



**ADDENDUM  
PURCHASING OFFICE  
CITY OF AUSTIN, TEXAS**

---

**Solicitation: RFQS 5800 ALD4006**

**Addendum No: 1**

**Date of Addendum: 10/24/2022**

---

This addendum is to incorporate the following changes to the above referenced solicitation:

I. **Additional Information:** Attendance Sheet for the Pre-Offer Meeting held on Monday, 10/10/2022 is attached.

II. **Questions:**

**Q1 Is this a general request for recruiting services or more specific to our ongoing contract which I believe expires early next year (January)?**

A1 This is a solicitation for proposals from Search Firms in different recruitment specialties to assist the City of Austin in sourcing highly qualified and diverse candidates for executive and non-executive-level positions.

**Q1 I am very new to this, but not to Executive Recruitment. In trying to understand the process, it appears that I missed a Pre-offer conference meeting on October 10th. Does that mean I am no longer able to submit for this opportunity?**

A1 The Pre-Offer conference was not mandatory. Proposals for this solicitation must be submitted before October 27, 2022, at 2:00 PM CST.

**Q1 I was hoping you could simply clarify if it is acceptable to respond to the RFP specifically to the executive positions listed (of the 20 positions listed in the RFP). (These would be positions 8,11-16, 18 and 20 from attachment B of the RFP).**

A1 It is acceptable to respond specifically to the executive positions listed, recognizing the list is dynamic and represents a moment in time. The list of positions will change over time.

III. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Revised 10/24/2022

**RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICIATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.**

## PURCHASING OFFICE MEETING SIGN-IN SHEET

**Solicitation Description: Executive Recruitment**

**Meeting Date: October 14, 2022 @ 2:00 P.M.**

**Purchasing Office Point of Contact: Al Drayton**

**Place/Room: Microsoft Teams**

**Please Print Legibly**

Name	Company/Agency/Dept.	Phone	Email	Address	Have you or do you expect to receive compensation for this meeting from your organization?
Alfonso Drayton	Financial Services, Purchasing Office	512-974-2298	alfonso.drayton@austintexas.gov	Municipal Bldg.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sonya Alexander-Harry	HRD	512-974-3228	sonya.alexander-harry@austintexas.gov		<input type="checkbox"/> Yes <input type="checkbox"/> No
Lynn Cui	HRD	512-974-3299	Youqin.cui@austintexas.gov		<input type="checkbox"/> Yes <input type="checkbox"/> No
Joshua Wu	HRD	512-974-3240	Joshua.wu@austintexs.gov		<input type="checkbox"/> Yes <input type="checkbox"/> No
Kenneth Kalu	SMBR	512-974-7621	Kenneth.kalu@austintexas.gov		<input type="checkbox"/> Yes <input type="checkbox"/> No
Daniel Duran	HRD	512-974-3294	Daniel.duran@austintexas.gov		<input type="checkbox"/> Yes <input type="checkbox"/> No
Rebecca Kennedy	HRD	512-974-3293	Rebecca.kennedy@austintexas.gov		<input type="checkbox"/> Yes <input type="checkbox"/> No
Bin Liu	HRD	512-293-1352	bin.liu@austintexas.gov		<input type="checkbox"/> Yes <input type="checkbox"/> No
Sasha Saeedi	HRD		sasha.saeedi@austintexas.gov		<input type="checkbox"/> Yes <input type="checkbox"/> No
Jordan Schroeter	Donald L Mooney Enterprises, LLC	210-556-9995	jschroeter@nursesetc.net		<input type="checkbox"/> Yes <input type="checkbox"/> No
Kinnidi Randolph	Donald L Mooney Enterprises, LLC	210-566-9995	krandolph@nursesetc.net		<input type="checkbox"/> Yes <input type="checkbox"/> No

## PURCHASING OFFICE MEETING SIGN-IN SHEET

**Solicitation Description: Executive Recruitment**

**Meeting Date: October 14, 2022 @ 2:00 P.M.**

**Purchasing Office Point of Contact: Al Drayton**

**Place/Room: Microsoft Teams**

**Please Print Legibly**

Name	Company/Agency/Dept.	Phone	Email	Address	Have you or do you expect to receive compensation for this meeting from your organization?
Albert Williams	Providence Staffing	706-358-8926	albertwilliams@get2worknow.com		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No