

## **Addendum 1: Request for Proposals for Recruiting Services**

Please see below for answers to questions submitted by potential proposers:

1. Could CARTA clarify if there is a mandatory DBE subcontracting goal for this solicitation? If yes, what is the established goal? CARTA has not determined a DBE goal for this solicitation.
2. The RFP states that “one original and one electronic copy of each firm’s proposal must be received at CARTA by 2 p.m. September 24, 2025. Emailed proposals are accepted.” Could you clarify whether submitting the proposal solely by email satisfies both the “original” and “electronic copy requirements or if a physical (hard) copy must be delivered in addition to the emailed submission? An emailed copy is sufficient for submission purposes. CARTA will confirm receipt of proposals by email.
3. Could CARTA confirm whether, in the case of a physical submission, the proposal must be submitted in a specific format? The only requirement is that submittal should be clearly marked with the words “Recruiting Services Proposal.”
4. Are there any specific packaging instructions for sealing and labeling the submission package? Please see #3 above.
5. Are there any specific packaging instructions, such as separate envelopes for different sections of the proposal? No, please see #3 above.
6. Regarding the electronic copy requirement, could CARTA please confirm whether vendors are expected to submit a USB drive or if submitting the proposal via email is sufficient to meet this requirement. Submitting the proposal via email is sufficient.
7. Under the Evaluation Criteria, it is stated that “Firm reputation” accounts for 30% of the evaluation. Could CARTA clarify what specific information or documentation should be included in the proposal to adequately address this criterion? Proposer should submit a list of clients within the last two years with references.
8. Under the evaluation criteria, it is state that “Experience” counts for 40% of the evaluation. Could CARTA clarify what specific information or documentation should be included in the proposal to adequately address this criterion? Proposer should submit a brief description of the qualifications of the firm.
9. Could CARTA clarify if the Governmentwide Debarment and Suspension form should be submitted with the proposal response? Yes.
10. Could CARTA clarify if the Certification and Restrictions on Lobbying form should be submitted with the proposal response? Yes.
11. Could CARTA please provide a list of different Job Categories/Labor Categories for this contract? CARTA intends for this contract to be for recruitment of Director and C-Suite positions.
12. What is the estimated budget for the contract? CARTA will not release budgetary information for this contract.
13. Is this a new contract or an existing contract? New.
14. Are electronic signatures allowed. Yes

15. Is there any incumbent to this solicitation. If yes, could CARTA please provide the information. This is a new contract.
16. Could CARTA grant an extension to the due date? Yes. CARTA will postpone the proposal due date until October 1, 2025, at 2 pm.
17. Is it mandatory to bid for all staffing positions? CARTA is not requesting proposals for particular staffing positions at this time but does intend to award to one proposer for the five year period.
18. Could you please clarify the certification that subcontractors need to have in order to comply with the DBE goal for this solicitation. CARTA does not have a published DBE goal for this procurement. If the firm is certified within Tennessee as a DBE (found at <https://www.tdot.tn.gov/Applications/dbedirect/Search> please note in your proposal.
19. Does CARTA accept remote resources to work on this engagement? CARTA will accept remote services to recruit the positions needed. All accepted candidates will be required to work onsite in Chattanooga, TN
20. Does CARTA accept offshore resources to work on this engagement? No.
21. Does CARTA prefer on-site resources to execute this engagement? CARTA will accept remote services to recruit the positions needed. All accepted candidates will be required to work onsite in Chattanooga, TN
22. Could CARTA confirm the anticipated number of requirements per year? This is not known at this time and is dependent on vacancies.
23. Could CARTA confirm if vendors need to include resumes? If so, should they provide actual or sample resumes? Proposer may provide resumes of primary account executives that CARTA would interface with in execution of this contract. Resumes for candidates are not required at this time.
24. If the resources we provide at the time of the proposal submission are not available at the time of a potential contract award, could vendors replace them with equally qualified resources? CARTA is not looking for specific job positions/resumes as part of this Request of Proposals process.
25. In case firms are submitting confidential information in response, is it required to provide a redacted version? CARTA is subject to Tennessee Open Records Act requirements for its procurement files. If confidential information is submitted in response, please note, and CARTA will do its best to keep confidential within the limits of Tennessee law.
26. Could CARTA provide clarification on the appropriate section within the response where vendors should include the forms. As long as all information is included, CARTA does not prescribe what sections forms are to be submitted in.
27. Could you please clarify if subcontractors are allowed to bid with more than one prime vendor for this opportunity? Subcontractors are allowed to bid with more than one prime vendor for this opportunity.
28. Could CARTA confirm whether vendors are allowed to participate in this opportunity both as a prime contractor and as a subcontractor? CARTA anticipates awarding only one contract for this Request for Proposals. Vendors are allowed to participate

in this opportunity as both a prime contractor and subcontractor with the understanding that only one contract will be awarded.

