

Solicitation Amendment No. 001

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To: Prospective Bidder/Offeror:	Date:
Prospective Proposers	April 24, 2018
Project Title:	Project No.:
Executive Search Services	RFP 18-03

The Request for Proposals (Project RFP No. 18-03) is hereby amended as set forth below:

- The Proposal Submittal Due Date has been extended from April 26, 2018 by 2:00 PM (Local Time) TO Thursday May 3, 2018 by 2:00 PM (Local time).
- Additional Question & Answer period has been added.

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

Company Name (Bidder/Offeror):	
Signed by:	Date:
Name (Type or Print):	Title:

REQUEST FOR PROPOSAL
PROJECT NO. RFP 18-03
EXECUTIVE SEARCH SERVICES

QUESTIONS AND ANSWERS NO. 2

Date: April 24, 2018

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

1. With regards to conducting background checks on potential HCC candidates, How in-depth or profound does HCC expect the search firm to go in their investigation? Would the search firm be required to conduct a criminal check and/or an investigation of financial standing?

Response: The contractor is expected to conduct an extensive background check always including civil and social media; and financial upon request. Candidates forwarded for review are to be fully vetted and reviewed.

2. Can you tell us what types of jobs or disciplines you would anticipate filling through this contract over the next to five years?

Response: Candidates sourced by the search firm are Executive C Suite level positions. All positions are executive administrative.

3. How many C-Suite Executive Searches are there for:
Year 1, Year 2, Year 3?

Response: Dependent upon need. In past years, 1-2 have been recruited.

4. How many Lower Level Executive positions will need to be filled for:
Year 1, Year 2, Year 3?

Response: These positions are normally not recruited through a search firm.

5. Will HCC accept a flat rate cost range for each of the line items in Section 2 on the price proposal?

Response: HCC would like to not be charged if a position is recruited more than one time in a 12-24 month period due to a candidate the firm brought forth exiting the position or the candidates provided do not meet the needs. Some firms base the cost on percentage of salary accepted by candidate, this is not preferred.

6. Can HCC provide us with a current budgeted position category list with the corresponding salaries?

Response: Approximately 15 positions are the C-Suite Level with titles such as Vice Chancellor, Chief Officer, President, and General Counsel. Base salary typically ranges from \$150,000-\$250,000.

7. How many vendors will be awarded?

Response: Up to three (3).

8. On background check requirements (Section C-page 6 of 24/Additional Screens and Checks) Do we need to include all items under "Screening Packages" AND "Additional Screens and Checks"

Response: The Search Firm is expected to conduct an extensive background check always including civil and social media; and financial upon request. Candidates forwarded for review are to be fully vetted and reviewed.

9. You stated that the RFP must be submitted by 12/15 but did not give specifics such as:
of Copies, Form of Delivery: Electronic or Hard Copy, Are they any time stamp requirements.

Response: A and B: See Section 4 – Instructions to Proposers, Number 3, f.

Response: C: Proposals must be submitted and received in the HCC Procurement Operations Department on or before the time and date specified in the Solicitation Schedule.

10. We are a certified as a small minority business concern both at the State Level (Texas) and Federal Level. We are ESBE, HABE, MBE, SBE, WBE, HUB, DBE. Will this be a consideration in awarding this RFP.

Response: See Section 5 – General Information, Number 14, Small Business Development Program (SBDP): 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.

11. What is McKesson's preferred payment method? The (2) listed in the RFP seem to be the same.

Response: See Section 5 – General Information, Number 31, Invoice: To facilitate payment, invoices for goods or services delivered in accordance with the resulting contract and purchase order shall be emailed to the Accounts Payable Department with copy to the Small Business Development Program. Pursuant to Texas Law, payment terms shall be net thirty (30) days.

All invoices shall include certified documentation noting any small business participation activity including but not limited to: small business firm's name, certification number, certification expiration date, description of work performed for the corresponding period noted on the invoice and amount being paid to the certified small business. Such documentation shall be certified by the small business and be used to monitor the ongoing small business commitment in accordance with the original proposed commitment and governing contract.

12. Are the terms of the Agreement for only (1) year? Renewable for a certain period of time (ex: 1, 2, or 3 years)?
When does the RFP process have to be repeated?

Response: See Page 3, Section 1, Project Overview and Scope of Services: It is anticipated that the contract term for contract(s) awarded resulting from this solicitation, if any, will be one (1) years with the option to renew for two (2) one-year terms. Further, HCC reserves the right to extend the contract term on a month to month basis, not to exceed three (3) months upon the expirations of the initial term and any successive renewal term.

13. On background check requirements (Section C-page 6 of 24/Additional Screens and Checks) Do we need to include all items under "Screening Packages" AND "Additional Screens and Checks"

Response: See question and answer to number one (1) above of this document.

14. What is McKesson's cost for Drug Screening and who is the required Vendor (Section 5.6.1, page 5 of 24)

Response: No part of this RFP.

15. Could you please clarify the requirements/terms under "Conversion"?

Response: No part of this RFP.

16. What is meant by/ or definition of Comparable Pricing? (page 8 of 24)

Response: No Page 8 of 24 exist. Not part of this RFP.

17. Would you please elaborate on or clarify "Ongoing Savings Program" (section 9.2, page 10 of 24)?

Response: No page 10 of 24 exist. Not part of this RFP.

When issued, "Questions & Answers" shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Questions & Answers. All revisions, responses, and answers incorporated into the Questions & Answers are collaboratively from both the Procurement Operations and the applicable HCC Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Questions & Answers and to have incorporated them into this solicitation and resulting proposal response.

Furthermore, it is the responsibility of each Contractor to obtain any previous Questions & Answers associated with this solicitation.