



Stamford Public Schools

EXCELLENCE IS THE POINT.

To: All Bidders
From: Ryan Fealey, Director of Finance
Date: October 8, 2021
RE: RFP 21-31 Executive Search Services

ADDENDUM 1

VENDOR QUESTIONS & ANSWERS

1. (On page 2): Professional services desired from the successful proposer are in the areas including (bullet point 10) “conducting comprehensive background checks.” Helbling & Associates subcontracts this effort to a third-party provider. Is this permissible? And, do we need to specify this within the proposal as outlined under 6.3 Subcontractors?

Using a third party for background checks is permissible, and should be specified under 6.3

2. (On page 3): Should/can we base our proposal response on the Sample Scoring Sheet? There does not appear to be any other outline of requirements.

Yes, that is an appropriate basis for your response

3. (Also on page 3): The SPS reserves the right to award this contract to one or multiple vendors providing that one vendor is financially beneficial to the district. Does this statement imply that two executive search firms may be selected for the assignment and asked to partner?

No. This means that SPS may issue an award to multiple firms, but contract with those firms separately to fill different positions.

4. (On page 4): Under the Provision for Required Insurance, Is Helbling & Associates required to maintain insurance outlined in item 2 (sexual abuse and molestation coverage) as nobody from our firm will be working with children. **No.**

5. (On page 15): Is the Matrix of Qualifications the same as the Sample Scoring Sheet presented on page 3? **Yes**

6. (On page 16): What is SPS’ desired timeframe for the start date of the search and the proposed project completion date? **ASAP for both**

7. (On page 18): Regarding Section 2—Part B, is this not applicable because Helbling & Associates’ employees do not interact with students?

It’s not applicable to employers whose employees won’t directly interact with children.