

**RFP 15-01, Executive Director Search Firm Services
Issued by the California Coastal Commission**

**Addendum 1
Proposer's Conference for RFP 15-01
Questions and Responses**

This Addendum is issued in accordance with Section V.B of the RFP to provide potential vendors with the information exchanged during the Proposer's Conference on May 24, 2016 at 10:00 am. Questions from participating vendors (identifying information removed) are paraphrased with the California Coastal Commission's formal responses to those questions.

California Coastal Commission Attendees: Jessica Chan, Fiscal & Business Services Analyst; Alison Dettmer, Deputy Director; Susan Hansch, Chief Deputy Director; Michael Ng, Staff Counsel; Al Wanger, Deputy Director; Melanie Wong, Chief of Human Resources.

Questions and Answers

- 1. Question:** Is the timeframe for the work nine months? Usually recruitment takes a shorter amount of time.

Answer: Yes, we anticipate the entire project schedule to take 7-9 months due to the inherent time requirements resulting from Commissioner and public participation at the monthly public Commission meetings. Please see section III.C of the RFP on pages 7-9 for the Target Schedule.

- 2. Question:** The vendor is used to only having initial agency involvement when the project starts but then doing the work independently. It seems like there is more involvement throughout this project, correct?

Answer: Yes, the Commissioners work closely with the Executive Director and want close involvement with the recruitment process. There are public meetings towards the beginning of the project to gather public and Commissioner input on various deliverables as described in the RFP. However, the applicant pool will be confidential, and the Commissioners will interview the finalists and have their discussion about them in a closed room.

- 3. Question:** What is the budget for this project?

Answer: There is no dollar amount that is set for this project. This is the first time that the Coastal Commission has sought the services of a search firm. Proposers should submit in their response the cost that it will take them to do the job as described. A proposer's cost proposal is an important factor in the evaluation process to determine who qualifies as the winning proposer. See sections VI.E and VIII of the RFP on pages 19 and 24-25, respectively for more information on cost proposals.

- 4. Question:** Are the Small Business preference and DVBE incentive programs being offered in this RFP?

Answer: Yes, the Small Business preference program applies as described in Section VI.A.1 of the RFP on pages 12-13, and a DVBE incentive percentage is offered as described in Section VI.B of the RFP on page 15. Please note, as discussed in Section VI.B.1 of the RFP, there is no DVBE participation requirement.

- 5. Question:** Why is the position vacant? Is it a new position?

Answer: The Executive Director serves at the pleasure of the Commission. Vendors can watch the February 2016 public meeting [archival footage on our website](#) to find more information as to why the position is vacant and can also conduct an internet search for news articles related to this subject.

Also, vendors are encouraged to view the March, April, and May 2016 public meeting archival footage for the public discussion about this RFP.

6. Question: What is the salary range for this position?

Answer: As stated in Section II of the RFP on page 2, the salary range is \$12,747 – 13,384 per month.

7. Question: Is the position based in San Francisco?

Answer: Yes

8. Question: Is there a bonus system or any other compensation for this position?

Answer: No, the Coastal Commission does not have a bonus system.

9. Question: What happens if you only receive one bid?

Answer: If only one proposal is received, the evaluation team would evaluate it using the process as described in the RFP, but still recommend a contract award to the Commission for approval if all the criteria were otherwise met. This procedure is consistent with State contracting requirements. (See State Contracting Manual I section 5.70.B.) However, we hope to receive multiple proposals because we sent out the RFP broadly and posted it on the CSCR advertisement website.

10. Question: How do we submit additional questions?

Answer: Send them to RFPExecutiveSearch@coastal.ca.gov as indicated in Section X.B of the RFP on page 26 by Thursday, May 26, 2016 at 5:00 pm (as indicated in the Schedule of Events on page ii of the RFP). Responses to the written questions will be answered via an addendum to the RFP and also posted on the CSCR. Vendors will not be responded to individually so that all vendors can receive the same information.

11. Question: Will the vendor conduct benchmarking of internal candidates?

Answer: Yes, as described in Section III.A.2.d of the RFP on page 4.

12. Question: Are the Executive Director semi-finalist and finalist candidate interview questions (see section III.A.2.h of the RFP) public?

Answer: The vendor will develop the semi-finalist and finalist candidate interview questions with the Commissioners in a closed session at a public meeting, as specified in Section III.A.2.h. of the RFP on page 5.

13. Question: Is the vendor list currently available to send to all the potential proposers?

Answer: No, the vendor list is not public at this time. The vendor list will be made a public document once the proposal evaluation is completed. At that time, all the RFP documents will be made a part of the public record, as specified in Section VII.V of the RFP on page 22.