

QUESTIONS AND ANSWERS

REQUEST FOR PROPOSALS NO. 130-FF10 – EXECUTIVE SEARCH FIRM FOR SELECTION OF INSPECTOR GENERAL

QUESTION: Is the timeline correct? If the award is made on September 13, the list of “finalists” must be sent to the Selection Committee in four weeks, October 16? Realistically, a search for the most qualified candidates takes 2-3 months, if a district wishes us to advertise, conduct “stakeholder” engagement activities, successfully recruit, screen applicants and present candidates. A minimum of four weeks is necessary for recruitment alone. The quickest we have conducted a search is 7 weeks, with four weeks devoted to recruitment. We can certainly devote the resources to get the search done in 4 weeks, but often the delay is getting potential candidates to make a decision so quickly and getting their paperwork together to submit to us. Can you please clarify this timeline for us?

RESPONSE: If the timeline in the RFP is considered unrealistic by industry standards, an “adjustment” to the schedule will be negotiated with the successful proposer, by the Chairperson of the Selection Committee. Proposers are encouraged to indicate the realistic proposed timeline in their responses.

QUESTION: With respect to the Jessica Lunsford Act, Section XII of the RFP, I am assuming that our employees/agents would not be meeting in locations where students would be present. If this assumption is correct, do our employees, agents, etc. still need Level 2 clearance prior to beginning this project if we were selected as the firm?

RESPONSE: The screening requirements would not apply to this particular engagement. The District is required to include this form in all bids and proposals to inform potential proposers/bidders of the State law and requires that the completed sworn statement be returned. There will be no need to do anything further during this engagement. The form must be filled out prior to the issuance of a vendor number by the District.

QUESTION: Is there a salary range for the position?

RESPONSE: The salary range is \$106,000 to \$165,000 per year.

QUESTION: Has the Selection Committee been appointed? And, if so, can you share those names with us? We understand that there is a cone of silence. Also, with the RFP package, we received a blue envelope, but there were no instructions in the RFP about the bid and use of the envelope. Are the fee and expense info and breakdowns to be submitted separately from the proposal?

RESPONSE: The Selection Committee has not been finalized. There is not need to use the blue envelope. The fee and expense information and breakdowns are to be submitted with the proposal documents; not separately.

QUESTION: Point of clarification - Page 5, Para F states that..."The proposer is requested to submit a current audited or CPA certified financial statement." We are privately owned. As such, company policy prohibits the release of financial data. Does "requested" in essence mean "required?"

RESPONSE: The requirement for a current audited or CPA certified financial statement has been deleted.