



**Solicitation Amendment No. 1**

<b>To: Prospective Proposer/Offeror:</b>	<b>Date:</b>
Prospective Proposers	November 4, 2020
<b>Project Title:</b>	<b>Project No.:</b>
Executive Search Services	RFP 21-05

Description of Solicitation Amendment: The Request for Proposal - (Project RFP No. 21-05) is hereby amended as set forth below:

1. Questions and answers have been release (below).

Please visit our website at <https://www.hccs.edu/about-hcc/procurement/>

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

<b>Acknowledgement of Amendment No. by:</b>	<b>Date:</b>

<b>Company Name (Bidder/Offerer):</b>

<b>Signed by:</b>

<b>Name (Type or Print):</b>	<b>Title:</b>

**REQUEST FOR PROPOSAL**  
**PROJECT NO. RFP 21-05**  
**EXECUTIVE SEARCH SERVICES**  
**QUESTIONS AND ANSWERS No. 001**

Date: November 4, 2020

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

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Q1. Can companies from outside USA can apply for this – like from India or Canada?

**Response:** Please see Section 4 – Instructions to Proposers, Page 13-14, Item 4, Proposer Response, Letter A: Certify that the firm is legally permitted or licensed to conduct business in the State of Texas for the services offered.

Q2. Do we need to come over there for meetings?

**Response:** We work remotely with executive selection firms.

Q3. Can we perform the tasks (related to RFP) outside USA – like from India or Canada?

**Response:** See Question 1 above.

Q4. Can we submit the proposals via email?

**Response:** As stated on the RFP Page 1 and Page 8 – Proposals Submission Instructions.

Q5. Will HCC be able to provide the recording with all of the participants?

**Response:** The recording is not available, but the list of all participants from the virtual presentation is available at the following link: [RFP-21-05-Virtual-Pre-Proposal-Meeting.pdf](#)

Q6. Will a participant list be made available?

**Response:** See Question 5 above.

Q7. Questions pertaining to Item 2.16 of the RFP Solicitation – Provide support for the interviews, reference checking, and hiring process.

In the discussion today, it sounded as though the selected search firm will generate a pool of applicants and pre-vet them before presenting them to the search committee or hiring authority, eliminating those who do not meet the required qualifications for the position, or those who, in our judgement as a result of social media and other research are poor prospects for the system or its component institutions. The search committee or hiring authority only wants a list of fully qualified and pre-vetted candidates. Is this correct?

Is it your intention for vetting at this stage to include reference checking? Do you prefer to have institution personnel do references or do you want the firm to do them?

Typically, in a comprehensive nationwide search, we would continue to support the search committee or hiring authority through the initial interview and finalist interview stages of the search, up to and including assistance with contract negotiations. Is it the case that services beyond the presentation of the candidate pool to the search committee are not to be a part of our proposal? Essentially our involvement would end with turning the pool over to the committee?

Regarding pricing, you anticipate a single flat price for C-suite positions and a second single flat price for lower level positions that includes costs of advertising the position and any anticipated consultant travel but does not include candidate travel, is this correct?

**Response:** Social media – yes we expect the candidates to be vetted.

Reference checks – yes, we expect you to ensure the candidates are of the highest caliber as part of your qualification process.

Screening Committee Role – you are expected to provide a verbal brief of all candidates to the Executive Director and CHRO just prior to the release of candidates to the committee. You are expected to answer candidate questions throughout the process and stay connected with the person leading the process at HCC to ensure a smooth candidate experience. The person leading the process at HCC will communicate with the firm throughout the process as needed and will communicate with three (3) finalists progressing to the Chancellor for interview. The Office of the Chancellor will work directly with the candidates for final interviews with the CHRO as the lead.

Q8. Has this RFP been uploaded in the eProcurement system?

**Response:** Yes, HCC prefers that all responses be submitted electronically using the (JAGGAER Sciquest) eProcurement system. Please see Page 8 of the RFP – Proposals Submission Instructions.

Q9. Attachments 1, 5, and 7 must be notarized. Is a scanned copy of a notarized document acceptable in an electronic submission? Will we be required to submit originals of these documents at some point?

**Response:** Yes, Attachments 1, 5, and 7 must be notarized. As stated in the RFP, all attachments must be submitted in .pdf form. Please see Page 8-Proposals Submission Instructions of the RFP.

Q10. Signatures – are electronically generated signatures acceptable or do you want scanned copies of wet signatures?

**Response:** Yes, as long as all documents are signed and dated and submitted in .pdf form.

Q11. How many C-Level searches do you anticipate during this contract? How many non C-Level searches do you anticipate?

**Response:** The number depends upon the need.

Q12. How many C-Level searches did you complete during the past 3 years?

**Response:** 16.

Q13. How many non C-Level searches did you complete during the past 3 years using Executive Search Firms?

**Response:** 16.

Q14. Please provide a list of the titles that would be considered C-Level searches. If possible, provide the number of positions and the average salary for each.

