



June 19, 2013

## Request for Proposal

Human Resources  
RFP #1004 Law Enforcement Executive Recruitment Services

### ADDENDUM #1

The City of Springfield is hereby amending the above mentioned RFP. The original document can be found on the City's website at [www.springfield-or.gov](http://www.springfield-or.gov). By selecting the hyperlink *Purchasing/Contracts* from the menu on the left side of the home page, interested parties will be linked to the RFP/ITB page.

1. Upon reading through the RFP it is our understanding that the City would like to have the work completed by September 30, 2013. Our typical timeline is seventy five to ninety days to recommend finalists to the City. Using the full scope of services the City has requested we cannot adhere to the timeline provided. Please let me know if you would still be interested in receiving our proposal with our suggested timeline?

**City's Response:** See below for revised schedule.

#### VI. Schedule for Selection Process

Request for Proposal package available	June 7, 2013
Request for Clarification Due (if applicable)	June 18, 2013, noon local time
Response to Clarification Due (if applicable)	June 20, 2013, 5:00 local time
Proposals Due by	June 28, 2013, 2:00PM local time
Review & Interview (if applicable)	Week of July 8, 2013
Intent to Award Notice (approximate)	July 15, 2013
Contract Award (approximate)	July 28, 2013
Work Completed, Candidate selected	<b>October 30, 2013</b>

In the event that it is necessary to further amend, revise or supplement any part this ITB, additional addenda will be posted on the City's website at <http://www.springfield-or.gov> (select the *Purchase Contracts* hyperlink and RFP# 1004 Law Enforcement Executive Recruitment Services Addendum 1. As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers to whom City provided the initial RFP. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

**ALL BIDDERS SHOULD ACKNOWLEDGE AND INCLUDE THIS ADDENDA #1 AS PART OF THEIR SUBMITTAL PACKAGE.**