



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 “B”
2/5/2019

Dear Proposer:

The City of Berkeley received questions from potential respondents after the questions due date. The questions are thought to be important to potential respondents in communicating a quality proposal, the answers are included in this addenda. With this addenda, the City will extend the due date.

Proposals due date has changed from Thursday, February 7, 2019 **to must be received no later than 2:00 pm, on Thursday, February 14, 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 “B”

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. Does the City expect to get hourly bill rates for Accounting Manager, Contract Administrator and other job positions?
 1. A. No.

2. Q. Do bidder need to provide bifurcation of their direct hire costing including charges of key personnel to deliver services, and customer services etc.
 2. A. No, a detailing to the cost components to deliver the services is not required.

3. Q. The proposal shall itemize all services, including hourly rates for all professional, technical and support personnel.
 - a. Are you referring to internal team and key personnel of Bidder who will be supporting this contract? Kindly clarify.
3. A. Respondents should provide a listing of all billable services, along with the applicable billing rates.

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