

Date: July 12, 2022
To: Prospective Proposers
From: City of Cleveland, Department of Port Control
Subject: Addendum No. 2 to Request for Proposal – Airport Talent Recruitment Services

Please be advised that the City of Cleveland, through its Director of the Department of Port Control (“Department”), hereby publishes Addendum No. 2 to the Request for Proposal – Airport Talent Recruitment Services, dated June 23, 2022.

This addendum serves as the response to all inquiries received prior to the question deadline on July 7, 2022.

PROPOSAL SUBMITTAL DEADLINE: **Friday, July 22, 2022 4 p.m.**

INQUIRIES

1.	Question	How many hires are expected to be part of the scope, of this RFP, for year one?
	Answer	One to six new hires.
2.	Question	Is this a new initiative? If not, please provide the names of the current vendor (s) providing the services.
	Answer	Yes
3.	Question	Can you please let Firm know the previous spending of this contract?
	Answer	N/A
4.	Question	Please confirm if Firm can get the proposals or pricing of the incumbent (s).
	Answer	N/A
5.	Question	Are there any pain points or issues with the current vendor (s)?
	Answer	N/A
6.	Question	Please confirm the anticipated number of awards.
	Answer	One
7.	Question	Where can Firm find a listing of CSB certified firms?
	Answer	CSB certified firms can be found on the following website: https://cleveland.diversitycompliance.com
9.	Question	What is the scope of positions that need recruitment? Can you provide job titles?
	Answer	The scope of this proposal should include the initial priority of recruiting an Executive Director. Any additional positions would be management to senior management positions.
10.	Question	Are salary bands already issued for the job titles? Can Firm review those prior to submitting a proposal?
	Answer	The salary range for the Executive Director is approximately \$225,000 - \$325,000. Others would be approximately in the \$80,000 - \$175,000 range.

11.	Question	What is the expected volume of recruitment? Number of current open positions? Is there any labor planning that would indicate future volume of positions needing filled?
	Answer	This recruiting strategy consists of one – six positions for executive, senior and/or management vacancies. Future volume would remain at approximately the same number with these higher-level vacancies.