



### ADDENDUM NO. 1 TO ALL BIDDERS

Issued: September 13, 2023

Reference – Request For Proposal: **RFP # 26855**

Title: RFP On-Call Executive Search Services

Issued: August 24, 2023

For Delivery To: Jaunt, Inc.  
104 Keystone Place  
Charlottesville, VA 22902

Proposals Due: October 2, 2023 @ 4:30 p.m. EDT

The following question(s) were received for the referenced Request for Proposal (RFP):

	Questions	Answers
1	What are the likely roles that Jaunt will look to hire with this contracted support? Please include the full list of job titles with the response.	Currently, we are looking for a planning manager. We might also need assistance with a maintenance manager as well as senior accountant. These would be in the next 6 to 9 months.
2	How many requisitions are likely to be required? Please represent this need based on a quarter-by-quarter breakdown during the contract year(s).	1 to 3 in the first year per question 1. For the first year, first three-months the planning manager is a high need. A maintenance manager and/or senior accountant might take place at the same time or shortly after the start of the planning manager search. We have no further timeline beyond this.
3	If Jaunt anticipates simultaneous recruitment for multiple roles, please fully outline the possibilities under those circumstances.	See question 2. We do not anticipate simultaneous recruitments though some might overlap.
4	What is the forecast quarterly volume of JAUNT positions that will require Executive Search Services?	See question 2
5	Per the "REPORTING AND DELIVERY REQUIREMENTS" in the posted solicitation, how many "On Demand Reports" should vendors plan to provide for each contract year following award?	We will likely require no more than one annual report.
6	Is this requirement similar to a federal government IDIQ (indefinite delivery, indefinite quantity) contract solicitation? Based on the current solicitation, it seems likely that JAUNT	Yes, this would be an IDIQ arrangement.



	desires Executive Search Services on an "as needed" basis.	
7	Since the language in the "AWARD OF CONTRACT" section of the solicitation indicates that more than one vendor may receive an award, how will JAUNT determine and designate a specific vendor to provide services for individual Executive Search requirements?	We most likely will be selecting only one vendor though we do leave the option open for more than one. We will determine which vendor's experience and qualification best matches the given need. We might also ask for a proposal if more than one vendor is similarly qualified.
8	How will JAUNT manage vendors when more than one Awardee is tasked to perform Executive Search Services for the same job requisition?	Our intention is to have only one vendor per search.
9	How does JAUNT anticipate paying for the required Executive Search services (i.e. - per position, by retainer, on a fee for service basis or via some other model)?	We are currently thinking about a fee per position. However, we are open to alternative pricing approaches.

**This addendum must be acknowledged as indicated in the Request for Proposal or your bid may not be considered.**

**All other terms and conditions must remain the same.**

For Jaunt, Inc.

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