



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 COUNTY MANAGER RECRUITMENT
#14-0107
Addendum #1

December 3, 2014

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the Executive Search Firm for County Manager Recruitment proposal request.

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

1) Why have you chosen to outsource this recruitment?

Answer: The County Manager serves as the CEO of Sedgwick County. The Board of County Commissioners, the governing body of Sedgwick County, has elected to do a national search in the hopes of having a pool of well qualified candidates to be considered for this position.

2) Have you outsourced recruitment for this position or similar positions before?

Answer: It is a fairly standard practice for Sedgwick County to outsource the recruitment of high level positions.

3) Have you been trying to recruit for this position, and if so, for how long?

Answer: No, the current County Manager is retiring after 24 years of service with Sedgwick County.

4) How long does the selected firm have to provide candidates to you?

Answer: We leave it up to each proposer to provide us with detailed information regarding your offering, methodology, proposed timeline for services and other pertinent details. We can provide no specific timeline for the selected firm to provide us with candidates, but we seek the best qualified candidates for this position.

5) Please note the corrections made to the Tentative Timeline (showing 2015 instead of 2014):

TENTATIVE TIMELINE

The following dates are provided for informational purposes and are subject to change without notice:

Request for Proposal Issued -----November 21, 2014
Question Submittals Deadline by 5:00 P.M. CST-----November 26, 2014
Addendum Issued by 5:00 P.M. CST-----December 3, 2014
Proposal Due Date by or before 1:45 P.M. CST-----December 23, 2014
Proposal Evaluations -----December 23, 2014 – January 13, 2015
Bid Board Recommendation -----January 15, 2015
Board of County Commissioners Award -----January 21, 2015

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 23, 2014**. Late proposals will not be accepted and will not receive consideration for final award.

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

Joe Thomas

Joe Thomas, C.P.M.
Purchasing Director