



**COUNTY OF MENDOCINO**  
**Executive Office**  
Central Services Division

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**COUNTY OF MENDOCINO ♦ REQUEST FOR PROPOSAL**  
**ADDENDUM No. 1**

***Employment Recruiting Services***

RFP No.	<b>15-16</b>
Addendum Issue Date:	<b>April 15, 2016</b>
RFP Issue Date:	<b>March 31, 2016</b>
RFP Submission Deadline:	<b>April 29, 2016 - 2:00 pm</b>

**GENERAL RFP CLARIFICATION PROVIDED TO ALL VENDORS AND POTENTIAL PROPOSERS:**

**VENDOR INQUIRIES/MENDOCINO COUNTY RESPONSES**

1. **Vendor Inquiry:** *What is the term of the contract for this RFP should a firm be selected to perform this work?*

**County of Mendocino Response/Clarification:** The term of the contract will be for one (1) year with the ability to renew up to three (3) one year periods.

2. **Vendor Inquiry:** *How many searches, generally speaking, would need to be completed per year?*

**County of Mendocino Response/Clarification:** It is anticipated to use an Executive Search up to three (3) to four (4) times annually.

3. **Vendor Inquiry:** *How will Mendocino County define success for the firm selected to perform this work?*

**County of Mendocino Response/Clarification:** Mendocino County will define success in the following ways, but not limited to: finding eligible candidates within the recruitment budget and timeframe, and having candidates accept positions with the County upon an employment offer.

4. **Vendor Inquiry:** *What specific metrics will be used to define success?*

**County of Mendocino Response/Clarification:** Specific metrics may include, and will not be limited to: number of qualified candidates, sources and quality of candidates, scope and effectiveness of advertising/marketing, being within the recruitment budget and timeframe, and a selected candidate accepting a position with the County.

5. **Vendor Inquiry:** *Who at Mendocino County will be the point of contact for the selected firm?*

**County of Mendocino Response/Clarification:** Jason Claunch, Human Resources Manager, will be the primary contract once a firm is selected.

ALL OTHER SPECIFICATIONS REMAIN IN FULL FORCE AND EFFECT.

Acknowledgment of receipt of this addendum is required to be included in your proposal. You may indicate such inclusion in narrative form within your proposal or by attaching a copy this addendum to your proposal.

Any questions or concerns regarding this matter should be directed to Janelle Rau, Deputy Chief Executive Officer, at the phone numbers or email addresses below:

Janelle Rau, Deputy Chief Executive Officer  
Executive Office  
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