



CITY OF ROCKVILLE
Procurement Division
111 Maryland Avenue
Rockville, Maryland 20850-2364
Phone 240-314-8430 Fax 240-314-8439

ADDENDUM 1

DATE: October 9, 2023

REFERENCE: City of Rockville
Request for Proposals:

RFP 08-24
Executive Search Services

Scheduled Submittal Deadline:

Thursday, October 19, 2023 at 2:00 P.M. (EST)

QUESTIONS AND ANSWERS:

1. What would be the number of awards you intend to give (approximate number)?

The City intends to make one award for the City Manager Search.

2. Please provide us with an estimated NTE budget allocated for this contract.

The budget for this project ranges from \$18,000 - \$30,000.

3. Is this an old contract or new contract?

This will be a new contract.

4. What is the tentative start date of this engagement?

A start date has not been determined at this time.

5. What is the work location of the proposed candidates?

The work location for the successful candidate following the completion of the search process will be Rockville City Hall, 111 Maryland Ave., Rockville, MD. 20850.

6. 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?

This is a new contract. There are currently no incumbents. All interested firms are eligible to submit a proposal in response to this RFP.

7. Are there any pain points or issues with the current vendor(s)?

Currently, the City is not using a vendor to conduct Executive Search Services.

8. Could you please share the previous spending on this contract, if any?

The City currently does not have contract for these services.

9. Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting?

There are no subcontracting requirements or goals on this project.

10. How many positions were used in the previous contract?

The City currently does not have contract for these services.

11. How many requisitions will be required per year or throughout the contract?

The search for the City Manager position is the only request that will be made under this contract. The term of the contract will be for one year with a one-year option to renew.

12. Can we provide hourly rate ranges for the given position?

The compensation for the City Manager will be negotiated and determined by the Mayor and Council.

13. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Some work may be done remotely and through virtual means. The City will work with the awarded firm to determine when on-site and/or remote work is necessary.

14. 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?

In accordance with section III.A.1 of the RFP, proposers are required to submit resumes of staff that will be assigned to conduct the recruitment.

15. Could you please provide the list of holidays?

A list of City observed holidays/City Hall closures can be found at the following:
<https://rockvillemd.gov/126/Departments>

16. Are there any mandated Paid Time Off, Vacation, etc.?

Upon completion of the search, and hiring of the selected candidate, City benefits including paid time off will be permitted.

Please sign below to acknowledge receipt of addendum and return with your bid.

Company Name

Authorized Signature

Date