

## Solicitation Addendum

Solicitation Number: **2021-10443**  
Solicitation Description: **Executive Recruitment Services Request for Proposals (RFP)**  
Solicitation Due Date and Time: **31 August 2020 no later than 4:00p PT**  
Addendum Number: **02**  
Addendum Date: **20 August 2020**  
Purpose of Addendum: **To Respond to Questions Submitted**  
Contract Contact: **Eslyn Tripuraneni, Contracts Specialist**  
**[etripuraneni@actransit.org](mailto:etripuraneni@actransit.org) | 510.891.5434**

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The Alameda-Contra Costa Transit District herewith issues this Addendum No. #2 to the above-referenced *Request for Proposals*. *\*Except as modified below, all other terms and conditions remain in effect. Strikethrough text represents deletions from the original RFP, and **bold/italicized/underlined text** represent additions to original RFP text.*

### INSTRUCTIONS

1. Return one (1) properly executed copy of this Addendum No. 2 with proposal submission. Failure to sign and return this Addendum may result in the rejection of Offeror's proposal.
2. Carefully read, review and adhere to all notices, instructions and changes to the RFP in this Addendum.
3. Following are the District's revisions to the RFP.

### QUESTIONS AND CLARIFICATIONS

**Question 1:** Do you have any current incumbents and can you provide details of current Contract terms in place?

**Response:** *This solicitation is for a new contract opportunity.*

**Question 2:** We have 15 Years of Talent Acquisition Experience supporting Public Sector clients like AC Transit. We have not specifically done Executive search in the last 3 years and wanted to check if that lack of specific experience will prevent us from submitting to this RFP.

**Response:** *Offerors are advised to complete proposals in a way which adequately reflects the experience, skills and abilities of the responding firm which would fulfill the stated needs of the District. We are unable to provide specific advice to Offerors on how best to present their response. Please refer to [Section C-3](#) for specific submittal format instructions including requirements for [Attachment A](#).*

**Question 3:** In light of SIP and other Health/Safety concerns would the District be Ok to waive the submission of Response via mail? Most clients are waiving this requirement and hence wanted to request the same. This will also ensure Safety of District employees.

**Response:** *Please refer to [Section C-2](#) for specific submittal format instructions including requirements for providing hard copies and a flash drive. The email submission is the preferred submission method though optional. Offerors who opt not to electronically submit their responses, may choose the alternative method of only providing hard copies with a flash drive.*

**Question 4:** In order to ensure the full response is evaluated, Offeror must also provide a flash drive and two (2) hard copy versions of the Technical and Price Proposals.

**Response:** *Please reference Question 3.*

**Question 5:** Will cost of Recruitment be a Percentage of the Salary Paid or a Flat Fee?

**Response:** *Offerors are advised to complete proposals in a way which adequately reflects the requested information, whether such fee is stated on a percentage basis or a flat fee is the offeror's decision. We are unable to provide specific advice to Offerors on how best to present their response. Please refer to [Section C-3](#) for specific submittal format instructions including requirements for [Attachment A](#).*

**Question 6:** Does AC Transit have an idea of cost range?

**Response:** *In the interest of maintaining competitiveness during the procurement process, we will not be disclosing the project budget or specific costs until following the contract award.*

**Question 7:** Does AC Transit have a set aside or Preference for local business, DBE or woman owned, minority owned business?

**Response:** *Though this solicitation does not include a point preference for small or disadvantaged businesses, the District does encourage qualified SBE, DBE, MWBE, VOB, and other small enterprises to submit proposals for consideration.*

**Question 8:** Is AC Transit looking to hire just one firm or is it setting up a pool of vendors?

**Response:** *The intent is to contract with multiple contractors.*

**Question 9:** Is there a current incumbent for the Executive Recruitment?

**Response:** *Please reference Question 1.*

**Question 10:** Is AC Transit looking to change the incumbent or is it that the earlier contract has expired?

**Response:** *Please reference Question 1.*

**Question 11:** Is there a Pre-Proposal meeting scheduled?

**Response:** *The District does not plan to conduct a pre-proposal conference for this solicitation.*

**Question 12:** Do we need to be registered with AC Transit to bid on this RFP?

**Response:** *Yes; please reference [Section E \(Vendor Registration, W-9 Form Required\)](#) of the RFP.*

**Question 13:** Is this a Federally funded Contract?

**Response:** *No; however, the District is a recipient of federal funds and any contract awarded is subject to flow down provisions, as listed in the sample contract (and any additional updates, as applicable).*

**Question 14:** Section C – Instruction to offerors - Offerors are responsible for verifying successful delivery of electronic transmission to the SPC on/before the time and date specified in *Part I, Schedule of Events* as *late submissions will not be considered*. When sending proposals by email, Offeror is responsible for marking the email “return receipt” and “notify when read” to ensure the District has received the submission and to be alerted when the email was opened at the predetermined submission opening time”. This indicates that AC Transit is looking for email responses for the proposals. However, the next sentence says that Offeror must also provide 2 hard copies and a flash drive. Given the COVID 19 situation and that lot of cities are still under “Shelter- in Place” orders, will the District consider email only responses for this RFP?

**Response:** *Please reference Question 3.*

**Question 15:** Section 3 – Proposal Content – Page 4- Can we mark certain sections of our Proposal as Confidential or Non Public?

