



March 21, 2017

TO: All Interested Proposers

SUBJECT:

Request for Proposal (RFP) 17-1078DW
Executive Search Services for a County Administrator

ADDENDUM No. 1

The following items are issued to add to, modify and clarify the Request for Proposal document. Proposals are to be submitted on **March 28, 2016 at 3:00 P.M.**, in conformance with the additions and revision listed herein.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFP was March 20, 2017 at 5:00 P.M.

Proposer Note 1: Responses to questions received from proposers through March 20, 2017. No additional questions shall be considered.

1. Could you provide the salary of the current County Administrator and what would be the range for the new County Administrator?

Response: \$209,185.60. Range for new County Administrator: \$155,708.80 - \$249,142.40.

2. Please provide reporting structure of the organization and how many employees would the County Manager managed?

Response: Refer to the attached Organization Chart.

3. Would the By-Laws make it mandatory for the County Administrator to reside in the county?

Response: The County Administrator does not need to reside in the county at the time of appointment, but during his/her tenure in office shall reside within the county.

4. Please explain why the current County Manager is leaving?

Response: The current contract is set to expire January 2018 with an election not to renew.

FINANCIAL MANAGEMENT - PROCUREMENT DIVISION
4112 Manatee Avenue West, Suite 803 Bradenton, FL 34205
PHONE: 941.749.3014 • FAX: 941.749.3034
www.mymanatee.org

5. What is the current budget of the county?

Response: The net budget is \$578,824,884.00.

6. Does the County have a balanced budget or would the new County Manager have to reorganize to balance the budget?

Response: The County has a balanced budget as required by Florida Statutes.

7. Does the county have a budget for this search, if so, could you please provide "not to exceed" budget for this search?

Response: There is no set "not to exceed" budget for this search and will be negotiated with the selected vendor.

8. Has the county utilized an executive search firm for other senior positions and if so, please provide the firm the county retained.

Response: Yes. Waters & Company, Inc.

9. Would the county allow for travel expenses for the final slate of candidates being interviewed?

Response: Yes.

10. Who would be involved in the interviews?

Response: The final interview process has not been determined yet but it is expected that the finalists would interview with members of the Board of County Commissioners.

11. Section C.01.10 requests an explanation of our "legal capacity" to perform the scope of services outlined in the RFP. If certification from the State of Florida Department of State and copies of local licenses and permits satisfy the explanation request we will be happy to provide copies of such. If not, could you please expand on what you are looking for in the form of an explanation of our "legal capacity."

Response: Yes, Proposers are to demonstrate that they have the legal ability to enter into a binding contract.

12. Section C.01.12 makes a similar request regarding our financial capacity. Considering what we believe to our financial capacity to be the personnel dedicated to Manatee County's search and recruitment that will be well defined in our response to the RFP, we are not certain if additional explanation is required; our response (proposal) will include an organization chart of resumes of personnel dedicated to the project. Further, our proposal will make reference to our nationwide resources...that are available as necessary. Please let me know if this will satisfy the financial capacity explanation.

Response: Yes.

13: Section 01.13 is requesting authorization for Manatee County auditors to have access to our corporate financial records. Your clarification of this request would be appreciated.

Response: This authorization is being requested in the event a future audit of the Successful Proposer's financial records pertaining to the services described herein is found to be necessary.

No additional questions will be considered after the issuance of this Addendum No. 1.

Proposals are to be prepared as instructed in this Request for Proposal and shall be received at Manatee County Procurement Division, Suite 803, 1112 Manatee Avenue West, Bradenton, FL 34205 on or before **3:00 P.M. on March 28, 2017.**

Cordially,



Dennis Wallace
Contracts Manager

Attachments: Manatee County Organization Chart

MANATEE COUNTY GOVERNMENT

03/04/2017

