



**DC GREEN FINANCE AUTHORITY
REQUEST FOR PROPOSAL**

Executive Recruiting Services

RFP #2019-DCGB-04-03

**CLARIFICATIONS #01
Published November 1, 2019**

Questions and Answers:

- 1. Q:** What is the salary range for this position?
A: The base salary is not set by statute and will be at the discretion of the Board of Directors. We will base the salary for the Executive Director/CEO on the District's [Exempted Service schedule](#) at the E5 level. Salary will be commensurate with experience.
- 2. Q:** On page 3, Section A.1.2., it states that the DC Green Bank is seeking an Executive Recruitment Firm to assist in helping with the "logistics of interviewing and hiring an Executive Director/CEO." Does the DC Green Bank also anticipate the Executive Recruitment Firm will conduct outreach to potential candidates, publicizing the position and educating them on how to apply?
A: The chosen Executive Recruitment Firm shall educate potential applicants on how to apply, however they will not need to conduct outreach to potential candidates nor publicize the position.
- 3. Q:** On page 18, Section E.2.2, #5 it refers to the Executive Search Firm "assisting with correspondence between applicants, nominators and nominees and coordinating between applicants, nominators, nominees and the HR Committee." To what does nominators and nominees refer?
A: Nominators refer to members of the Board of Directors. Nominees refer to potential applicants/candidates.
- 4. Q:** On page 19, E.2.5 under price, it requests offerors submit hourly fees. However, on Page 3 A.1.3, it states the DC Green Bank plans to award a Firm Fixed Price contract. Our firm does not offer pricing in hourly rates. Therefore, per A.1.3, I assume the DC Green Bank will consider a Firm Fixed Price?
A: Yes, please submit a Fixed Price quote.

5. **Q:** Is the selected candidate required to reside in DC?
A: Yes, the selected candidate is required to reside or move to the District within 180 days of appointment.
6. **Q:** If relocation is required, will the DC Green Bank offer relocation expenses?
A: Relocation assistance is not planned at this time but may be considered by the Board of Directors based on the advice of the recruitment firm.
7. **Q:** Our firm does not meet all the insurance requirements listed on pages 12-14, Section D.6.1.1-8. We are covered for some insurance but unfortunately are not covered for all of these insurance criteria. Can we still submit a proposal?
A: Yes, please still submit a proposal.