



**Questions & Answers  
Request for Proposals (RFP)  
On-Call Professional Recruitment Services  
December 12, 2023**

**Proposals Due: Friday, December 15, 2023, no later than 4:00pm**

1. Why is the contract out for bid? Is it required to be put out for bid? **Looking for a recruitment firm to help with senior level and executive level recruitments. Yes, an RFP is required.**
2. Are you satisfied with the current provider(s) of services? If not, why not? **Yes**
3. What would you like to see with the awarded vendor and their approach to the request? **We are looking for a vendor with experience in public sector recruitment and have worked with agencies similar to the City of San Carlos.**
4. How many vendors are you planning on awarding? **One**
5. If more than one, will there be primary, secondary, tertiary, etc. status for vendors? **N/A**
6. If more than one firm is awarded and there isn't a tier system, how will jobs get distributed to firms? **N/A**
7. What is the top criteria you are looking for in the awarded vendor(s)? **We are looking for a vendor with experience in public sector recruitment.**
8. How jobs do you need? What is the volume of requisitions? **We currently have two immediate recruitments**
9. Can you provide job descriptions and estimated salaries? **See the City's website for salary and job description information.**
10. How many hours per week will each title work? **Exempt full-time positions (40/hr week)**
11. Typically how long are the assignments? **Not looking for temporary help.**
12. Will you accept new graduates into any of the roles? If so, which ones? **No. Our Senior level and executive level positions require experience.**

13. If awarded, when will we receive the jobs? **January 2024**
14. When do you anticipate the contract starting? **January 2024**
15. How many hours did these titles work in 2021, 2022, and 2023? **Exempt full-time positions (40/hr week)**
16. What was the spend on this contract in 2021, 2022, 2023? **FY 2022-23 \$44,000.00**
17. What is expected annual spend for this contract in 2024 and 2025? **Possibly \$75,000 or greater depending on openings.**
18. Have you contracted for these services in the past? **yes**
19. What are the current bill rates? **\$25,000 flat fee for one executive recruitment**
20. Are you seeking bidders with the lowest price? If not, what other considerations are they taking into account when evaluating proposals? **We are looking for a vendor with experience in public sector recruitment and have worked with agencies like the City of San Carlos. This will have a higher priority than price.**
21. Is it possible to add mutual indemnification into the contract agreement for selected vendors? **All contract language will be reviewed by our City Attorney.**
22. Will exceptions to the General Terms & Conditions be a part of the evaluation? **Yes**  
Could exceptions be a detriment to winning the bid? **Depending on the requested exception**
23. How many vendors do you currently partner with on this contract or the previous contract? **One**
24. Who are your current vendors? **CPS HR Consulting**
25. If applicable, who are the incumbents for these services and for how long have they served the City in this capacity? - **CPS HR Consulting, 1 year**
26. What is the anticipated annual and total spend for this contract? **Typical recruitment is generally between \$22,000 - \$27,000 per recruitment.**
27. What is the length of this contract? **1 year with an option to renew for an additional year.**
28. Will the City accept a mark-up percentage fee for placements? **No**
29. What are the City's payment terms? **The City will pay firm in accordance with their proposed fee schedule**

30. What specific background checks and/or drug screens are required of the placements? **Basic background check and verifications. No drug screens are required**
31. To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will the City accept letters of attestation in lieu of actual background check results? **Yes, however at hire, the City conducts a Live Scan for future notifications.**
32. Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the City? **Yes, per the firm's proposed fee schedule**
33. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the City? **No**
34. What is the process when contract is awarded if there are several awardees in sharing the open requisitions? **The RFP will be awarded to one recruitment firm.**
35. Does the City accept remote online notarized signatures and secure remote online documents? **Yes**
36. If able to share, what roles/positions are currently open (or are you anticipating) that you would be seeking assistance with under these terms? **Current opening: we will immediately seek assistance on Senior Engineer and Senior Planner recruitments. If other Senior to Executive level positions become available either through retirements or newly added positions, we would seek assistance via this contract.**
37. Are any other government entities able to utilize this contract? **No**
38. Could you list the job titles sought in this RFP? **Duplicate question. Please see response in question #12.**
39. Will the City provide detailed job descriptions for the positions sought in the solicitation? **Yes**
40. What are City's current rates for the services listed in the solicitation? **See below for the incumbent's fee schedule**
41. Could you provide the incumbent's fee schedule for these services? **See below for the incumbent's fee schedule**

Service	Pricing
Full - Executive Recruitment*	\$25,000 Flat Fee
Partial - Executive Recruitment	\$19,000 Flat Fee
Full – Middle Management/Specialized	\$19,000 Flat Fee
Partial – Middle Management/Specialized	\$16,000 Flat Fee
Full - General (Professional/Administrative)	\$13,500 Flat Fee
Partial - General (Professional/Administrative)	\$11,500 Flat Fee
Outreach Only	\$5,000 Flat Fee
Outreach Plus Advertising	\$7,500 Flat Fee (includes direct advertising)

\*Professional fees would be billed and paid monthly.

