

ADDENDUM 1 QUESTIONS and ANSWERS

Date: March 31, 2023

To: All Bidders

From: Carrie DeFreece, Procurement Contracts Officer
Department of Health and Human Services

RE: Addendum for Request for Quotes Number 115035 O3 Executive Recruitment to
be opened April 13, 2023, at 2:00 p.m. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

#	Scope of Work Section Reference	Scope of Work Page Number	Question	State Response
1.	C	11	<p>In reviewing Page 11 Section C of the RFQ, I'm unclear when vendor proposals are due. It appears 3/29 is the last date to submit written questions with 4/3 the deadline for the State to reply and post answers. By what date should proposals be submitted.</p>	<p>All proposals are due by April 13, 2023 at 2:00 p.m.</p>
2.			<p>We're reviewing and plan to respond to the RFQ 115035 O3 - Pool of Executive Search Firms. I'd like to confirm that one particular firm will not be required to provide search services for all position levels. We can provide executive search services for C-Suite Executives, Directors, and Deputy Directors but not positions like RN and Social Worker. Is there a requirement/expectation for each firm to provide services for all positions?</p>	<p>No, one firm will not be required to provide search services for all positions. The pool allows the opportunity to contract by specialization and gives vendors the opportunity to bid based on their specialty.</p>
3.	L.5.	14	<p>Which specific signing location must be done in ink?</p>	<p>Request for Qualification Form Contractual Services form must be signed in ink. It is on p. 46, just before the appendix questions.</p>

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.