

ADDENDUM 1 – February 13, 2025
To RFP for Executive Recruitment Services

The Richland-Lexington Airport District (the “District”) has received the below questions by the deadline stated in the RFP. The District answers those questions as follows:

1. Could you please clarify if we would still qualify to bid if we provide three (3) references from our primary industry, rather than (1) reference from the aviation industry as requested? [Page 11.]

Answer: As stated in the RFP, “at least one” reference “must be within the aviation industry.”

2. Could you please confirm if we would qualify to bid for this RFP if we provide commercial project experience and references? [Page 8.]

Answer: As stated on RFP, page 8, paragraph 3, the RFP is seeking a firm that demonstrates a record of successful executive searches for high level management positions.

3. Could you please confirm if we are required to submit a listing of executive positions recruited within the last three years, and if so, how many references are needed for each position listed? [Page 8.]

Answer: Yes. At least one reference should be provided for each position recruited. See RFP page 8, paragraph 3(b).

4. Are there any incumbents available for this RFP?

Answer: No.

5. Could you please provide more information regarding the insurance requirements, including the necessary coverage and limits, as there are no specific insurance details listed in the RFP? Additionally, is proof of insurance required at the time of RFP submissions, or can it be provided after the award?

Answer: The RFP does not require a disclosure of insurance.

6. Is it mandatory to complete South Carolina [Secretary of State] registration before bidding, and do we need to provide the proof of the [Secretary of State] registration completion along with the bid?

Answer: No. A foreign company will be required to qualify to do business in South Carolina prior to the execution of a contract.

7. What would be the number of awards you intend to give?

Answer: One.

8. Please provide us with an estimated NTE budget allocated for this contract.

Answer: The District does not have an estimated NTE budget allocated for this contract. The Cost information on which proposers will be evaluated is on pages 9-10 of the RFP.

9. What is the tentative start date of this engagement?

Answer: Immediately upon entry of a contract, which could be as early as March 17, 2025.

10. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing, and are the incumbents eligible to submit the proposal again?

Answer: No incumbents. This is a new contract.

11. Are there any pain points or issues with the current vendor(s)?

Answer: Not applicable.

12. Could you please share the previous spending on this contract, if any?

Answer: Not applicable. This is a new contract.

13. Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting?

Answer: No.

14. How many positions were used in the previous contract?

Answer: Not applicable. This is a new contract.

15. How many positions will be required per year or throughout the contract term?

Answer: One contract will be awarded.

16. Can we provide hourly rate ranges in the price proposal?

Answer: Yes.

17. Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Answer: No.