



ADDENDUM No. 01

**RFP No. 18-21-11001
Executive Search Firm**

Wednesday, July 11, 2018

1. Please see page 14 of 26, ARTICLE II – GENERAL CONDITIONS, Section 2.07 **Warranty –Minimum Requirements**, **DELETE** entire paragraph and **REPLACE** with

A. **GENERAL WARRANTY FOR SERVICES.** In the performance of the Scope of Services under this solicitation, the Respondent and its employees and/or Subcontractors shall exercise the degree of skill and care required by customarily accepted good practices and procedures in the industry. All services under this solicitation are warranted for a period of one year following final acceptance of the services. If any failure to meet the foregoing warranty appears within one year after services are accepted by JAA, the Respondent shall again perform the services directly affected by such failure at the Respondent's sole expense.

B. **REPLACEMENT GUARANTEE:** In the event the employment of a candidate hired through this agreement lasts less than 365 calendar days, and provided that all fees and expenses relating to such referral have been paid, the Respondent will conduct another search for a replacement candidate for the same position at no additional charge to JAA. Respondent's obligation under this agreement is limited to attempting to find a replacement candidate. No refund will be made if JAA hires a replacement from any other source, or if JAA is no longer actively seeking to fill the position.

2. Please see Attachment No. 01 – Questions and Answers
3. **Please remember to acknowledge receipt of Addendum No. 01 on the ARTICLE IV – PROPOSAL FORM, page 21 of 26 Section I.**

The Question and Answer period closed on Monday, July 9, 2018 at 5:00 PM (local time)



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- Q1. We would like to request an extension of two weeks to ensure completeness.
R1. **Inasmuch as time is of the essence, an extension will not be granted at this time.**
- Q2. Request that RFP be amended to include the following questions of the search firms and be considered in the evaluation of each firm's proposal:
- a. Have you been terminated from any prior contracts prior to the search being completed? If so, detail each termination
 - b. Have you ever had to redo a search because the selected candidate's employment was terminated within the first year; essentially exercising your guarantee? If so, please detail each instance.
 - c. Describe your commitment to diversity and how your firm is representative of diversity?
- R2. **The current evaluation criteria are sufficient to properly score, rank and make an award in this matter.**
- Q3. We request that the points of Local Preference be removed in this RFP because it places other search firms in the aviation industry at a disadvantage since one aviation search firm is based in the Jacksonville area. Granting an additional 5 points gives that firm preferential scoring.
- R3. **Local preference is consistently used in JAA solicitations, the funding for which are not based upon federal or state dollars. As such, local preference will remain a part of this contract award.**
- Q4. Request that a DBE and/or MBE goal of at least 10% be part of this RFP and/or extra points be given for meeting and exceeding the DBE/MBE Participation goal?
- R4. **Consistent with its standard solicitation procedures, JAA has reviewed the scope of services in this matter and is of the opinion that, while small and minority business participation / utilization is encouraged, a goal for the same will not be established.**
- Q5. Please clarify if a leadership/personality assessment is requested as part of this RFP?
R5. **No.**



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- Q6. Please describe how many on-site meetings with the Board and/or the community will be requested throughout this search?
- R6. This question cannot be answered with any degree of certainty. Respondents are asked to include their proposed guidance on this and related issues as part of their written narrative in response to RFP § 1.10(C), Evaluation Criterion Project Plan, Timeline and Staffing.

The Question and Answer period closed on Monday, July 9, 2018 at 5:00 PM (local time)