



**ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD**

*Lighting the Way ~ Rejoicing in Our Journey*

**REQUEST FOR PROPOSAL  
FOR  
EXECUTIVE SEARCH SERVICES TO IDENTIFY CANDIDATES FOR  
THE POSITION OF DIRECTOR OF EDUCATION**

**RFP #: P-01-12**

**ADDENDUM #1  
QUESTIONS & ANSWERS**

**DUE DATE: April 26, 2012 at 4:00pm, Local Time**

**Mailing Address:**  
Mr. Tony Prizio  
Purchasing Department  
St. Clair Catholic District School Board  
420 Creek Street  
Wallaceburg, ON  
N8A 4C4

**ADDENDUM, QUESTIONS & ANSWERS**

**ADDENDUM #1**

- A1. RFP P-01-12 Document - **I. DEFINITIONS.** (vii) “**Designated Location**” has been changed to agree with 2.01 St. Clair Catholic District School Board, 420 Creek Street, Wallaceburg, Ontario N8A 4C4.

**QUESTIONS AND ANSWERS**

**1. QUESTION:** Could I ask you to forward to me the Board logo in “art quality” form for printing and other collateral?

**ANSWER:** **The Board logo will not be supplied for printing or other collateral during the RFP process.**

**2. QUESTION:** On Page 26 of the RFP there is a request titled “ACKNOWLEDGEMENT”. Could you forward that in flat form in order to facilitate completion?

**ANSWER:** **Page 26 of the RFP titled “ACKNOWLEDGEMENT” has now been posted as a separate fillable PDF Form on [www.Biddingo.com](http://www.Biddingo.com) and [www.st-clair.net](http://www.st-clair.net) - Bid Opportunities**

**3. QUESTION:** Does the Education Centre have video conferencing capability in order to conference with the SCCDSB Executive Search Committee to mitigate / eliminate unnecessary travel?

**ANSWER:** **Yes the Education Centre has video conferencing capability.**

**4. QUESTION:** On page 14 Section “3.08 Each Proponent shall submit one (1) signed original Proposal and Four (4) copies of the Proposal plus one soft copy (on a memory stick) by the Closing Time”

Is a “burned CD” compliant with the RFP?

**ANSWER:** **Yes a “burned CD” or a memory stick may be submitted as a soft copy and will be considered compliant with the RFP.**

This concludes the addendum #1, Questions and Answers.