

Baltimore County Public Library
Purchasing Department, Facilities Services
320 York Road, Towson, MD 21204-5179



**BALTIMORE COUNTY
PUBLIC LIBRARY**

Addendum to:
RFP 2026-P-03 Executive Recruiting Services

February 27, 2026

RFP 2026-P-03 Executive Recruiting Services Questions and responses:

- The General Scope of Work (page 5) does not mention any involvement of library staff, library support groups (such as Friends of the Library, Library Foundation), elected and appointed County officials etc. in the recruitment process. Does the Board anticipate involvement of groups such as these in the recruitment process and expect the consultant's proposal to address how this might be accomplished?
- A: Yes, proposal should address involvement of staff, Library Board, and Foundation Board.
- Does the Board intend to appoint a Search Committee to oversee the recruitment process? If so, can you share the make-up of that committee? If not, who will be the primary point of contact for the consultant?
- A: Yes, Board will name a committee. Primary contact is Yara Cheikh, Board President
- How will any State or County "open meeting" regulations/legislation affect what, if anything can be done in closed session? For example, can screening interviews and final interviews be held in executive session?
- A: Meetings with search committee would occur outside of formal board meetings, and any interviews would be held in closed/executive session.
- Certification of Registration and Tax Payment (page 17) - Am I correct in assuming that as an LLC based in Colorado, I only need to attest that these conditions have been met in Colorado?
- A: Yes
- Schedule of Professional Fees and Expenses (Page 21) - In addition to including a total amount for professional fees, should I include a proposed payment schedule? Will expenses the consultant incurs, such as advertising, travel etc. be reimbursed at cost? Am I correct in assuming that the Library will directly reimburse the candidates for any travel related expenses and that the consultant is not responsible for estimating, invoicing, or paying the candidates for those expenses?
- A: Yes, include a proposed payment schedule. Expenses for consultant should be included in proposal as much as possible and will be reimbursed at cost. Expenses for candidates' travel will be reimbursed directly by Library.

- For RFP 2026-P-03 Request for Proposal for Executive Recruiting Services for the Executive Director Position, does the proposal submission package require bidders to submit the signed original and four photocopies in one envelope, or in five separately mailed envelopes?
- A: One Envelope is sufficient.

Should you have any questions or concerns, please contact me directly.

Regards,
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