**Response:** *As a public agency, all information provided is subject to the California Public Records Act (Cal. Govt. Code Sections 6250 et seq.). Please reference [Section E, Par. 9](#).*

**Question 16:** Regarding Technical Proposal Tab B-Technical Ability to provide services: “Provide a copy of a previously completed executive-level position profile the firm has conducted for another client similar to the current positions for which the District is recruiting. • Provide a copy of a previous search report your firm has completed for another client similar to the District.” For all our clients, we sign an NDA and Non-Disclosure and the client owns the reports that we provide, as they have paid for it. We request AC transit to waive the above two requirements, as it is not possible to give client confidential reports under NDA to any third party.

**Response:** *Per District Board policy, FTA regulations, the Public Contract Code and other applicable laws, the District must only engage in business with responsible Offerors and may only award contracts to [responsible](#) contractors. The District must be able to contact the selected Offerors’ references to verify and validate past performance. The District is unable to award contracts to Offerors to whom it cannot verify responsibility. Please reference [Section C., Par. B. Evaluation of Proposals, Sub-paragraph b. Responsibility Determination of the RFP](#). Offerors are advised to complete proposals in a way which adequately reflects the experience, skills and abilities of the responding firm.*

**Question 17:** Tab 2- Technical Proposal – Point d- Include a statement accepting standard terms and Conditions. Can vendors request exceptions to the contract?

**Response:** *Offerors are permitted to submit exceptions to the District during the Questions/Requests for Clarifications period as detailed in [Section C, Par. I](#). Offeror should specifically identify any and all exceptions it wishes the District to consider, including any of the terms and conditions contained within the Sample Contract, and/or any of the Insurance Requirements.*

**Question 18:** Attachment A – Three years Annual Gross Revenues – Our company is a small business, and certified DBE. We do not declare annual revenues. Can we provide information in another form e.g. the details contracts with large government and public transit?

**Response:** *Offerors are advised to complete proposals in a way which adequately reflects the requested information. We are unable to provide specific advice to Offerors on how best to present their response. Please refer to [Section C-3](#) for specific submittal format instructions including requirements for subcontractors.*

**Question 19:** Attachment D – Is this attachment needed for this RFP, as it is a very detailed Security and Governance document that is normally needed for IT contracts.

**Response:** *Yes. This document is required in the case Offeror is selected to ensure any of the District’s stored information is protected per District standards.*

**Question 20:** Sample Contract- Can we ask for some exceptions to sample contract in Payment, termination, and other Commercial terms?

**Response:** *Please reference Question 17.*

**Question 21:** Is Form 700 – Statement of Economic Interest applicable to this RFP? If so, can this be waived? In an Executive Search, we will be playing an advisory role and making recommendations. We will not be spending any State or Federal money. The Final decisions will be by the Board and the Management.

**Response:** *Please note the Form 700- Statement of Economic Interest may be applicable, depending on the nature of the work performed.*

**Question 22:** The Insurance requirements appear to be double what is normally requested for an Executive Search. Can we request exceptions to the Insurance requirements?

**Response:** *Please reference Question 17.*

**Question 23:** For the references on Page 7 under minimum qualifications: List a minimum of three (3) professional or relevant references in executive recruiting services. must have the option to contact such references regarding past performance and service experience with the organization. • Provide a minimum of three (3) professional relevant references (with specific contact information: name, email, and telephone numbers) that demonstrate experience in executive recruitment services, as required by this RFP, for which your organization has provided similar services that the District may contact regarding past performance and service experience with your organization. References will be contacted to conduct necessary inquiry to determine responsibility of offeror's past performance Can we provide 3 references that cover both the above points?

**Response:** *Offerors are advised to complete proposals in a way which adequately reflects the requested information. We are unable to provide specific advice to Offerors on how best to present their response. Please refer to [Section C-3](#) for specific submittal format instructions including requirements for [Attachment A](#).*

**Question 24:** Can you give us more position details and the total compensation ranges for positions to be recruited?

**Response:** *Please reference [Addendum 01](#) (dated 14 August).*

**Question 25:** Is there a separate Classification and Compensation study required in addition to the Recruitment? This is generally treated as a separate exercise distinct from Recruitment. Will the district pay for this service separately?

**Response:** *These services are included in the scope of this RFP.*

**Question 26:** How will AC Transit delegate the Executive Search responsibilities for the referenced job descriptions in Addendum 1, pages 2 through 4? Will you employ the services of one vendor to recruit and make the placement per requirement or will you have multiple vendors working on the same requirement?

**Response:** *The intent is to contract with multiple contractors, each handling a separate recruitment.*

**Question 27:** Can you give an estimated time frame that AC Transit is looking to bring a qualified candidate on board to fill these roles? ASAP, within the next fiscal quarter.

**Response:** *ASAP; within the next fiscal quarter.*

**Question 28:** Will direct contact information on the reference sheet on page 16 and page 17 of the RFP be held confidentially within the AC Transit Agency for verification purposes only or will this information be subject to public disclosure? Can we hold our reference submission proprietary and confidential?

**Response:** *No; as a public agency, all information provided is subject to the California Public Records Act (Cal. Govt. Code Sections 6250 et seq.). Please reference [Section E, Par. 9](#).*

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**Acknowledgment of Addenda**

The undersigned acknowledges receipt of the following addenda to the bidding document: Addendum 2. The completed acknowledgement of addenda form should be returned with bid response package; not sent to the District separately. **\*\* NOTE: Failure to acknowledge receipt of all addenda may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the bid.**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date