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**Addendum #2**  
**RFP #28-20, Outplacement Consulting Services**  
**April 3, 2020**

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**NOTICE IS HEREBY GIVEN** that the following addendum serves to provide clarification and to answer the questions received on RFP #28-20, Outplacement Consulting Services.

**BID SUBMITTAL INFORMATION:**

Health and safety are of the upmost importance to the City during this time. During the time COVID-19 is active, in order to reduce travel and personal interactions, we are requesting that all solicitation documents be submitted electronically.

**Instructions on how to submit your solicitation documents electronically:**

- Log onto: <https://app.smartsheet.com/b/form/6965ef2e80e84fa6b2426b2a0f226441>
- Complete online form with “**Your Information**”
- Use the drop-down arrow to select “**Project You Are Bidding On**”
- Drag and drop your files into the “**Upload Files Here**” box

Once complete, hit “**Submit**”

**NOTE:** Once solicitation documents have been submitted, in order to retract the documents, an email from your company must be sent to the address listed under that solicitation on the City’s website. Retractions can only be made on open solicitations.

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Question 1: Are the separated employees looking to being re-tooled for other career paths or up-skilling them to stay in their current “fields?”

**Answer to Question 1: Whether a separated employee would like to remain in their career field or choose another career path is entirely their decision.**

Question 2: Approximately how many separated employees?

**Answer to Question 2: In the past year, the City has separated from twelve (12) employees; of these, only two (2) used outplacement services.**

*End of Questions and Answers*

*All other dates and terms and conditions remain the same in this Request for Proposal.*

*End of Addenda*