

Atlanta Regional Commission

Executive Search Services

RFP Addendum

ARC is issuing this addendum to clarify points from the Request for Proposal. All terms of the RFP, including due dates, still apply.

Public Disclosure

ARC is subject to the Georgia Open Records Law. Proposals submitted will be subject to disclosure. Any trade secrets or proprietary information, MUST be marked as CONFIDENTIAL to withhold disclosure. Confidential markings must be limited to the information protected by law; entire proposals marked confidential will not be honored

The Executive Search process is also subject to Open Records. However, public disclosure is not required for records identifying individuals applying for, or under consideration for, employment or appointment as executive head of an agency. ARC has opted to conduct the hiring process in a confidential manner, and we will be withholding the identify of applicants. The Board, or its designees, may interview candidates in closed executive session, and once the Board has identified up to three of the best-qualified applicants under serious consideration, it must inform these applicants that their names will be publicly released if they choose to continue to seek the position. Any of the applicants may decline to have their names publicly released. However, doing so bars them from pursuing the position any longer. The Board must then wait 14 days after releasing the names of the finalists to the public before making a final decision to hire one of the finalists. If the Board hires an Executive Director at the expiration of that 14-day period, it must be from the list of candidates released to the public. ARC cannot hire one of the applicants whose records were withheld from the public. During the process, ARC must keep a record of the number of applicants and the composition of the list by such factors as race and sex. This record must be disclosed at any time upon request.

Process and Methodology

The scope and methodology is subject to negotiation regarding specifics. We are seeking expertise in the area of executive searches, and the RFP scope is meant to outline the work we expect a consultant to complete, though details, timelines, and the specific methodology may be changed based on that expertise.

Federal Funding and Contract Template

ARC is using federal funding to support this search. This will not be direct grant funding, but indirect administrative funding. The contract template provided is meant to be an example, and again is subject to negotiation, though there are specific federally required clauses that may not be changed.