



**City of Cleveland
Finance Department
Division of Information Technology and Services
Request for Quotes from IT Recruitment/Staffing Firms**

Addendum

**Pre-Bid Meeting & Final Response to Vendor Questions
Wednesday, August 24, 2016**

1. Will this award lead to additional recruiting needs?

Yes...during the course of the contract when openings occur.

2. The MBE requirement – is that hard fast or optional?

Optional...see answer to question #17.

3. The Internal Affairs Supervisor position, is that an IT position, do we need to submit for that position?

No, it is not an IT position. Yes, if you have the capability to submit for the position than you are encouraged to submit.

4. Do we submit for all positions or can we submit to specific positions?

You can submit for specific or all positions. The city's preference is all positions.

5. Why is the City going out for bid? Is it going to be yearly or seasonal?

It is expected that a professional IT Recruitment firm can aid the City in selecting skilled IT candidates. The contract for this engagement is 1 year.

6. What is the time line for the proposal?

Each firm shall submit an electronic quote on a USB and/or CD-ROM, to IT&S no later than 4:00 p.m. Eastern Time on August 29, 2016, delivered to Kim Roy Wilson. No quotes will be accepted after that time unless the City extends the deadline by a written addendum.

7. With all the positions are you looking for Public Safety background?



The City prefers candidates to have experience in Law Enforcement, it is not required.

8. To be clear, you expect to see candidate list, pricing and fee structure in the RFQ?

Quote for services must include company profile criteria, recruitment approach criteria, and fee structure as outlined in the RFQ. If you choose to include sample candidate resumes, the city will not object.

9. For all positions, will you award to a single vendor or other vendors for certain positions?

The City prefers (not a requirement) to enter into a single agreement with the primary solution provider/vendor.

10. Can you give us a sense of the salary range?

The City will provide salary ranges to the selected proposer once the contract has been awarded. The city encourages the successful proposer to respond to the RFQ specifically based on services requested.

11. How large is the City's IT organization?

The Division of Information Technology & Services within the Department of Finance and Public Safety is comprised of approximately 60 employees.

12. Regarding the Fee Structure, should pricing be based on direct hiring pricing?

Yes or however your price model is constructed to provide permanent, fulltime employees.

13. Is there an option where we can submit the proposal online or by email?

Yes. You may submit via e-mail to kroywilson@city.cleveland.oh.us.

14. When you add the addendum with the salary information can you also give us a summary of benefits?

The City will provide salary ranges and benefits to the selected proposer once the contract has been awarded. The city encourages the successful proposer to respond to the RFQ specifically based on services requested.



15. Is this opportunity limited to specific vendors or open to all?

Open to all.

16. Do we need to submit resume for each job category requested in the RFQ.
If yes how many candidate can we propose for each position?

Quote for services must include company profile criteria, recruitment approach criteria, and fee structure as outlined in the RFQ. If you choose to include sample candidate resumes, the city will not object.

17. Who do I contact regarding the Office of Equal Opportunity (OEO) process and requirements regarding my RFQ response.

Please sending inquires referencing this specific RFQ to:

*Michael Curry, OEO
mcurry@city.cleveland.oh.us
216-664-4156*

Also, please ensure that all required City compliance forms are attached to your RFQ response. The compliance forms are provided on the city website where the RFQ is posted.



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Pre-Bid Meeting

Monday, August 22, 2016

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