



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 19-11296
FOR
RECRUITMENT SERVICES – FINANCE DEPARTMENT
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM “A”
1/25/2019

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Thursday, February 7, 2019. All responses must be in a sealed envelope and have “**RECRUITMENT SERVICES – FIANNCE DEPARTMENT**” and **Specification No.19-11296** clearly marked on the **outer most mailing envelope**.

Mail or Hand Deliver To:
City of Berkeley
Finance Department/General Services Division
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,


Shari Hamilton
General Services Manager

Addendum “A”

Questions and Answers for Specification No. 19-11296 RECRUITMENT SERVICES – FINANCE DEPARTMENT

The City of Berkeley has received questions from some potential respondents regarding **Specification No.19-11296, RECRUITMENT SERVICES – FINANCE DEPARTMENT**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. If applicable, who is the incumbent for these services and for how long have they served the City of Berkeley in this capacity?
A. None. This scope is specifically for the Finance Department.

2. Q. What are the City’s current rates for the services requested in the solicitation?
A. None

3. Q. What is the City’s historical usage and yearly spend for this contract during the past three (3) years?
A. The Finance Department does not have any history.

4. Q. What is the anticipated annual and total spend for this contract?
A. \$25,000

5. Q. How many awards does the City anticipate making?
A. One

6. Q. Page 1 of the RFP lists a proposal due date of February 7, while Section VIII: SCHEDULE (Page 7) lists a due date of February 5. Please clarify.
A. Thursday, February 7, 2019.

7. Q. To clarify: Who will be the employer of record for the candidates recruited? Is the City seeking firms to recruit Direct Hire candidates exclusively?
A. The City of Berkeley

8. Q. Can the City clarify why it is not seeking these services through its existing Temporary Staffing Services contract?
A. This is specific to the Finance Department.

9. Q. For what positions does the City have an immediate need? What is the range of positions the City anticipates having a recruiting need for over the life of the contract?
A. Accounting Manager, Contract Administrator and any other Finance Department classification.

10. Q. Will the City provide detailed job descriptions for the Finance Department positions it needs recruited?
A. Yes.

11. Q. Can the City provide an example of how it would like the Price Proposal formatted and what specific tasks, service types, and personnel it requires to be included, as Attachment A notes?

A. The City is not looking for a specific format. Please provide the best price proposal for this scope of work.

12. Q. What specific background checks and/or drug screens are required?

A. The City conducts all the background checks that are required.

13. Q. Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the City?

A. See answer to question #12

14. Q. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the City?

A. No.

15. Q. If respondent is employer of record, with respect to Affordable Care Act (ACA) costs, would the City prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates? Please clarify.

A. The City will be the employer of record.

16. Q. If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

A. The City intends to hire three positions as employees.

17. Q. Does the City have a sample contract that respondents can review?

A.

[https://www.cityofberkeley.info/Finance/Home/Current Bid and Proposal Opportunities.aspx](https://www.cityofberkeley.info/Finance/Home/Current_Bid_and_Proposal_Opportunities.aspx)

18. Q. If applicable, can the City among a respondent's client references?

A. The question is not clear, however, the City anticipates references will be checked.

19. Q. Is the City requesting that the contracted recruiter provide on-site personnel (i.e. a project manager)? If no, is there any scenario in which an on-site recruiter is required?

A. No.

20. Q. For the advertising/marketing plan, will the contractor be working in concert with the City's existing resources (i.e. PR department) to develop web content? Or will this be developed apart from the City? Please clarify the advertising/marketing dynamic.

A. Finance Department is the lead.

21. Q. Section III: SUBMISSION REQUIREMENTS notes that proposals shall "itemize all services, including hourly rates for all professional, technical, and support personnel." Are 'professional, technical, and support personnel' a reference to the types of the candidates being recruited? Or is this in regard to the contractor's key personnel?

A. Contractors key personnel.

Except as provided herein all other terms and conditions remain unchanged.