

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT

REQUEST FOR PROPOSALS NO. 23-HRD-RFP-467

ADDENDUM NO. 2

Arlington County Request for Proposals No. 23-HRD-RFP-467 for Employment Recruitment Services is amended as follows:

ELECTRONIC SEALED PROPOSALS WILL BE RECEIVED BY ARLINGTON COUNTY VIA VENDOR REGISTRY UNTIL 5:00 P.M. ON THURSDAY, JUNE 1, 2023

Arlington County Request for Proposals No. 23-HRD-RFP-467 for Employment Recruitment Services received the following questions:

- Can you please share a link to incumbent and previous spend?
 - [16-039-RFP-1](#)
 - [16-039-RFP-2](#)
 - [16-039-RFP-3](#)
- Are resumes required at the time of proposal submission? If yes, do we need to submit the actual proposed candidates or can we submit the sample resumes?
 - Please refer to the submittal elements section of the RFP. The only resumes requested at this time are from the Offeror's employees, not proposed candidates.
- Are we able to use font sizes smaller than 10pt for headers, footers, charts, graphics, and other elements apart from the main body text of the proposal as long as the text is legible?
 - Yes, that is allowed
- Can we propose an alternate pricing model?
 - No, Offeror's must fill out the cost proposal form. Please see Updated Attachment A – Cost Proposal
- Is this RFP for temporary staffing services or direct hire services?
 - Direct Hire
- Will it be acceptable to the County if we only provide one, all-inclusive Total Fee?
 - No, Offeror's must fill out the cost proposal form. Please see Updated Attachment A – Cost Proposal
- Can you please provide job descriptions of the positions that will be required under this contract so we could propose our best pricing?
 - Please refer to the Scope of Work section of the document. There are no specific recruitments needed at this time. The exact job descriptions of future recruitments are not available.
- Is there a page limit?
 - There is no page limit

- Based on the updated cost proposal form, as a vendor, are the fees we are providing based on position type/category or is there a way to provide multiple fees for each phase per position/level/category? For example: if I am in phase 1 and my fee is \$100, a lower-level general position vs a high-level executive level position, would those positions be the same fee.
 - Offerors may submit different rates for the different categories outlined in the Scope of Work. Offerors should fill out multiple cost proposals and indicate which category that pricing is for. Generally speaking, this contract will be used for harder to fill positions, rather than lower level, so the level of work involved generally shouldn't fluctuate dramatically from one category to the next.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Lucas Alexander, VCO/A
Procurement Officer
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RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:

OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 2.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____