

**RFP – Executive Search Services**

**July 19, 2021 Addendum**

**1. Is there an identified budget for this search?**

There is no identified budget at this time.

**2. The scope of services includes “Set up and coordinate public forums, gathering feedback and presenting summarized results” that comes after the interview process. Do you envision a town hall-type forum? If so, how many?**

The RFP seeks a recommended scope of services from the recruitment firm including a community engagement component. Firms should include within their proposal a recommendation for community engagement including the type and number of engagements. There is no specific vision for the community engagement process at this time.

**3. The scope of services also includes “Develop a community engagement strategy that gathers information from stakeholders in the community regarding Village Manager qualifications, experience and personal dimensions.” Do you prefer an electronic survey, in-person meetings, other options, a combination of these?**

As above.

**4. The RFP requests “a list of all accounts indicating those who are similar to the Village.” We have worked with roughly 1,000 clients during our history. Do you want a list of current clients, recent clients or all clients? What similarities with the Village are you seeking – population, geography, demographics, form of government, other factors?**

We would encourage respondents to provide a list of accounts that are similar to the Village based on the firm's evaluation of the Village. Population, geography, demographics and form of governmental are all relevant factors.

**5. The Cost Proposal states: “Vendor shall state as part of their bid, costs associated with.” There seem to be some words missing. We assume you're asking for costs associated with the proposal but want to be sure.**

Yes, this is a typo. All costs associated with the proposal should be included in the RFP response.