



ADDENDUM #1

To: All Companies Interested in Submitting a RFQ
From: Heather Mell, Purchasing Agent
RFQ: Search Firm for Budget Analyst II (RFQ #PUR1218-131); Dated: December 19, 2018
Subject: Addendum #1 (1 page)
Date: January 2, 2019

The following questions and/or clarifications were asked relative to the above-listed Request for Bid. This memo is sent for clarification to all companies to whom the bid was sent.

Question: Is it a new requirement? If no, who are the current vendors?

Answer: This is a new need.

Question: Please share the historical spending for this contract.

Answer: N/A

Question: Apart from end of tenure, is there any other reason to release this RFQ? Are there any pain points?

Answer: No

Question: What is the allocated budget for this contract?

Answer: This was not a budgeted expense.

Question: To offer you a competitive pricing structure, we would like to know current bill rates to the City. Could you please provide us the information regarding the same.

Answer: N/A

Question: Please provide the duration of the contract along with the total number of hours an employee will be working.

Answer: Permanent, full time employee, 2080 hours a year.

Question: Under Section 2.2.5 "Provide references and a list of similar searches conducted in the last 5 years.", are you asking for the references of the candidate or the vendor.

Answer: Vendor

Question: Under Section 2.2.6 "Provide any fees associated with this search. Fees shall be based on percentage of annual salary. No fees will be paid until a successful candidate is hired by the City. City will not pay any fees if the search is not successful." Please clarify that are you asking for any separate fee charged for candidate search.

Answer: We are asking for a set fee based on percentage of annual salary only.

Question: If a vendor is not local to Linn County, will the vendor still be eligible to bid for the RFQ.

Answer: Yes

Question: What is the total weightage given to local vendor in the evaluation criteria?

Answer: Attachment A Local Preference Packet. It is based on a percentage of the bids or available points based on pricing.

Question: What is the maximum number of resumes a vendor can submit?

Answer: You should provide the resume, background and qualifications of the primary consultant(s) who will be working on this project.

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (page 10). The deadline for bid submittal is Friday, January 4, 2019 at 3:00pm CST.