

**QUESTIONS & ANSWERS - REQUEST FOR SEALED PROPOSAL  
ADVERTISEMENT for CONTRACTUAL SERVICES RFP – CITY MANAGER  
EXECUTIVE SEARCH SERVICES - 2311**

1. What is the salary range for this position or the expected budget for this position?

**The budget for 2024 has not yet been established and the City Manager salary and benefits will be competitive based on candidates qualifications and experience.**

2. Section E in response and requirements section “unsuccessful recruitment and premature (within 2-years of appointment) dismissal for cause or resignation of identified candidate.” My question is this a 1 time direct hire placement, 1 year or 2-year contract with the City of Clarkston to fill any Executive position?

**Sec. 3.02. - City manager; appointment; qualifications; compensation; removal; vacancy, powers; council interference.**

**(a) The city council shall appoint a city manager for an indefinite term and shall fix the city manager's compensation. The city manager shall be appointed solely on the basis of that person's executive and administrative qualifications.**

**(b) The city manager is employed and terminable pursuant to the terms of a written employment contract to be entered into between the city and the city manager.**

**Any provisions regarding termination and severance will be negotiated between the City Manager and the City Council.**

3. Expected hire date?

**February/ March 2024**

4. Will the candidate need previous City Manager Experience? If so the desired number of years of experience?

**Yes, previous City Manager experience as a City Manager or Assistant City Manager with a desired 7 to 10 years of experience.**

5. Will all questions be listed on the City of Clarkston RFP site?

**Yes**

**QUESTIONS & ANSWERS - REQUEST FOR SEALED PROPOSAL  
ADVERTISEMENT for CONTRACTUAL SERVICES RFP – CITY MANAGER  
EXECUTIVE SEARCH SERVICES - 2311**

6. If needed will relocation expenses be fully covered?

**Relocation expenses are to be determined.**

7. Does it need Sam.gov registration?

**No**

8. If there is any registration process to submit the bid? or only we do send hard copy as per RFP

**No, there is no registration process. Hard copies are the only acceptable submittals.**

9. Do we need any City of Clarkston certification or registration?

**There is no certification or registration needed.**

10. If there is any insurance cost we have to bear?

**No, there is not any insurance cost you have to bear.**

11. We have to add our Payment terms. Are there any recommendations from your end in this regard.

**A breakdown of your payment terms would be sufficient.**

12. Do we need to submit performance guarantee after awarded the contract.

**No**

13. What are the Contract terms and conditions as the Bid document does not have any.

**Sec. 3.02. - City manager; appointment; qualifications; compensation; removal; vacancy, powers; council interference.**

**(a) The city council shall appoint a city manager for an indefinite term and shall fix the city manager's compensation. The city manager shall be**

**QUESTIONS & ANSWERS - REQUEST FOR SEALED PROPOSAL  
ADVERTISEMENT for CONTRACTUAL SERVICES RFP – CITY MANAGER  
EXECUTIVE SEARCH SERVICES - 2311**

appointed solely on the basis of that person's executive and administrative qualifications.

**(b) The city manager is employed and terminable pursuant to the terms of a written employment contract to be entered into between the city and the city manager.**

**Any provisions regarding termination and severance will be negotiated between the City Manager and the City Council.**

14. In the section you need a details of contract development. Would you please give the full description of Contract Development. what's your requirements?

**It refers to the services provided and the terms. The responsibility of the contractor for gathering candidates, screening them on behalf of the City.**

15. Schedule means the project timeline for each phase of process

**Yes, the schedule should include specific timeframes for deliverables and City Council presentations. The work plan must include a detailed overall project schedule for such phase, illustrating critical path items, and deliverables.**

16. There are separate in Professional Fees and Charges and budget proposal. Would you please give details of difference between this.

**The Professional Fees and Charges are the total fee for service. The budget proposal will outline each service and the charges associated with the service.**

17. Is it a 2 envelope will include in 1 envelope as it mentioned in the RFP that. In a separate and sealed envelope, marked "Budget Proposal" to indicate the total not to-exceed cost for the performance of this executive search including fees, and anticipated costs for reimbursable items.

**Yes**