29. Is the estimated budget meant for all the vendors collectively? If so, what is the budget for each vendor? CARTA intends to award only one contract for this RFP and is not releasing the budget at this time.
30. If a vendor exhausts their assigned budget, can the purchase order be extended with additional funds? Purchase orders will be issued on a task order basis.
31. Are vendors allowed to subcontract at the Task Order Level? Yes, vendors are allowed to subcontract at the Task Order Level with approval from CARTA.
32. How many departments will benefit from the Master Services Agreement? All inquiries will be directed through one or two contract managers for this RFP.
33. Can we include subcontractor references and experience in the Proposal? Yes.
34. Can we propose a subcontractor under the resulting contract? Yes
35. How many references are required, what details are expected, and should they specifically reflect executive-level searches like the scope? CARTA has not specified a particular number of references but is asking for a list of clients within the last two years. CARTA is asking for a list of clients, including names and contract information, for the list of references provided.
36. Is the 2-year window for recency for references a mandatory requirement? Proposers may provide references outside of the 2-year window but should not exceed 5 years.
37. Is it mandatory to provide each and every client name with references within the last 2 years for the “list of clients” requirements. CARTA prefers to have at least 5-7 client names that can be contacted for references.
38. Can vendors use commercial references? Vendors can use commercial references.
39. Is there a specific DBE/MBE participation goal or reporting for this procurement? There is no particular goal. However, if a firm is certified as a disadvantaged business enterprise, additional information may be required related to DBE participation throughout the life of the contract.
40. Should vendors price per search, by role tier, or as a rate card? CARTA’s preference is that pricing be provided by role tier and rate card. Any pricing changes for the 5-year contract period should be included in the proposal.
41. We are not a DBE firm. Can we respond as NA to this requirement? Yes.
42. Should pricing include advertising, travel, background checks, psychometrics, and third-party costs, or may these be proposed as reimbursables?
  - a. Contractor: staffing agency responsible for costs.
  - b. Permanent employee: we would pay for background checks, drug screens and potentially travel, nothing else.
43. For pricing accuracy, can CARTA share the estimated search volume per year and the commonly required role titles. This is not known at this time and is dependent on vacancies.
44. If we submit by email, is a physical original still required? No.
45. What is the final deadline for submitting questions? September 24, 2025 by the close of business.

46. Should Attachment 14 be included within the main pdf or as a separate signed file?  
Either are acceptable.
47. Do you have target timelines (days to longlist/shortlist/offer)? CARTA does not have identified target timelines.
48. Does CARTA intend to make a single award, or may multiple firms be selected?  
CARTA intends to make a single award.
49. Could you provide insurance requirements for this contract? Insurance requirements have been provided on page 1 of the CARTA Contract Provisions (page 4 of the pdf)
50. Is subcontracting mandatory for this contract? Subcontracting is not mandatory for this contract.
51. Under Additional Contractor's Insurance Requirements, would only a prime contractor be responsible for having associated insurance or would a subcontractor also be required? CARTA anticipates that insurance requirements would flow down to subcontractors. Permanent employees would not have additional contractor's insurance requirements.
52. Are you looking for us to exclusively do direct placements (your employee on the first day) or would you be looking for contractors or consultants from us? Or Both? If direct placement only, are you targeting contingent agreements or retained search agreements?  
a. Potentially both, but more than likely permanent employees.
53. Can you provide some context as to the roles that we would be potentially fillings? Are you able to forecast the breadth of skillsets that you would want services under this agreement?  
a. Unknown, other than leadership roles.
54. Would all positions have on site requirements in Chattanooga? Yes
55. Do you have any idea on how many roles you'd be looking to fill annually?  
a. Unknown, but estimated at less than 5 annually.
56. Is the certificate of insurance mandatory to submit with the proposal? Can the sample COI work as proof? A sample COI is acceptable for providing a proposal.
57. Is the DBE/ACDBE PNW Statement mandatory for submission? No
58. Is the Uniform Certifications Application mandatory for submission? No
59. What would be the number of awards you intend to give? CARTA intends on awarding the contract to one firm.
60. What is the tentative start date of this engagement?  
a. Once approved by CARTA's Board of Directors, anticipated at the October or November Board of Director's meetings.
61. What is the work location of the proposed candidates? Chattanooga, TN
62. How many positions will be required per year or throughout the contract term?  
a. Unknown
63. Can we provide hourly rate ranges in the price proposal  
a. 90k and above-leadership roles.

64. Is it entirely onsite work or can it be done remotely to some extent? CARTA will accept remote services to recruit the positions needed. All accepted candidates will be required to work onsite in Chattanooga, TN
65. Could you provide a list of holidays?
- a. New Years Day
  - b. Martin Luther King Day
  - c. Easter
  - d. Memorial Day
  - e. Juneteenth
  - f. July 4<sup>th</sup>
  - g. Labor Day
  - h. Thanksgiving Day
  - i. Christmas Day
66. Are there any mandated Paid Time Off, Vacation, etc.?
- a. Personal Days: 5 (prorated based on start date)
  - b. Vacation Days: (prorated based on start date; leadership starts at 5 weeks per year; non-leadership depends on role).
  - c. Sick pay accrued at 8 hours per month starting the first month after hire for leadership roles.

*Annie Powell*

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Annie Powell, Director of Grants & Procurement, 9.22.25