

June 25, 2019

**SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL RECRUITMENT AND SOURCING RESEARCH SERVICES FOR MULTIPLE STAFFING FUNCTIONS AS REQUESTED ON A “CALL-IN” BASIS DURING 2019 THROUGH 2022 (RFP #57764) – ADDENDUM #1**

Dear Sir or Madam:

The following questions were received from RFP recipients. The questions and the corresponding Authority answers are provided for your information and use, as appropriate.

**Question #1:** Are the recruitment and sourcing services requested for temporary or permanent staffing?

**Answer #1:** The requested services are for permanent staffing only.

**Question #2:** In the Attachment A, for Category B: Mid-Level Contingency Searches, how should the cost proposal be formatted? Paragraph 8 of the Agreement does not specify how firms proposing on Category B should format their cost proposals.

**Answer #2:** A percentage of the selected candidate’s salary is the standard fee structure for contingency staffing services. Please provide a fee structure with your cost proposal.

**Question #3:** In the RFP Letter, Section II: Proposal Format Requirements, letter A, it states “Resumes shall be 1-page maximum and may be double-sided using 12-point font of greater.” What resumes are referenced here? Management staff associated with the Agreement or proposed candidates for positions with the Authority?

**Answer #3:** Please provide resumes for staff proposed for this Agreement to provide recruitment and sourcing services for the Authority.

**Question #4:** How many firms do you intend to award per category?

**Answer #4:** It is unknown at this time.

**Question #5:** Can a firm propose on select categories?

**Answer #5:** Yes. Please refer to the RFP Letter, Section II: Proposal Format Requirements, letter A for information on submitting a proposal(s) on select categories.

**Question #6:** Do you need candidate resumes at the time of response submission?

**Answer #6:** No.

**Question #7:** Candidates may not be available post-contract award. Can we substitute candidates post-contract award once the Authority releases a recruitment?

**Answer #7:** Yes. If candidates are no longer available or in the job market, Consultants shall provide additional similarly qualified candidates to meet the requirements.

**Question #8:** Is this a new Agreement? If not, are there any incumbents?

**Answer #8:** Please refer to our website for a list of current firms holding Agreements for these services.

**Question #9:** How many recruitments do you anticipate releasing per category in one year?

**Answer #9:** It is unknown at this time; Services will be requested on an “as-needed” basis.

**Please note the date for receipt of proposals for the subject RFP remains 2:00 P.M. on July 10, 2019.**

If you have any questions, please contact Ms. Courtney R. Eddington, Solicitation Manager, at [ceddington@panynj.gov](mailto:ceddington@panynj.gov).

Sincerely,

David Gutiérrez  
Assistant Director  
Procurement Department