**Response:** College President, Vice Chancellor Planning & Institutional Effectiveness, Associate Vice Chancellor Finance & Accounting, Associate Vice Chancellor Student Engagement & Success, Executive Director Foundation, Chief Facilities Officer, Chief Financial Officer-Vice Chancellor Finance & Administration, Associate Vice Chancellor Communications and Marketing.

Q15. Please provide a list of the titles of positions that are non C-Level but would require the services of an Executive Search Firm.

**Response:** None.

Q16. Paragraph 2 of Section 2 – Price Proposal indicates that the total cost should include all travel and living expenses for the proposed solution. Is candidate travel included in this total cost?

**Response:** During the COVID-19 pandemic we do not anticipate travel; we will conduct 100% virtual interviews at this time. If we do activate onsite interviews at a later date, candidate travel should be included in the total cost.

Q17. Item d ii 3 of Paragraph 4 – Proposer Response of Section 4 (p.14) states that our response should include the percent of time assigned to this account and physical office location. It is impossible to assign a percent of time allocation without a specific project or projects. How should this be addressed?

**Response:** The average time expected on a project is 60 to 90 days. No physical office location requirement.

Q18. Item d ii asks for brief resumes of key personnel. Items d ii 1-5 ask for information about individuals (1, 3, and 5) and for information about the firm (2 and 4). Should the firm information be included on each individual resume?

**Response:** Yes – please provide the requested information.

Q19. Do we need to submit Attachment 3 if we will not be subcontracting any portion of the contract?

**Response:** Yes, All noted Attachments 1-7 are to be completed and submitted with Proposal, Attachments 1, 5 and 7 must be signed and notarized.

Q20. Re: Attachment 5 – Is there a Small Business Participation Goal attached to this RFP? There is a blank line on the form. How should that line be filled?

**Response:** Yes, there is a Small Business Participation Goal. Please see Section 5 – General Information, Section 14, Pages 19-20, Small Business Development Program (SBDP).

Q21. Page 13, 3(c), references proposals be submitted in a binder with an electronic copy on a flash drive. Is the preference to submit a single digital copy as instructed on Page 8?

**Response:** Please see Page 8-Proposals Submission Instructions of the RFP.

Q22. Page 13, 3(f), reference original and 1 electronic copy. Is the preference to submit a single digital copy as instructed on Page 8?

**Response:** Please see Page 8-Proposals Submission Instructions of the RFP.

Q23. Page 13, 3(b) (I think this is supposed to be "h"), references an envelope containing a proposal shall be addressed as follows. Is the preference to submit a single digital copy as instructed on Page 8?

**Response:** Please see Page 8-Proposals Submission Instructions of the RFP.

Q24. Page 25, Attachment No. 2, if the prime is a small business and intends to self-perform, the RFP reads to complete Section 3 only. Would we also need to complete Section 4 to provide certified small business classification as noted just above the table or should we include the information only on Attachment 4?

**Response:** On Page 25, Attachment No. 2, please complete the top of the page with the bidder information, then to Section 1. How the supplier responds to section 1, depends on the next section to be completed.

Q25. What volume of positions have you filled over the past three (3) years?

**Response:** The volume of positions filled requiring Executive Search Services was six (6) over the last three (3) years.

Q26. What was the average fee per placement over the past three (3) years?

**Response:** We do not have access to that information.

Q27. What volume do you anticipate in 2021 and 2022?

**Response:** The number depends upon the need.

Q28. When constructing a new job description, will this be in partnership with HCCS?

**Response:** No. HCC will construct the job descriptions.

Q29. May we utilize the name Houston Community College System in our advertisement?

**Response:** Yes.

Q30. To confirm, if we submit electronically we do not need to submit an additional printed copy, correct?

**Response:** Please see Page 8, Proposals Submission Instructions.

Q31. What exactly will the interview stages include?

**Response:** See steps below:

1. Screening Committee Initial Review of Candidates (decide who to interview)
2. Screening Committee Interview decide who to recommend for Hiring Manager Interview; Generally 3 candidates are referred)
3. Hiring Manager Interview (Generally 3 candidates)
4. Candidate Campus Forum (30-minute forum when HCC have opportunity to meet finalists candidates & provide feed-back; Forum is video-taped)
5. (Tentative) Chancellor arranges onsite visit to chosen candidate location to meet with key partners
6. Decision made/ offer made/start date determined

Q32. Is it possible to share the anticipated salary ranges for the various positions mentioned in the price proposal? Is there a transparency website or resource where I can find such information?

**Response:** Listed below is the link for requested information.

<https://myhcc.hccs.edu/HR/Documents/Executive%20Salary%20Structure.pdf>

Q33. Would you let us know how many C-suites executives and Low-level executives we would be hiring for this proposal so that I can provide you a flat rate price? If there are no number ok hires then we will give you the percentage we charge per hire multiplied by the annual salary of each hire.

**Response:** It depends upon need.

So as an example- if the CEO earns \$150,000 per year- our fee is 15% of his annual salary plus admin and search fees; but since you are not tell us the number if hires neither are you giving us the total spend for this RFP. We can only give cost/ fees in percentage. We would include a breakdown of our cost- in this proposal nevertheless.