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## ADDENDUM #2

Request for Proposals  
Direct Placement Recruitment  
Solicitation No. 2024-5017

Originally Issued October 30, 2024

### Addendum 2 – Issued November 15, 2024

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

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### QUESTIONS:

1. How many resources or candidates are currently active under the incumbent contracts? A breakdown by vendor would be appreciated. **This information will not be provided. Any open position is availed to all contracted recruiting firms.**
2. What is the tentative start date of this engagement? **January 2025.**
3. Are incumbents eligible to submit the proposal again? **Yes.**
4. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting? **No.**
5. How many positions were used in the previous contract? **This information will not be provided.**
6. How many positions will be required per year or throughout the contract term? **Volume of positions cannot be guaranteed at this time as it is dependent on the business need and also if there is attrition.**
7. Can we provide hourly rate ranges in the price proposal? **Please provide the rates and percentages requested in the fee submission form.**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

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8. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes? **No.**
9. Can firms that have already been awarded 2024-5009 contract bid on this solicitation? **Yes.**
10. What will be the difference between this contract and contract 2024-5009 if they have similar scope? **This is a supplemental opportunity.**
11. Is this a new initiative? If not, who are the current vendors? Please share their pricing file. **Please refer to Addendum 1.**
12. Is the vendor required to submit all job titles? **No.**
13. What are the historical annual spending volumes in the project? **The current contracts 2024-5009 Contract Labor and Executive Search Services for Finance and Executive Positions have not had any spending since September, 2024.**
14. What is the estimated budget for this project? **Please refer to Attachment A Scope of Work 5.2.1.**
15. Is COI required to be submitted along with the proposal or upon award? **Upon award. It is not required at the time of proposal but may be included if available.**
16. Is Sub-contracting mandatory? **No.**
17. Under Section 4 of the RFP, there is a subsection requesting references to be included in the Quote Packet. Directly following this, the RFP also includes a request under 'Previous Client Satisfaction,' which appears to also pertain to references. Could you please clarify if this indicates a requirement to provide a total of eight references? **Professional References Form requires 5 references. You can use three of these to respond to the Previous Client Satisfaction, or you can add additional references.**
18. Can you please provide a clarification about the HUD Forms? How are we supposed to submit it with the proposal? **HUD Forms are included in the Proposal Packet for submission.**
19. The initial version of the Proposal Packet included designated spaces for Digital Signatures, whereas the updated version does not show these spaces. Could you please confirm if we are expected to provide Digital Signatures, or if e-signatures will be sufficient? **This was an issue with the website that has been corrected. You can provide digital signatures, e-signatures, or hard copy scanned signatures.**
20. Can we expect any extension of the due date? **No extension is anticipated at this time.**

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21. Can incumbent vendors also bid on this opportunity? **Yes.**
  22. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting? **No.**
  23. Can we perform as the prime contractor while utilizing subcontracting, as we hold MBE certification? **Yes.**
  24. What would be the number of awards you intend to give (approximate number)? **The actual number of awards will depend on the number of qualified proposals received.**
  25. Are there any pain points with your present staffing vendors? **No.**

\*\*\*END OF ADDENDUM TO DATE 11/15/24\*\*\*

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