



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT**

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<http://sedgwickcounty.org/finance/purchasing.asp>

**REQUEST FOR PROPOSAL
EXECUTIVE SEARCH FIRM for HR DIRECTOR RECRUITMENT
#13-0113
Addendum #1**

December 9, 2013

The following is to ensure that vendors have complete information prior to submitting a proposal. Here is a clarification regarding the Executive Search Firm for HR Director Recruitment.

Questions and/or statements of clarification are in bold font, answers to specific questions are italicized.

1) Is your preference that this search be conducted on a retained or contingency basis? Will you entertain either?

Answer: Retained basis.

2) What prevented a successful "hire" with the two (2) candidates mentioned in the document?

Answer: We could not find qualified candidates.

3) Would you allow an on-site visit by the "selected search firm" to obtain a 360-degree "feel" for the role? Information which will target areas of focus, challenges and characteristics which represent an "ideal" candidate.

Answer: Yes.

4) Are you willing to share more details about the HR opportunity? Will travel be required for this role?


Answer: No travel required.

5) Assuming that you would like the incumbent to start work as soon as possible, will your team/point of contact be available to communicate during the upcoming holiday season?

Answer: Yes, we will be available.

Firms interested in submitting a proposal, must respond with complete information and all supplementary materials and **deliver on or before 1:45 p.m. (CST), Tuesday, December 17, 2013.** Late proposals will not be accepted and will not receive consideration for final award.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.



Joe Thomas, C.P.M.
Purchasing Director