



ADDENDUM

PROJECT TITLE: Executive Recruitment – Position of City Manager	ADD. NO: 1
RFP NO: 2022-092202P	DATE: June 27, 2022
PAGE 1 of 2 (Including Confirmation Sheet)	

Make the following modifications to the above project. Include in the amount of the Proposal, any additions to or deductions from the cost of the work by reason of these instructions.

Sign and attach this Addendum to the Proposal documents and submit with your Proposal. Failure to do so may result in the rejection of your Proposal.

Question and Answers

Q1. As per page 3, 1.1 (2) regarding the preference for proponents whose proposals do not exceed \$30,000 in total costs – can you confirm what is meant by “total cost” - i.e. does it include expenses and disbursements such as position advertising and candidate travel costs, etc.?

A1. *As per page 4 (2) of the RFP, the City is responsible for “Advertising and advertising costs” and “Expenses related to candidates travel” therefore, total cost does not include these costs.*

Q2. Can you please confirm the salary range for this position?

A2. *Currently the current salary range is \$180,681.30 to \$199,413.64*

Q3. Just to confirm – you are not looking for the recruitment firm to begin the work until on or around December 1st? If so, can you offer context on the reason for this delayed start?

A3. *This was an error. Please note, selection of Highest Ranked Proponent for RFP is anticipated to be on July 22, 2022, therefore the recruitment piece is to start as soon as possible following the award. Successful candidate to fill City Manager position, to begin December 1, 2022.*

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Chris Roberts, SCMP, CPPB
Procurement Manager
Supply Chain Management

Proponent’s Signature



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CONFIRMATION - RECEIPT OF ADDENDUM

**Upon receipt of this document, fax this page to
(506) 658-4742 to confirm receipt of this addendum.**

CONSULTANT'S NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

RECEIVER NAME (PRINT) _____

RECEIVER SIGNATURE: _____