



Board of Harbor Commissioners

Sabrina Brennan, President
Edmundo Larenas, Vice President
Nancy Reyring, Secretary
Tom Mattusch, Treasurer
Virginia Chang Kiraly, Commissioner

John Moren, Interim General Manager
William Parkin, District Counsel

January 17, 2019

TO: Prospective Proposers

FR: Julie van Hoff

RE: RFP #2019-01 for Executive Search- Addendum

On January 16, 2019 the San Mateo County Harbor District Board elected a new board president. Three copies of your proposal should therefore be addressed to:

Sabrina Brennan, Commission President
San Mateo County Harbor District
504 Avenue Alhambra, Ste. 200
P.O. Box 1449
El Granada, CA 94108

The following question was received prior to the January 17, 2019 4:00 p.m. deadline:

QUESTION

Dear Ms. van Hoff:

Koff & Associates is in receipt of your RFP for above referenced executive recruitment at the **San Mateo County Harbor District.**

I've begun work on the proposal and noted that the "GM responsibilities" sheet does not include educational requirements or salary range, which is usually part of a full-blown Job Description. While I realize the Responsibilities, sheet is part and parcel of the information we need, I was wondering if you could also send me the educational requirements, and special certifications required, and the salary range. Also, how many staff actually report to the General Manager at this time. That was not clear on the Responsibilities page.

Thank you kindly for your time, and of course for including us in your solicitation. We look forward to submitting our proposal.

Ruth Zablotzky
Administrative Analyst/Proposal Developer

DISTRICT'S RESPONSE

The selected Executive Search firm will work closely with the District's Management Staff Search Ad-Hoc Committee which is comprised of two Harbor Commissioners, Sabrina Brennan, President and Edmundo Larenas, Vice President. This Committee will discuss the details of the "full-blown Job Description" with the selected firm.

The District employees approximately forty people. The current organizational structure includes four employees who directly report to the General Manager.