42. Could the City of San Carlos kindly provide clarification on whether submissions should be made physically or through email? **Either will be acceptable. Respondent can choose how to submit.**
43. Are electronic signatures allowed? **Yes**
44. Is the certificate of Insurance required with the response? **No, but will be required if the contract is awarded**
45. Is there any incumbent to this solicitation? If yes, could you please provide the information? **Yes, CPS HR Consulting**
46. Could the City of San Carlos kindly provide clarification on whether it is necessary to submit the response physically, via email, or if vendors have the option to choose one of the two methods? **Duplicate question to #1. Either will be acceptable. Respondent can choose.**
47. Could the City of San Carlos kindly provide guidance on the required format that vendors should follow in their responses? **No required format specified.**
48. Could the City of San Carlos please confirm the required forms that must be submitted with the proposal? **No required format just required content (see section IV)**
49. Does the City of San Carlos provide any preference to California local vendors? **A proven history of engagements of similar size and scope, with other government public sector clients is preferred**
50. Could the City of San Carlos please grant an extension on the due date? **No**
51. Could the City of San Carlos please confirm the anticipated number of requirements per year? **At minimum three**

52. Is the W-9 necessary with the proposal response? **No**
53. Is there a possibility of disqualification for vendors who do not meet all the requirements specified in Attachment A? **Yes**
54. Could the City of San Carlos please clarify if it is required to provide resumes of the Key personnel? If yes, is there a page limit for the resumes? **A brief resume of the individual(s) assigned to this project is required. Discretion is given to how you describe brief.**
55. In case firms are submitting confidential information in the response, is it required to provide a redacted version? **No**
56. Could the City of San Carlos please clarify what it would be the contract period? **It is for a one-year contract with the City's option to extend an additional year.**
57. Are there scores for the evaluation criteria? If yes, could you please disclose it? **No**
58. Which individuals within the City of San Carlos will be responsible for decision-making roles in relation to this contract? **Rebecca Mendenhall and Angie Rodriguez**
59. Could the City of San Carlos please clarify if the estimated budget covers the entire contract period, including any potential renewal years? **Yes it will covers the contract period.**
60. Could the City of San Carlos please provide clarification on whether the response, if submitted physically, needs to include a USB? **No USB is needed**
61. Is there a page limit for the proposal response? **No**
62. Could the City of San Carlos please clarify if there are any format margins that we need to consider when writing our proposal? **None specified**
63. Could the City of San Carlos please clarify what is the suggested font size and type for the proposal? **None specified**
64. Could the City of San Carlos kindly clarify whether it is a requirement for Attachment A to be included in the vendor's response? **Yes, please see checklist**
65. Could the City please clarify what kind of positions will be released under this contract? Will they be administrative/clerical, or will there also be IT positions needed? **Department Directors and other key executive positions. (Example current need: Senior Accountant, Senior Engineer, and Senior Planner)**

66. Can a firm only provide services for the recruitment of IT positions or are firms required to have experience in recruiting all sorts of positions? **Looking for one firm with experience in recruiting in all areas not just IT.**
67. What information can firms provide in order to meet the minimum requirements?
- **A minimum of five years with experience in the professional recruiting field**
  - **A proven history of engagements of similar size and scope, with other government public sector clients**
68. Under Section I. Introduction it states "Each year, the City may experience vacancies in Department Director, other key executive positions, or other hard to fill professional positions within these areas due to retirement, resignation to accept other career opportunities, or creation of new positions based on Department assessments or organizational needs." Could the City please clarify under which categories (administrative, clerical, financial, IT, etc.) will positions be released? **It is possible to need recruitment services in all categories**
69. If a firm provides temporary personnel can they bid on this solicitation? **No, We will be looking for a firm that can provide quality candidates via recruitment services not temporary personnel staffing.**
70. Could the City of San Carlos please confirm if they are looking for firms to recruit all sorts of positions? **Yes**
71. For the pricing, can firms provide a percentage of the resource's first-year base salary as pricing? **Yes**
72. Section IV Required Content of Proposal states "a brief resume of the individual(s) assigned to this project." Could the City of San Carlos please clarify if the resumes requested are for the personnel that will manage the contract? **Yes, we are looking for the resume of the individual(s) who will be recruiting for our open positions.**
73. Section IV Required Content of Proposal states "contact information for three (3) references; and sample work products including recruiting brochures, candidate questionnaires, candidate reference reports, etc." Could the City of San Carlos please clarify if the sample work products need to be given for each reference or can firms provide these apart from the references? **This can be provided apart from the references.**
74. Section IV Required Content of Proposal states " sample work products including recruiting brochures, candidate questionnaires, candidate reference reports, etc." Could the City of San Carlos please clarify what it is meant by candidate reference reports? **Tools used to gather references on candidates that are presented.**

75. Can firms provide commercial references? Yes, however the requirements state we are looking for firms that have worked with similar size and scope, with other government public sector clients. Those types of references will be more valuable.