



Date: October 9, 2023
To: All Vendors
Subject: Addendum #1

REFERENCE: P006-24 Professional Recruitment Services

This Addendum forms part of the contract and clarifies, corrects or modifies original proposal document.

Question 1: What would be the number of awards you intend to give (approximate number)?

Answer 1: Not applicable to this RFP.

Question 2: Please provide us with an estimated NTE budget allocated for this contract.

Answer 2: This information is currently not available.

Question 3: Is this an old contract or new contract?

Answer 3: There is no existing contract.

Question 4: What is the work location of the proposed candidates?

Answer 4: Work location is the Brownsville Public Utilities Board, 1425 Robinhood Drive, Brownsville, Texas.

Question 5: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

Answer 5: There is no existing contract or incumbents.

Question 6: Are there any pain points or issues with the current vendor(s)?

Answer 6: There is no existing vendor.

Question 7: Could you please share the previous spending on this contract, if any?

Answer 7: There is no existing contract.

Question 8: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

Answer 8: BPUB is not looking for subcontractors. We are looking for a Firm who is capable of providing recruitment services.

Question 9: How many positions were used in the previous contract?

Answer 9: There is no previous contract.

Question 10: How many requisitions will be required per year or throughout the contract?

Answer 10: Previously, BPUB hired a consultant to fill the position of Assistant GM & COO. Other than that position, BPUB has done all our recruitment with inhouse staff.

Question 11: If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

Answer 11: Once the contract is awarded, BPUB expects the consultant to provide us with candidates for the positions for which we are recruiting. Initially, we expect to recruit for a Director of Power Supply and for a General Counsel.

Question 12: Can we provide hourly rate ranges for the given positions?

Answer 12: BPUB will provide this information once a contract is awarded based on the position for which we need recruitment services.

Question 13: Is it entirely onsite work or can it be done remotely to some extent? Do the services need to be delivered onsite or is there a possibility for remote operations and performance?

Answer 13: Onsite work by the Firm selected to provide the recruitment services is not required but may be requested at any point in the project.

Question 14: Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Answer 14: Candidate resumes are not required for this RFP; this would come later as the recruitment process ensues. In response to this RFP, Firm must include resumes for key personnel who will be working on the project.

Question 15: Could you please provide the list of holidays?

Answer 15: Brownsville PUB holidays are as follows: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Cesar Chavez Day, Good Friday, Memorial Day, Emancipation Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day and a floating holiday (day).

Question 16: Are there any mandated Paid Time Off, Vacation, etc.?

Answer 16: BPUB provides vacation leave benefits to its employees.

The signature of the company agent, for the acknowledgement of this addendum, shall be required. **Complete information below and return via e-mail to: dsolitaire@brownsville-pub.com.**

I hereby acknowledge receipt of this addendum.

Company: _____

Agent Name: _____

Agent Signature: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **E-mail address:** _____

If you have any further questions about the Proposal, call 956-983-6366.

BY: *Diane Solitaire*
Purchasing