

## Amendment 1

### Executive Search Firm– RFP 2022 0400 5081

**Summary:** Pre-Proposal Conference RFP Questions and Responses, Update to Submittal Form A – Minimum Prior Experience, and Removal of Anonymity in sections 4.02 – 4.07

**Question 1:** On page 2 of Prior Experience, it says -The firm must (a) be in the business of providing investment consulting services to institutional clients and (b), as of December 31, 2021, have at least \$250 billion in institutional assets under advisement? Should this say Executive Staffing services?

**Response:** Submittal Form A, questions 1-4 under minimum prior experience has been updated to correspond correctly with the prior experience outlined in section 1.04 of the RFP.

**Question 2:** Is an Alaskan Business License to participate in the RFP?

**Response:** Please refer to section 6.02 of the RFP. "Prior to the award of a contract, an offeror must hold a valid Alaska business license...."

**Question 3:** What would the role of the contractor be in the final interviews for deliverable #11 (Reference: 3.01 Scope of Work and Deliverables)?

**Response:** The role of the contractor in facilitating final interview(s) at a Board of Trustee Meeting is to ensure candidates are 1) prepared for their public questioning period with the Board, 2) sequestered during public questioning period of other candidates, and 3) available to provide any clarification needed upon the request of the Board.

**Question 4:** The RFP mentions that APFC will make a single payment when all the deliverables are received, while section 3.03 mentions that either a flat rate or variable rate proposal is acceptable. Based on this, we understand that we may propose as either a fixed flat rate or mix of retainer and percentage of placement- will that be reflected in the timing of payments? (Reference: 3.04 Proposed Payment Procedures)

**Response:** Payment will be issued based on the final contract agreement. If a flat rate proposal is awarded, the terms may include installments over a period of time. If a variable is awarded, the terms may include a single installment upfront and a final payment (% of placement) once a salary is determined and the incumbent is hired. APFC will work with the award-winning contractor to ensure payment terms are agreed upon and included in the contract.

**Question 5:** Sections 4.04-4.07 include a special note (outlined below)- this mentions the need to keep all names anonymous, is this true for all submittal forms B-E?

**SPECIAL NOTE:** The offeror shall not disclose their costs in this Submittal Form. This Submittal Form shall be kept anonymous and must not contain any names that can be

used to identify who the offeror is and cannot exceed the page limit (as described in Section 4.02).

**Response:** All costs must be included on Submittal Form G, which is to be submitted separately from other Submittal Forms. As for the anonymity language, it has been removed from sections 4.02 – 4.07. This boilerplate language has no merit for this solicitation.