



**Finance Department**  
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)**

**Specification No. 21-11462**

**FOR**

**ON CALL RECRUITING SERVICES FOR PUBLIC WORKS DEPARTMENT  
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY  
ADDENDUM "A"**

June 7, 2021

Dear Proposer:

Questions received from proposers along with answers are attached.

**Proposals must be received no later than 2:00 pm, on Tuesday, June 15, 2021.** All responses should be sent via email to [purchasing@cityofberkeley.info](mailto:purchasing@cityofberkeley.info) and have **"ON CALL RECRUITING SERVICES FOR PUBLIC WORKS DEPARTMENT"** and **Specification No. 21-11462** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document titled **21-11462 Price Proposal – (insert Company Name)**.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet  
General Services Manager

## **Addendum “B”**

### Questions and Answers for Specification No. 21-11462 ON CALL RECRUITING SERVICES FOR PUBLIC WORKS DEPARTMENT

The City of Berkeley has received a question from potential respondents regarding:  
**Specification No. 21-11462-C, ON CALL RECRUITING SERVICES FOR PUBLIC WORKS DEPARTMENT.**

In an effort to provide the same information to all, listed below is the question received to date, with response from City staff.

- 1) Q: Please advise if the request is for a single recruiter or a recruiting firm.  
A: Both
- 2) Q: Who is the incumbent(s) for this contract?  
A: None.
- 3) Q: What is the estimated budget (\$) for this contract?  
A: \$20,000-\$25,000
- 4) Q: Is this a single award contract or multi?  
A: We anticipate awarding the contract for the Manager of Engineering recruitment and there may be future amendments to cover new recruitments.
- 5) Q: Under background – page no. 2, you have mentioned department seeks a recruiter? Do you just need a recruiter temporarily or complete recruitment services for all categories mentioned at <https://agency.governmentjobs.com/berkeley/default.cfm?action=agencyspecs> ?  
A: See answer to Q#4.
- 6) Q: How do you need pricing? Hourly rates for all Occupational Categories Page no. 10?  
A: While open to alternatives, Public Works assumes most proposals will include a fixed fee per recruitment and address expenses either within that fee or separately.
- 7) Q: Can the agency provide references out of state as well?  
A: Yes.
- 8) Q: Is there a local preference?  
A: No.

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