

**Executive Director**  
Frank T. Martin



**Board Chair**  
Theodore "Ted" Smith

**TO: All Prospective Proposers**  
**FROM: Darryl Grayson, Contracts & Procurement Manager**  
**DATE: May 13, 2021**  
**SUBJECT: Addendum 1- RFP #21-09 Executive Search Firm**

The following change(s) have been made to the above-mentioned RFP. This document (hereinafter referred to as **Addendum 1**) becomes a binding component to the RFP and the resulting contract award. All proposers must include acknowledgment of the Addendum with submission.

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**Included Documents**

Please see attached Questions & Responses for RFP# 21-09 Executive Search Firm below.

**Acknowledgment to Addendum 1**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Title



**RFP #21-09 Executive Search Firm  
QUESTIONS & RESPONSES**

NO.	SOLICITATION REFERENCE	COMMENTS / QUESTIONS	RESPONSE	DATE RECEIVED	ANSWERED IN ADDENDUM
1	Request for Proposal 21-09	What is the proposed base compensation range for the Executive Director/CEO?	The Executive Directors Salary will be based on experience, knowledge , skills and qualifications.	5/06/2021	01
2	Request for Proposal 21-09	Does BJCTA anticipate conducting candidate interviews in person given the current and expected status of the pandemic?	All Executive Search Firm interviews will be conducted virtually. The Executive Director candidates first round will be virtual. The final candidate selection interviews will be conducted in person.	5/06/2021	01
3	Request for Proposal 21-09	If so, is Candidate Travel to be estimated and included as part of the “Firm Fixed Price Contract” or will that be paid directly by BJCTA or a reimbursable expense to the Firm in addition to the Fixed Price Contract?	As stated in question #2, the Executive Search Firm interviews will be conducted virtually. The Executive Director position will be narrowed down to 2 or 3 candidates and in addition to the “ Firm Fixed Price contract, BJCTA will take care all expenses that will include travel, flight ...etc. A daily meal allowance will be determined by BJCTA. BJCTA will consider mileage reimbursement if Driving.	5/06/2021	01
4	Request for Proposal 21-09	If in person interviews, will there be any more than 2 rounds (1 round with the Finance and Administration Committee of the Board and 1 round with the full BJCTA Board)?	The first round of Executive Director candidates interviews and the final round of Executive Director candidates interviews will be conducted by the full board to provide 100% transparency.	5/06/2021	01
5	Request for Proposal 21-09	Will the selected candidate be offered an employment contract or is this considered “at will” employment?	The Executive Director candidate will be offered “At Will” Employment.	5/06/2021	01