

Recruitment Services for Electrical Engineering Manager CLARIFYING RESPONSES NO. 1

This Clarifying Response NO. 1 consists of 2 pages (1 - 8.5" x 11"). It is the responsibility of the proposer to assure and guarantee that the proposer has received the response in its entirety, and that they accept all conditions contained herein.

- 1. Question:** Proposal Submission: The RFP indicates this, Would it be acceptable to submit the proposal electronically via email only, or are the three (3) printed copies and sealed-envelope delivery still required in addition to the electronic submission?

Your submittal package shall include the following:

- Three (3) printed copies of the proposal
- One (1) electronic copy of the proposal in PDF format via email or on flash drive
- Proposals shall be submitted in a sealed envelope labeled "Recruitment Services for Electrical Engineering Manager" and addressed as noted above

Answer: Yes, electronic submission via email or on flash drive is required. In addition, three (3) printed copies of the proposal must be submitted in a sealed envelope.

- 2. Question:** Section Criteria: Could you please clarify what is meant by "Reference Responses" in the evaluation criteria? Are you requesting contact information for clients for whom we have previously provided recruitment services? If so, how many do you need?

➤ Reference Responses

- 10% of weighted value for selection.

Answer: "Reference Responses" refers to references from clients for whom the bidder has previously provided recruitment services. There is no specific number of references required. Bidders may provide any relevant client references they wish to include. Please provide the client name, contact person, title, email address, and phone number where available.

- 3. Question:** How many finalists will be chosen to make a presentation?

Answer: The number of finalists who may be asked to make a presentation will be determined based on the number of quality proposals received.

- 4. Question:** Exhibits: Exhibit A – Professional Services Agreement. The RFP references Exhibit A – Professional Services Agreement. However, we were unable to locate this exhibit in the Request for Proposal Document provided

through the link. Could you please confirm whether Exhibit A will be made available for download? If so, please provide the document or direct us to where we can access it.

6.0 Exhibits

The following files are attached for your use and reference as needed to properly respond to the RFP request:

- **Exhibit A – Professional Services Agreement**

Answer: An updated RFP document has been posted to the [District's website](#) and includes Exhibit A – Professional Service Agreement. Please refer to the updated RFP document for the complete solicitation materials.
