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## Solicitation Addendum

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Addendum No.: 2  
Solicitation No.: 21-R077610JE  
Solicitation Title: Executive Search Services  
Addendum Date: September 27, 2021  
Procurement Contact: Jacob Erickson, Procurement Official

**Request for Offers No. 21-R077610JE is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated in and made a part of Request for Offers No. 21-R077610JE.**

**The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this Request for Offers No. 21-R077610JE was September 24, 2021 at 3:00 P.M. EST. No further clarification requests received after the established deadline shall be entertained.**

### QUESTIONS AND RESPONSES:

**Q1. What is the annual anticipated spend of the award?**

R1. This cannot be determined at this time do the services being requested on an as-needed basis.

**Q2. How many key positions are anticipated over the 3-year award period?**

R2. Refer to R1.

**Q3. Does the County intend to issue an exclusive or multiple awards? If multiple, what will delineate the use of each offeror?**

R3. Refer to Section A.13, Reserved Rights of RFO No. 21-R077610JE. If the County elects to award multiple vendors, the County, at their sole discretion, reserves the right to choose which vendor is given the work.

**Q4. Since a referred and selected candidate under Executive Search Services becomes an immediate employee of the County (host employer), screening services such as E-Verify and conducting criminal background checks, and employer insurance requirements, such as maintaining workers' compensation insurance, is a host employer's lawful responsibility. Since these services and insurance requirements**

**are being requested in the offer packet, is this for the sole purpose of having “leasing” or temporary employees? If not, please describe the purpose of these requirements.**

R4. These are the standard insurance requirements that are required for contracts entered into by the County.

**Q5. Will temporary, consulting, W-2, 1099 services need to be included (since you are including “leasing” insurance requirements)? If so, what other type of service will be expected, and for what anticipated purpose?**

R5. Refer to Exhibit 1, Scope of Work.

**Q6. If additional services are being evaluated beyond Executive Search Services, if the offeror required to bid on all services?**

R6. Refer to Exhibit 1, Scope of Work and Exhibit 2, Offer Response Requirements.

**Q7. What is the expected revenue spend or number of possible positions requested annually for this contract?**

R7. Refer to R1.

**Q8. Is there a current vendor in place for these services? If so, what are the current rates for services?**

R8. There is no current vendor in place for these services.

**NOTE:**

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the Request for Offers No. 21-R077610JE.

**INSTRUCTIONS:**

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

**END OF ADDENDUM**

AUTHORIZED FOR RELEASE