



Real Entertainment. Real Events. Real Exciting!

February 13, 2026

NOTICE TO PROPOSERS ADDENDUM #1

On January 22, 2026, Tulsa County Public Facilities Authority sent proposals for Professional Recruitment Services

The purpose of this addendum is to provide all proposers with a copy of the questions and answers that have been requested.

1. Could you share any known expectations around the anticipated search timeline?

It is not as important as to how short of a timeline we have as to taking the time to get the right person for the job. If it takes some time we are in a good position with what staff we have in place.

2. Are there any optional services the TCPFA's Board is particularly interested in considering?

Firms may list any optional services outside the scope to be considered.

3. How many firms have been included in the initial RFP?

TCPFA contacted ten firms and the RFP is posted on the Expo Square website.

4. Will the firm that is awarded have an exclusive search?

Yes, the awarded firm will have an exclusive search.

5. What is the desired salary range for this position, and is this range non-negotiable?

TBD by TCPFA's Board



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6. Is there a bonus or incentive structure for this position?

TBD by TCPFA's Board

7. Will there be a relocation package or assistance for a candidate that is not local, and what does that package assistance look like?

TBD by TCPFA's Board

8. Will we be provided with a full benefit overview and cost structure?

TBD by TCPFA's Board

9. What will the full interview process look like, and who will candidates be interviewing with during the process?

Candidates will be interviewed by the five-member board. Selected firm will help put forward the best candidates, rank them, etc. and give feedback to the board. Then allow the board to do initial video meetings and then bring the best candidates in for live meetings.

10. Regarding the recruitment brochure, please clarify:

- The intended purpose of the recruitment brochure and how it will be used (e.g., digital distribution, print, events, outreach).

The purpose of the recruitment brochure is to attract the interest of a good sampling of qualified candidates. The brochure should be presented to whoever meets the qualifications.

- The primary target audience (e.g., prospective candidates, partners, internal stakeholders).

Individuals with a background in managing medium to large organizations. The individual we should be looking for does not necessarily be required to



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have past experience in the state fair industry. If the individual meets the criteria we have established, they can come from any and all backgrounds.

11. To support effective planning, could you please clarify:

- Would this role require an accelerated recruitment process.

Timing is not as important as getting the right person for the job.

12. Can you please confirm the reason for the CEO search? Is there an interim CEO?

Replacing the past CEO who just retired. Yes, we have a qualified interim CEO in place.

13. Has TCPFA used a retained search firm in the past?

Uncertain; not recently.

14. Can you please provide the Operating Budget? Also, total revenue annually?

\$32M annual operating budget, \$41.3 annual revenue in 2025

15. How many FTEs on staff?

97 FTE

16. Understanding Exhibit A, what is most important (i.e. the top 3 criteria) you're looking for in the next CEO?

(1) Experience, (2) Education, (3) Personality with the ability to build a strong culture and talent development.

17. Understanding proposal will be awarded on 2/26, can you please confirm who has the final decision rights (i.e. full board vs. subcommittee)?



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The full five- member board of the Tulsa County Public Facility Authority will make the final decision in selecting the next CEO of Expo Square.

Proposals remain due by 11:00 a.m. on February 20, 2026, and will be opened by TCPFA on February 20, 2026, at 1:00 p.m.

Respectfully,

A handwritten signature in black ink that reads "Jessica Booth". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Jessica Booth
Purchasing Agent