

**WORKFORCE SOLUTIONS CAPITAL AREA WORKFORCE BOARD
REQUEST FOR PROPOSALS FOR
Executive Search Firm**

Q&A RESPONSE

Posted 3/18/25

1. **QUESTION:**

“We do not currently hold a Texas State Comptroller ID Number. Is this required for RFP submission, or only if selected/contracted. We’d of course get it by time of contracting if required.”

- ***WFS Response:*** *This is not a requirement for this RFP. “Not Applicable” or “N/A” would be appropriate.*
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2. **QUESTION:**

“What is the situation regarding the current CFO? As mentioned above, we only just received the RFP and have not had time to fully research it. We see [Current CFO] on the website. Is he leaving soon? Is he an Interim, etc.?”

- ***WFS Response:*** *The current CFO has served Workforce Solutions Capital Area as a highly valued and important member of our staff leadership team. The current CFO has decided to semi-retire by moving into a less visible and slightly less responsible role in the organization’s finance department. This position shift will take place concurrent with the hire of the new CFO. As such, the current CFO’s expertise and experience will be available to the new CFO for a period of time.*
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3. **QUESTION:**

“When was the last time salary was benchmarked for this role?”

- ***WFS Response:*** *February 2025.*
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4. **QUESTION:**

“Have you worked with search partners before on executive roles? If so, which firms and when?”

- ***WFS Response:*** *WFS Capital Area has not worked with search partners for any position in more than 15 years.*
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5. **QUESTION:**

“What was the salary range of the prior CFO, if applicable?”

- **WFS Response:** *\$101,860 - \$172,272*
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6. **QUESTION:**

“How long did the prior CFO serve, if applicable?”

- **WFS Response:** *2 years and 5 months as of 3/18/2025*
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7. **QUESTION:**

“Is there a standard bonus structure that accompanies this role? If so, would you be able to advise of that amount?”

- **WFS Response:** *There is no standard bonus structure that accompanies this role. Bonuses are provided to staff based on budget availability, merit, and other factors as determined by the CEO and/or the Board of Directors.*
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8. **QUESTION:**

“What is the team's appetite for in-person interviews at the recruiter level if travel is required?”

- **WFS Response:** *WFS recognizes that in-person interviews with finalist candidates is likely advisable and preferred. It is less important to WFS that the recruiter attend in-person interviews if travel and related travel expenses will be required.*
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9. **QUESTION:**

“What is your organization's annual operating budget? # of employees?”

- **WFS Response:** *The WFS approved budget for fiscal year 2025 (Oct 2024-Sept 2025) is \$65,992,869. ; there are currently 29 full-time and 3 part-time employees on our staff.*
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10. **QUESTION:**

“As it relates to payment terms, are they negotiable?”

- **WFS Response:** *WFS requests that proposers submit costs as requested in the RFP in order that proposals may be fairly evaluated and compared. Proposers may also submit alternate payment terms, and request negotiations, in the event that their firm/agency is selected for contract negotiations.*
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11. **QUESTION:**

“Does the vendor need to be local?”

- **WFS Response:** *No, the vendor does not have to be physically located in Austin/Travis County.*
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12. **QUESTION:**

“Why is the role open, and how long has it been open?”

- **WFS Response:** *Please refer to WFS Response to Question #2.*
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13. **QUESTION:**

“What is the salary range of the CFO?”

- **WFS Response:** *Please refer to WFS Response to Question #5.*
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14. **QUESTION:**

“How many direct reports will the CFO have, and what roles are they?”

- **WFS Response:** *6 direct reports; 2 Senior Accountants, 1 Staff Accountant, 1 Accounts Payable Accountant, 1 Senior Comptroller, and 1 part-time Administrative Assistant - Finance*
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15. **QUESTION:**

“Section E, #9 states that the vendor will conduct a minimum of 3 meetings with the CEO/Search Committee. Will these 3 meetings be in person or virtual?”

- **WFS Response:** *WFS seeks the most cost effective means of conducting the 3 meetings. If the proposer is located out of the region, and will require travel expenses to attend in-person meetings, then virtual meetings will be preferable for cost purposes.*
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End of Q&A Document