8, are the Illegal Immigration Reform and Enforcement Act forms included with other forms? Would these be forms 10 and 11? If not where do we get these forms?

Response: Yes, Form 10 is for the Prime Consultant and Form 11 is for all of the Prime Consultants sub-consultants to complete.

- 8) Page 8, what is an EEV/Basic Pilot Program? It doesn't seem that the e-verify applies to the consultant since we don't hire anyone.

Response: Yes, that is E-Verify and all Consultants shall have an E-Verify number or they will be deemed non-responsive according to the State of Georgia law.

- 9) Page 15 and 34 refer to Technical Proposals that seem to be different, which is the correct one to follow when making our proposal?

Response: Both are correct one (1) goes into more detail. Use the Scope of Services as your guide for submittal.

- 10) Could you provide the salary of the current City Manager and what would be the range for the new City Manager?

Response: The salary range for the City Manager's position is \$88,000.00 - \$131,000.00.

- 11) Please provide reporting structure of the organization and how many employees would the City Manager managed?

Response: The City Manager has five (5) direct reports and oversees between sixty-eight (68) and seventy-five (75) current employees.

12) Would the By-Laws make it mandatory for the City Manager to reside in the county?

Response: There are no such ordinances in place here at the City of Stockbridge.

13) Please explain why the current City Manager is leaving?

Response: The City Manager is leaving to go into the private sector.

14) What is the current budget of the county?

Response: There are none. This is based on qualifications and the firm that best fits the City's needs.

15) Does the County have a balance budget or would the new City Manager have to reorganize to balance the budget?

Response: The City has a balance budget with over eight (8) million in reserve.

16) Does the county have a budget for this search, if so, could you please provide "not to exceed" budget for this search?

Response: Yes, the City has budgeted for this solicitation. No. Not at this time.

17) Has the county utilized an executive search firm for other senior positions and if so, please provide the firm the county retained.

Response: No. The City has not utilized an executive search firm on retainer.

18) Would the county allow for travel expenses for the final slate of candidates being interviewed?

Response: No. Not at this time.

19) Who would be involve in the interviews?

Response: Key stakeholders and employees of the City.

20) Would there be additional executive search positions opportunities in the future?

Response: Yes. This solicitation is for one (1) year with a renewable option for an additional two (2), one (1) year renewable terms.

21) Will more than one vendor be selected for the RFQ?

Response: No. The City is willing to partner with **ONLY** one (1) firm at this time.