



**Request for Proposals  
For  
Executive Recruitment Services  
RFP-SF-02-0-2024**

**Addendum Number 01**

Date: May 29, 2024  
To: All Interested Bidders and Other Interested Parties  
From: Annette O'Donnell, Vice President of Contracts & Procurement

Space Florida issues the following Addendum Number 1 and considers it part a part of the Request for Proposals (RFP) document.

- 1. Questions and Responses:**  
**Attached hereto please find the Questions and Responses to RFP 02-0-2024.**

**Questions and Responses to  
RFP-SF-02-0-2024  
Request for Proposals for Space Florida  
for Executive Recruiter Services**

#	RFQ Area	Section	Requirement Paragraph #	Page #	Question	Response
1	General				What would be the number of awards you intend to give (approximate number)?	A definitive number has not been determined at this time.
2	General				Please provide us with an estimated NTE budget allocated for this contract.	We are not disclosing the budget as part of the RFP.
3	General				What is the tentative start date of this engagement?	Immediately upon successful negotiations with the firm(s) selected
4	General				Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?	This is a new contract.
5	General				Are there any pain points or issues with the current vendor(s)?	Not applicable. Please see the response to Question 4.
6	General				Could you please share the previous spending on this contract, if any?	Not applicable. Please see the response to Question 4.
7	General				Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?	There are no mandatory goals, however, women, minorities, and socially and economically disadvantaged business enterprises shall be encouraged to participate.
8	General				How many positions were used in the previous contract?	Not applicable. Please see the response to Question 4.
9	General				How many positions will be required per year or throughout the contract term?	Undefined at this moment.
10	Proposal Package	Proposal, Qualifications and Approach	B; Budget and Timeline	7	Can we provide hourly rate ranges in the price proposal?	As per the RFP firms are required to provided their pricing.
11	Proposal Package	Proposal, Qualifications and Approach		7	Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?	No.
12	General				Please provide winning proposals from the existing vendors.	Not applicable. Please see the response to Question 4.
13	General				Please provide the names of the incumbent vendors along with details of their pricing	Not applicable. Please see the response to Question 4.
14	General				Could you please furnish us with spending data for all the existing vendors	Not applicable. Please see the response to Question 4.