



Solicitation Amendment No. 2

To: Prospective Proposer/Offeror:	Date:
Prospective Proposers	January 21, 2021
Project Title:	Project No.:
Executive Search and Recruitment Services	RFP 21-22
<p>Description of Solicitation Amendment: The Request for Proposal - (Project RFP No. 21-22) is hereby amended as set forth below:</p> <p>Questions and Answers have been released (below).</p> <p>Please visit our website at https://www.hccs.edu/about-hcc/procurement/</p> <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>	
Acknowledgement of Amendment No. by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

REQUEST FOR PROPOSAL
PROJECT NO. RFP 21-22
EXECUTIVE SEARCH AND RECRUITMENT SERVICES
QUESTIONS AND ANSWERS No. 001

Date: January 21, 2021

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

Q1. Do you anticipate extending the bid due date?

Response: Yes. The project is extended to **Thursday, January 28, 2021**. Please continue to check the following website for updates to this solicitation: <https://www.hccs.edu/about-hcc/procurement/rfps/bid-title-319541-en.html>

Q2. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Response: Responses will be evaluated in reference to Section 3 – Proposal Evaluations, Page 11.

Q3. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?

Response: No.

Q4. Other than your own website, where was this bid posted?

Response: The solicitation was posted on the State of Texas website – Electronically State Business Daily – ESBD website.

Q5. I understand this is a contract for the employment agency/firms, but would candidates be hired as a direct placement, full-time employee of HCC or contractors only?

Response: The scope does not address employment agencies/firms. Instead, the intent is to contract with Executive Search Firms. Please refer to Section 1 – Project Overview & Scopes of Services.

Q6. Please note that the Close Date as listed on the Jaggaer Sciquest website for this RFP is listed as Wednesday, January 20 rather than Thursday, January 21 as you explained. From my previous experience, once Jaggaer's close date and time has arrived, it will no longer allow submission, that is, it will close acceptance on the 20th rather than the 21st. Please clarify.

Response: The Close Date listed on the Jaggaer Sciquest website has been updated accordingly.

- Q7. Attachment 1, at the bottom, has a line that says "Signed by." Is that where the notary signs or is that where our firm's representative signs? If that is where our firm's representative signs, where does the notary sign?

Response: Yes, the "Signed By" is for the supplier's representative and the Notary signs their name underneath or next to their notary seal.

- Q8. I have the same question for the bottom of page 32, which is part of Attachment 5. Is the "Signed by" where our firm's representative signs or the notary?

Response: Please refer to Question 7.

- Q9. My initial question revolves around the flat fee. After discounting our standard agreement, I am calculating the flat fee to be in the 50-75 range. I want to make sure that we are in the ballpark of HCC historical arrangement with previous firms. Is there any Intel you would share with us?

Response: The salary ranges can be found at the following link:

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

- Q10. Please clarify item 4.2 of Section 2 (Page 10). What specifically are you looking for when you say "A fee schedule by classification for services?"

Response: As stated on Page 10, Section 4 – Additional Financial Proposal, it states Proposers are instructed to provide also fees in two different formats: An all-inclusive lump sum fee or a fee schedule by classification for services which are the job classifications listed in Section 1, Scope of Services, 2.1 – C-level searches.

- Q11. In Section 4, item 2 you say "All Attachments noted are to be completed and submitted with Proposal. Attachments 1, 5, and 7 must be signed and notarized. How are we to submit notarized documents electronically?"

Response: All documents (notarized) are to be submitted electronically via the JAGGAER Sciquest as a .pdf file.

- Q12. Please provide any guidance on salary ranges to best determine flat fee arrangement?

Response: Please refer to Question 9.

Q13. Please clarify Travel and living expenses request.

Response: This cost should be included in your total cost per Section 2 – Price Proposal of the RFP.

Q14. Are responses to be uploaded to this site or to the Jaggaer site?

Response: Yes. Responses are to be uploaded to the Jaggaer site.

Q15. When submitting the response to RFP 21-22, Attachments 1, 5, 7 ask for notary and signature. In regard to attachments that require a notary, when submitting the response since the terms of submittal have changed to just sending in pdf. Format via site, is a notary acceptable as a scanned copy added to RFP response?

Response: Please refer to Question 11.

Q16. Can you tell me what is different from the RFP that was due last November 10, RFP 21-05? It seems that these are basically the same.

Response: The scope of services has been revised, but it is essentially the same.

Q17. If we submitted for the RFP in November, is it worthwhile for us to submit for this one too. Has an award been granted for RFP 21-05?

Response: No. That project is canceled. Only responses to this project will be considered.

Q18. Will you consider other WBE/Diversity Certifications? We are certified WBE and WSOB through WBENC. We have the necessary resources to conduct all types of searches in-house. We are also HUB Certified through the Texas Comptroller of Public Accounts. Will these certifications be recognized by HCC? We are willing to apply for further certifications upon the award of a contract if necessary.

Response: HCC recognizes certification by the following governmental and private agencies: Metropolitan Transit Authority of Harris County (METRO) SBE Certification, City of Houston SBE,

MWPDBE and DBE Certifications, Texas Department of Transportation SBE Certification, City of Austin SBE Certification, South Central Texas Regional Certification Agency SBE Certification, Small Business Administration 8(a). HCC has the right to revoke acceptance of a business as a certified or qualifying small business and to conduct certification reviews. For more information regarding SBE Certifications, go to <http://www.hccs.edu/about-hcc/procurement/small-business-procurement/>

Q19. Can you tell me if the submission of our response will go directly on your site under "Supplier Attachments" along with the attachments?

Response: Yes. Electronic submissions go directly to the site listed below:

(<https://solutions.scquest.com/apps/Router/SupplierLogin>).

Q20. Attachments 1, 5, 7 all need notary. Since we are uploading the documents, do you still want the notary and if so, can the document be scanned after notarized and then as a pdf. Uploaded to the site?

Response: Please refer to Question 11.

Q21. On same page online it has a section "Items" and when you open, it is GroupS1 which looks like pricing. Can you tell me what this is and if it is different from the Pricing Proposal Section 2 of the RFP?

Response: Please complete Section 2 – Pricing Proposal and the section listed Items on JAGGAER System which is the service line items and a unit price is required.

Q22. Lastly, Tab 8 refers to Business Relationship Strengths. Would using interns on your side be applicable to this RFP as our search process is normally a confidential process with our clients and our teams. We do not utilize interns. I am not sure if we should just reply indicated as such.

Response: The use of interns are not applicable to all procurement projects.