



1. What parameters should the technical and cost proposals follow as far as length, font size, and format?

Parameters for technical and cost proposals are discretionary, as long as they are submitted as specified in section V of the RFP.

2. What is the expected compensation for both the CFO and GC positions?

See Section II of the RFP which limits compensation to the rate of basic pay for level I of the Executive Schedule, per section 5312 of title 5 USC. Compensation will be commensurate with qualifications and experience within these limitations.

3. How will CPB evaluate the alignment of presented candidates to the mission of the organization?

See the additional attached job description documents for required qualifications and positions responsibilities for each position. Candidates will be evaluated against these components.

4. Who will be the principal point of contact/hiring manager for this search?

Cara Dalrymple (cdalrymple@cpb.org) will be the primary contact for administrative matters of this search. The hiring manager is CPB's President and Chief Executive Officer. Approval and compensation requires authorization by CPB's Board of Directors.

5. As both positions directly report to the President and CEO, will Ms. Harrison be involved in the search and hiring process? Will she be accessible to search counsel?

Yes, and yes.

6. It appears that Ms. Harrison hired both leaders that will be retiring (in 2015 and 2016 respectively). True? What is the average turnover rate/tenure history of other top executive staff?

The hire dates of the two retiring executives were 2005 and 2006. The most junior executive has been in their position for 17 years.

7. Will there be established Search Committees or Interview Committees? If so, have members been appointed yet?

CPB's practice for executive recruits is for interviews to be conducted by all current executives (five), certain SVP's and VP's with final interviews of recommended candidates for hire by all members of the CPB Board of Directors.



8. Are there any internal candidates anticipated for these positions?

Yes.

9. Understanding the compensation is restricted by statute for basic pay.

Correct. The maximum basic rate of pay cannot exceed level I of the Executive Schedule, which for 2023 is \$235,600. See section 5312 of title 5 USC.

10. It is stated that “*candidates for both positions should be in the Washington metropolitan area.*” Will relocation be an option for candidates that wish to move to DC for this role?

Yes.

11. What other Search Firms have CPB worked with within the last decade? How many positions were searched for with a Search Firm?

Korn Ferry, Stanton Chase, and Livingston Associates. Approximately three positions over the referenced time frame.

12. Who will be the main contact from CPB?

Cara Dalrymple, VP Human Resources, cdalrymple@cpb.org

13. What is the anticipated next step after July 28 for contenders and when does CPB expect to award the contract to the chosen Search Firm?

Proposals will be evaluated and scored by an evaluation team and top firms will be interviewed by members of CPB’s executive team.