

**RFP 2023-18 Executive Recruitment for Outreach and Sales Director
Questions and Answers Response**

No.	Bidder Questions:	Covered CA - Response:
1.	Exhibit A- E.2. We do not charge by the hour; we will set a flat fee to conduct this search project, and it doesn't change if we need to substitute personnel. Is this acceptable? If yes, will points be deducted under this method?	Proposers must provide the total costs for each of the four categories of described services or products, as well as the total cost, as set forth in Exhibit B, Attachment 1 – Cost Worksheet. Should any of these costs be dependent on the hourly rates of personnel and Contractor wishes to substitute personnel after receiving written approval from Covered California, the costs with the substituted personnel cannot exceed the costs stated in the contract.
2.	Exhibit B #2 It says Covered CA agrees to pay the Contractor in arrears for services listed. This implies no payments will be made until the project is completed. But it also says: The contractor shall submit an invoice supported by a brief progress report which summarizes both completed tasks and work in progress – suggesting payments will be made based on achieving certain progress goals. Please clarify and if payments are made as deliverables are provided, please provide such details on how this works.	Invoices may be submitted for services rendered during billing periods throughout the term of the contract, as progress is made on the key activities and deliverables described in Exhibit A – Scope of Work, but not more frequently than monthly. In addition to the other requirements set forth in Exhibit B – Budget Detail and Payment Provisions, invoices must also include a brief progress report which summarizes both the completed tasks and work in progress toward all deliverables. Covered California will verify and approve invoices as they are received.
3.	Exhibit C- DD Insurance Requirements Second to the last paragraph starting with - “The Contractor shall require its subcontractors/vendors under this Agreement...” When you say under this agreement, is it correct to assume you are not referring to our general business agreements verses those that are specifically involved in the direct work of this search. Example: We use a vendor service for our technology and technology support services (general, for all of the work we do on behalf of all clients) verses an assessment firm for leadership testing/assessments who might be directly involved with a finalist candidate for this search.	Yes. If Contractor subcontracts out a portion of the work under this Agreement, it must ensure those subcontractors or vendors performing such work comply with the insurance requirements and any other applicable provisions.

No.	Bidder Questions:	Covered CA - Response:
4.	<p>What is the salary range for this position? Will this be base salary only or will there be an incentive component to their compensation.</p>	<p>The salary range for this position is \$12,333 - \$21,218 per month or \$147,996 - \$254,616 per annum.</p> <p>Individuals appointed to this classification from outside of state service may be eligible for a discretionary recruitment differential for purposes of attracting and retaining high-level individuals, in the form of a one-time, up-front payment made upon appointment. The amount of the differential in each case would be specific to the individual's personal circumstances and not to exceed 60 percent of the individual's base salary in the first year of appointment. The differential is also subject to approval by the Covered California Board of Directors.</p> <p>Additionally, if the individual does not continue employment with Covered California for two years, the individual will be required to repay part or all of the differentials based upon the following prorated schedule:</p> <ul style="list-style-type: none"> • 0 to less than 12 months of employment: 100 percent payback. • 12 to 24 months of employment: 50 percent payback.