

ADDENDUM 2
 (Issue date: 3/11/2025)

(please sign and return with the submittal)

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	Answer
1.	<p><u>Pre-Offer Conference Question</u> (a) Can you elaborate on how the evaluation committee will weigh qualifications, approach, and pricing in the scoring process? (b) Are there specific attributes or experiences the City values most in selecting an interim executive services provider?</p>	<p>(a) The City will evaluate all responsive offers using the Evaluation Criteria listed in RFP Page 43. At a minimum, the City recommends submission of all items identified in the Submittal section. (b) No. All areas requested in the solicitation represent important factors for the City's consideration.</p>
2.	<p><u>Pre-Offer Conference Question</u> (a) What is the expected turnaround time for filling interim executive positions once a request is made by the City? (b) Are there particular roles that may require a faster response time?</p>	<p>(a) This will vary based on the role. 30-45 days would be an average for most. (b) Time sensitive items will be identified by the City at the time of the request.</p>
3.	<p><u>Pre-Offer Conference Question</u> Are there specific reporting formats or communication methods preferred by the Human Resources Department?</p>	<p>The City's preference is email and phone communications. This can be further discussed with the successful offeror(s) during the kick-off contract award meeting.</p>
4.	<p><u>Pre-Offer Conference Question</u> Once an interim executive is placed, does the City have existing onboarding protocols, or should we propose a tailored integration and support plan as part of our method of approach?</p>	<p>Please outline this process in the method of approach. The City will outline onboarding requirements during the kick-off contract award meeting. Example topics will include compliance requirements, such as: background requirements, I-9 verification, and applicable City policies and procedures.</p>
5.	<p><u>Pre-Offer Conference Question</u> Are there particular departments or leadership roles that the City anticipates needing interim support for most frequently? For example, do you foresee a higher demand in areas like public safety, finance, or public works?</p>	<p>No.</p>

6.	<p><u>Pre-Offer Conference Question</u> (a) What level of involvement will City executives or department heads have in the selection and interview process of interim candidates? (b) Should our proposal include facilitated interview support or candidate evaluation tools?</p>	<p>(a) Review of proposed candidates. Ability to interview and speak with candidates. Direct involvement. (b) If that is something you offer, please outline your services in the proposal.</p>
7.	<p><u>Pre-Offer Conference Question</u> When processing City-sourced candidates, does the City have preferred payroll and administrative processes, or should our proposal outline a comprehensive management approach?</p>	<p>The payroll and administrative processes are to be administered by the Contractor. Please describe your comprehensive management approach.</p>
8.	<p><u>Pre-Offer Conference Question</u> Has the City of Phoenix previously issued an RFP for Professional Interim Executive Services or a similar scope of work? If so, is it possible to review any publicly available information, such as pricing models, evaluation criteria, or lessons learned, to help us align our proposal with the City's expectations.</p>	<p>The publicly available information can be found at the City's public records website: See the City's Public Records website: https://www.phoenix.gov/cityclerk/services/public-records-search</p> <p>(a) Vendor: Automotive Personnel Network Inc. / Agreement # 153645 (b) Vendor: Interim Public Management LLC / Agreement # 153646 (c) Vendor: Staffing Specialists LLC / Agreement # 153647 (d) Vendor: VIDHWAN Inc / Agreement # 153648</p> <ul style="list-style-type: none"> • Lessons learned is not a standard procurement file document and does not exist in the file. • The previous evaluation criteria for RFQu HR 20-112 was: <ul style="list-style-type: none"> (a) At least five (5) years in business (b) At least three (3) years of experience providing these services to government agencies (c) At least two (2) years of experience providing these services for an organization with 14,000 + employees
9.	<p><u>Pre-Offer Conference Question</u> The RFQu mentions that a business must have been in operation for at least five years to qualify. If a company has not been in business for the full five years but possesses the required experience and expertise, what type of documentation or supporting information would be considered acceptable to demonstrate the</p>	<p>In order to meet this requirement, the company must have been in business at least five years providing related services. Failure to demonstrate compliance to RFP provision 2.16 Qualification Criteria, will disqualify your proposal from further evaluation.</p>

