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DATE: October 21, 2020

**SUBJECT: REQUEST FOR QUALIFICATIONS FOR AS-NEEDED EXECUTIVE
RECRUITMENT CONSULTANTS**

Pursuant to the As-Needed Executive Recruitment Consultants Request for Qualifications (RFQ), all proposers were to submit any questions regarding this RFQ by no later than Wednesday, October 21, 2020. Questions were to be answered in writing and all questions and responses were to be posted on the Department's website.

Below is a list of questions received from proposers, and the Department's response:

1. Q: Is there an incumbent currently providing these services?

A: No, currently we do not have anyone providing these services.

2. Q: Are the services in this RFQ continually needed, even beyond the term of the resulting contract, and therefore may be bid out again?

A: Services are required on an as-needed basis for each vacant management position. Another bid will go out if recruitment services are needed for another management vacancy.

3. Q: Can companies from outside the USA apply for this? For example, like from India or Canada?

A: No.

4. Q: Do we need to attend in person meetings?

A: No. All meetings can be set up via internet.

5. Q: Can we perform the tasks (related to RFQ) outside the USA?

A: No.

6. Q: Can we submit the proposals via email?

A: Yes. Please read the Request for Qualifications.