



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM 1

File: 2002-961-30-5002

Title: Executive Recruitment Services for SAHA Director of Federal Housing Programs

Question 1: Who is the incumbent for Executive Recruitment?

Answer 1: In the past, SAHA has normally issued solicitations for its recruitment services as needed when a position needs to be filled and when it chooses to not utilize normal recruitment process.

Question 2: Will there be multiple winners?

Answer 2: No, only one firm will be awarded this contract.

Question 3: What is the budget?

Answer 3: We do not have a set budget for this procurement, but due to the method we are using, it cannot exceed \$50,000.00. Please refer to Section 25.8 of the solicitation.

Question 4: What was the amount spent on Executive Recruitment in 2019? 2018?

Answer 4: Contract awards were the following amounts. For 2018 and 2019 these were for one vacant position each:
2019 - \$24,950
2018 - \$30,000
2017 - \$0

Question 5: Is this for one position or multiple?

Answer 5: This solicitation is for “one” position only, the Director of Federal Housing Programs.

Question 6: What is the difference between this request and 2002-961-30-5001?

Answer 6: The major differences are the following:



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- This solicitation is for “one” position, the other one is for recruitments for multiple positions for Department Directors, Executive Officers, and the CEO as they become necessary.
- The latter one will be expected to be multi-year contract 1 year term with 4 years additional renewal options. Positions need to be filled and SAHA chooses to not utilize normal recruitment process.
- This current solicitation will be awarded to one firm. The other one may involve SAHA selecting one or more than one firm for its “pool”.

Question 7: We contract out background investigations. Should the firm that we use be considered a sub-consultant?

Answer 7: No.

Question 8: Should advertising costs be included in the quoted price? For example, the minimum to advertise in the Express News is \$900; is that part of the \$50,000 limit?

Answer 8: Yes, all fees should be included in the flat fee price submitted in the response.

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Director of Procurement

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