	necessary experience and capacity to successfully manage this contract.	
10.	<p><u>Pre-Offer Conference Question</u></p> <p>(a) If an interim executive placed by our firm proves to be an ideal fit, would the City consider transitioning them to a permanent role?</p> <p>(b) Should our proposal include options for supporting this type of transition?</p>	<p>(a) The City may consider that in certain circumstances.</p> <p>(b) If that is an option you offer, include the details in your proposal with the corresponding pricing.</p>
11.	<p><u>Pre-Offer Conference Question</u></p> <p>Can you provide more insight into the City's preferred billing and payment structure?</p>	<p>This question is too broad.</p> <p>The City will reimburse the selected Contractor(s) in accordance to their proposed rates.</p> <p>Payment will be made upon acceptance of the services on the Contractor's invoice and corresponding purchase order. Refer to solicitation sections 6.3, 6.4, and 6.5.</p>
12.	<p><u>Pre-Offer Conference Question</u></p> <p>Should our pricing proposal include specific details on administrative fees, benefits, and personnel rates as outlined in the RFP?</p>	<p>Please provide as much detail as possible.</p>
13.	<p><u>Pre-Offer Conference Question</u></p> <p>Does the City have an anticipated volume of interim executive placements over the contract period? Understanding expected demand can help us align resources and ensure quick response times.</p>	<p>No. See RFP Section 1.1 Summary. The services will be provided on an as-needed basis.</p>
14.	<p><u>Pre-Offer Conference Question</u></p> <p>For those of us with State of Arizona contracts for Executive-Specialty Professional Hard to Fill Recruitment Services, do we respond on this as a non-awarded state vendor? My understanding from the Small Business Engagement Manager for City of Phoenix, the City of Phoenix should be able to leverage State Contracts for City level RFQs.</p>	<p>Yes that is correct. The City may adopt a Cooperative contract (such as a State contract) if desired.</p> <p>The City has opted to issue our own solicitation process. If State contracted vendors are interested, you would be required to submit a proposal for this solicitation in order to be considered.</p>
15.	<p>Can a Word version of the solicitation be made available? It might help with filling out some of the forms.</p>	<p>A Word version is not available. Offerors can use programs such as Adobe Pro or other programs which allow you to edit the forms. Handwritten forms are acceptable. The submittals forms are fillable forms.</p>

16.	I was wondering on the pricing proposal form if you really want the Hourly Rates totaled at the bottom? Removing the Total box might help eliminate confusion that a very large hourly rate Total could be charged to the City, which I doubt the City would want.	The City will utilize the proposed hourly rates for the resulting contracts. The total is utilized for evaluation purpose only.
17.	What would be the number of awards you intend to give(approximate number)?	The City will make this determination based on what is most advantageous for the City in consideration of the number of proposals received.
18.	Please provide us with an estimated NTE budget allocated for this contract.	The City's estimated budget is \$200K-\$300K
19.	What is the tentative start date of this engagement?	See Special Terms and Conditions, 6.1 Term of Contract, page 31
20.	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?	See response to Question #8. This is a competitive process and any interested offerors can submit a proposal.
21.	Are there any pain points or issues with the current vendor(s)?	No.
22.	Could you please share the previous spending on this contract, if any?	The City approved an aggregate amount of \$300,000 for the current contracts.
23.	Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?	No.
24.	How many positions were used in the previous contract?	One position since June 2023. Information prior to this date is not available at this time.
25.	How many positions will be required per year or throughout the contract term?	See response to Question #13.
26.	Can we provide hourly rate ranges in the price proposal?	No, ranges are not acceptable. The City requires hourly rates. However, if the classifications have different levels (ie junior/senior) you can propose different hourly rates by classification. This information should be included in the itemized pricing. Please provide supplemental documentation to identify the differences between the varying levels.
27.	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?	Yes. Refer to Section 9. Submittals, Section 4, Pages 45-46. The resumes requirement applies to key personnel who will be assigned to the resulting contract and not for the candidates.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____