



**RFP ADDENDUM #2**  
Date of Addendum: November 07, 2022

**NOTICE TO FIRMS**

The Request for Proposals for Executive Search 2023 is modified as set forth in this Addendum. The original Request for Proposals and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Request for Proposals. Firms shall take this Addendum into consideration when preparing and submitting its Proposal and shall acknowledge receipt of this Addendum in its cover letter.

**PROPOSAL SUBMITTAL DEADLINE**

Monday, November 14, 2022

**1.0 – REQUEST FOR PROPOSALS**

Item	Section No.	Description of Change
1.1		
1.2		
1.3		

**2.0 – INFORMATION AND CLARIFICATIONS**

The following is provided as a matter of information and clarification only. To the extent that changes to the Request for Proposals are required based on the following, the Request for Proposals have been modified as noted above in this Addendum

Item	Section No.	Questions and Answers
2.1	Scope of Services	<ol style="list-style-type: none"> <li>1) Position Compensation- this is still being developed. Selected consultant or firm would assist with setting compensation parameters based on decided leadership model. (e.g. Executive Director or Co-Executive Director)</li> <li>2) Governance- there are two separate boards. The public agency Edmonds Public Facilities Board that consists of 5 elected members by Edmonds City Council and on the non-profit board under Edmonds Center for the Arts is a maximum of 24 board members. There is a steering committee that consists of the leadership of the two boards and two at-large positions. The Edmonds Public Facilities District is</li> </ol>

		responsible for the hiring and termination of an Executive Director level position.
2.2	Attachment A	<ol style="list-style-type: none"> <li>1) Key elements of the role: there are strategic objectives listed that this role will be responsible for. As we determine if this an Executive Director role or alternate leadership model, the specific oversight functions will be defined.</li> <li>2) The evaluation of the Executive Director role is performed by the Presidents and Vice-Presidents of the two boards with input from other board members and key staff.</li> </ol>
2.3	N/A	<ol style="list-style-type: none"> <li>1) Finance Picture- Edmonds Public Facilities District is responsible for approving the combined organizational budget and receives an annual financial audit through the State of Washington Auditor's Office. The non-profit Edmonds Center for the Arts prepares and submits an annual 990.</li> </ol>
		<ol style="list-style-type: none"> <li>2) What is the current budget size? The EPFD Board approved FY22 Operating Budget was \$3,433,000.</li> </ol>
		<ol style="list-style-type: none"> <li>3) Size of the leadership transition team? How many are staff members? How many are BIPOC? The entire LTT is made up currently of 10 members at this stage in the process. 3 are members of staff. We do not have the demographics of this team at this time and will need to send out a self-identification survey and provide that information in a supplemental addendum.</li> </ol>
		<ol style="list-style-type: none"> <li>4) The current Executive Director's salary is EPFD Board approved at \$155,000 annually.</li> </ol>
		<ol style="list-style-type: none"> <li>5) We are still considering what an alternative leadership model might look like and will make a determination soon to meet the goal of prior to initiating the executive search process.</li> </ol>

**END OF RFP ADDENDUM # 2**