EXECUTIVE RECRUITERS FOR GENERAL MANAGER POSITION
RFP Addendum #1: JULY 24, 2020

Questions Received from Potential Respondents

1. For Executive search it is typically a fixed cost project. Is East Bay parks willing to look at that option?
   A. Yes, it is anticipated to be a fixed cost contract, but the best contracting method will be further determined through the contracting process.

2. What is the planned budget for this Executive search?
   A. There is no set amount established.

3. Is there a specific time frame for this recruitment?
   A. That will depend on how long related activities take, but we anticipate 6-8 months once the recruiter is engaged.

4. Is there a preference for local firms or SBE?
   A. EBRPD does not have a codified preference program for SBE/SLBES but we encourage submissions from small business enterprises and small local business enterprises.

5. What is the salary range for the General Manager?
   A. The information is publicly available on our website: EBRPD Salary Schedule Range is $21,907.60 - $32,380.40 per month or $262,891 - $388,565 annually.

6. Would you consider [nonprofit executive position recruitment] as equivalent experience as their board members have to be elected to the organization?
   A. Not having had previous experience specifically with a General Manager level position in a public agency is not, in and of itself, disqualifying, but a respondent with that directly related experience would likely be more competitive in the process.

7. Is there a current recruiter who has been helping the Park District with recruitments? If so, will there be a preference for the incumbent?
   A. The Park District does not have a recruiter on contract at this time.

8. The proposal asks for “show levels of insurance coverage in each category and return the marked-up copy with the proposal.” Can we give insurance details on signing of the contract?
   A. Insurance information may be provided later in the selection process.

9. Is this being funded by a grant?
   A. No.
10. In the current COVID-19 situation, will the District consider virtual meetings in lieu of in-person?
A. Yes, but there could be activities for which in-person interaction would be requested. In that case, the Park District would ensure that appropriate safety protocols are followed.

11. Can you give us an idea on the exact process for shortlisting consultants, e.g. committee selection, then board presentation, etc.?
A. To some extent the process will depend on the quantity and quality of submissions. All proposals will first be reviewed by Park District staff for responsiveness, those that are responsive will then be reviewed and evaluated by an assembled panel, those deemed most responsive will then be reviewed by the ad hoc Board committee on General Manager Transition. The committee will select the recruitment firm.

12. Has the District determined how involved or extensive the stakeholder interaction will be?
A. Not at this time.

13. Will the Board be represented by a subcommittee in this process or will the full Board be engaged throughout?
A. We anticipate that the full Board will be engaged throughout.

14. Will internal candidates be expected to go through the recruitment process in the same way as other candidates?
A. Yes.