



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

Procurement Department

## ADDENDUM # 3

To: File 2002-961-30-5001  
RFP for: Executive Recruiter Services

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### Please note the following changes:

- Change 1:** Page 15, C.5 Tab 5 Proposal Checklist and Certification: Change Attachment E to read Attachment D.
- Change 2:** Page 24 Last Bullet Point: Delete existing language and replace it with the following: Finalists in the search process will be directed to a private link on SAHA’s website to complete their application with the Housing Authority.
- Change 3:** Page 25: Delete the paragraph which starts with “SAHA will reimburse...”

### The following questions were received:

- Question 1:** Is it required that the vendor is able to meet all of the listed minimum qualifications or just some of them?  
**Answer 1:** Per item VII.A respondents must meet one or more of the listed minimums.
- Question 2:** You require evidence of the vendor being current on all taxes. What evidence are you looking for us to include in our proposal?  
**Answer 2:** Item C.3.d only requires proof that the vendor is current on their State of Texas Franchise taxes if they are subject to that tax.
- Question 3:** Page 24 in regards to “Contractor shall include a link to the SAHA website for capturing resumes and questions.” Can we make a recommendation for language change based off our conversation at the pre submittal meeting to: “Finalists in the search process will be directed to a private link on SAHA’s website to complete their application with the Housing Authority.”?  
**Answer 3:** SAHA accepts your proposed change, see Change 2 above.



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**Question 4:** If we choose to have an “all included” pricing format, how will that affect our price evaluation scoring as compared to those who would charge the customer for every expense incurred in the search?

**Answer 4:** An all inclusive fee is what SAHA is asking to be provided.

**Question 5:** Can all or parts of the proposal response be copyrighted?

**Answer 5:** This is a business decision by the respondent.

**Question 6:** How does SAHA handle open records requests? Will requests be submitted to the Attorney General for to rule on based on Vendor justification?

**Answer 6:** SAHA follows the statutory requirements of the Texas Open Records Act.

**Question 7:** Just to clarify: It was mentioned in the pre-proposal meeting you wanted the pricing to be the “first document only in the original.” Does this mean you want it to be the first document in Tab 5 (Where Attachment E goes) of the original or on a separate page inserted before Tab 1 (the very first page)?

**Answer 7:** The form of Proposal letter and its attached Fee page shall be the very first items in the proposal copy marked “ORIGINAL”.

**Question 8:** Can we submit a flat admin fee in lieu of the line items discussed on p. 25?

**Answer 8:** No. SAHA desires an all inclusive (fully burdened) flat fee for all services. SAHA will reimburse the contractor(s) for selected candidate(s) travel expenses.

**Question 9:** Please provide the salary range for the three positions identified on the Proposal Fee Sheet.

**Answer 9:** The salary ranges are as follows:

Departmental Director:	\$99,000 to \$158,400
Officer/Executive:	\$140,125 to \$225,000
President/CEO	\$188,700 to 301,920

**Question 10:** Can we propose a % of salary in lieu of a flat fee?

**Answer 10:** A flat fee is being requested. In the past respondents have not provided a flat fee when the solicitation requested it and SAHA was unable to fairly compare competing firms based on their prices for the service.

**Question 11:** The last bullet on p. 24 says a link to the SAHA website for capturing resumes and questions - what does this mean?

**Answer 11:** See response to question #3.



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**Question 12:** Should the firm used to conduct background investigations be treated as a sub-consultant in this proposal?

**Answer 12:** No not for this proposal. If other recruiting firms are utilized they would be considered as sub-consultants.

**Question 13:** May we receive the RFP as a word document so we may respond to this RFP and use the required forms for our submission?

**Answer 13:** We cannot share it as a word document, we have converted to Google. You can convert it from the PDF if necessary.

By: **Steven Morando**  
Director of Procurement and General Services

Date: March 10, 2020