TO: PROSPECTIVE PROPOSERS

As a reminder, the due date to submit proposals is March 20, at 2:00 p.m.

Questions and Answers:

1. Can you further describe the expectation for the Organizational meetings? How many employees are expected to attend? Is the expectation that these are held one-on-one or can we structure these meetings as focus groups? If the later, how many focus groups do you anticipate will be needed? **We do not yet have these teams assembled so the Recruiter needs to be flexible and assist with the creation of these teams.**

2. Does the City of Northglenn have internal graphic designers who will be able to finalize the Brochure? **The City does have a graphic designer on staff to complete the brochure.**

3. When you say a Comprehensive Internet Review, what is the expectation of level of information of the candidates’ public profile? For example: Are you expecting the recruiter to send a link to each candidates’ public profile for your review or are you expecting the recruiter to summarize the information available across each candidates’ full public profile? **Correct. We want to know anything and everything about a candidate that is available on the internet to ensure there is nothing that would be of concern.**

4. For the Selection Process, is the expectation that we would build behavior-based interview question to support each of the competencies and then make multiple interview guides for each key stakeholder group in the organization so the questions are varied and appropriate for the multiple stakeholder groups who are interviewing? If not, please clarify what the process is? If so, how many separate interview guides do you expect will need to be created? **We expect the recruiter to put together the interview guides. Draft questions and review with the city manager. Recruiter will provide guidance to interview panels.**

5. For the First Round Interviews coordination, is the expectation that the recruiter sits in on all of these interviews (as an expert in the role)? Or is it to coordinate the logistics of taking 1 interviewee to the next panel interview (coordinator support), etc.? **Both.**

**ALL ITEMS IN CONFLICT WITH THIS ADDENDUM ARE HEREBY DELETED. END OF ADDENDUM**