

OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: EXECUTIVE SEARCH CONSULTING SERVICES
RFP NUMBER: E521-011
RFP CLOSING DATE: NOVEMBER 6, 2020 @ 3:00 PM EST



ADDENDUM #2

Issued: 10/26/2020

ADDENDUM FOR THE PURPOSE OF:

- To provide the attached questions and answers.
- To provide a new attached revised Price Proposal #2
- To extend the closing date from October 28, 2002 at 3:00 pm, to **November 6, 2020 at 3:00 pm**

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** (NEW) by 3:00pm Eastern Standard Time on **November 6, 2020.**

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time at vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time.**

Company Name

Authorized Signature

Date

Printed/Typed Signature

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Vendor Questions	Montgomery College Response
1. Is there an incumbent contractor? If so, how long have they been the contractor?	No, this will be a new contract.
2. How many searches were conducted over the last three years, and in general what has been the average turnover at the Executive level?	We conduct approximately 120 recruitments a year, with about 3-5 that fall within the administrator classification. We do not track turnover rates by classification or grade-level.
3. How many employees are currently at the executive level as defined by the RFP?	There are approximately 80 administrators at the College. Of that 80, roughly 20 positions would be considered executive level.
4. Are there currently open positions that need to be filled immediately?	Yes, we need to initiate a recruitment for the associate senior vice president for strategic enrollment management. This position will require an executive search consultant.
5. What are the salary ranges for these employees and do they typically receive signing bonuses?	Grade 39: \$118,834 - \$207,934; Grade 41: \$136,590 - \$239,058; and S1: \$157,100 - \$274,900. The College does not offer signing bonuses.
6. Would it be possible to have a copy of the organizational chart with titles?	See attached.
7. What is the definition of a subcontractor?	A subcontractor is a company or person whom a general contractor hires to perform a specific task as part of an overall project and normally pays for services provided to the project. They form agreements with the contractor, not with the customer.
8. Section 6, Revised Price Proposal- Seems to request a flat fee retainer. Will the College accept a percentage fee? ZRG invoices the estimated (or flat) fee in 3 increments. Should this be described in the pricing proposal?	Yes, see the new attached revised Price Proposal. In addition to the Price Proposal the Offeror may include a separate attachment to further describe pricing structure if needed.
9. Section 6, Revised Price Proposal- Each category says "Total Fee Not to Exceed Amount Per Candidate?" Can you explain what is intended by "Amount Per Candidate?" Typically a flat fee will be Per Search with travel and related expenses billed at cost per candidate but not the search fee itself.	See the new attached revised Price Proposal.
10. Section 6, Revised Price Proposal- If it is determined that consultant/s should travel for in-person meetings to campus or to arrange in-person meetings with potential candidates, are these expenses to be estimated in the flat fee or invoiced separately? Similarly for candidate travel to meet with search committee members and for a real estate visit if a relocation?	The travel and relocation budget will be dependent upon the position and the recruitment strategy (e.g., national versus regional or local, target number of candidates for onsite interviews, etc.). For a national search, we will usually cover the travel expenses of the candidate(s) to interview onsite and will provide a relocation allowance (up to \$5k) to the new hire. We do not cover additional travel for real estate visits.

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11. Section 6, Revised Price Proposal- Are position advertising expenses to be estimated within a flat fee price? With the requirement to have a recruitment plan developed and approved for each recruitment, this may differ per search.	See the new attached revised Price Proposal.
12. Can you provide typical compensation ranges each for the First, Mid and Executive Levels of positions?	See answer for question 5.
13. Page 10, section I, defines the College’s language for the placement guarantee provided. Will it accept travel and background check expenses invoiced at cost on the replacement search? Additionally, will it except additional language defining the terms of a replacement search to exclude circumstances outside the control of the candidate such as discrimination in the workplace?	We are open to considering and discussing what you propose on the replacement search.
14. Can you provide information on the use of executive search and staffing firms by Montgomery College during the last 2 years and by level and any trends upward or downward for the next 2 years?	See answer(s) for questions, 2, 3, & 4.
15. Whether companies from Outside USA can apply for this? (like, from India or Canada)?	Yes.
16. Whether we need to come over there for meetings?	Due to COVID-19 pandemic, face-to-face meetings are currently limited to video/web conferencing such as zoom, go-to-meeting, etc.; however, once the pandemic is over face-to-face meetings may resume and be required.
17. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Yes, as long as the awarded Contractor can meet or exceed the RFP terms & conditions, requirements, and specifications of the solicitation.
18. Can we submit the proposals via email?	See RFP Section 5 “Proposal Submission” for complete submission instructions.

***** End of Questions & Answers *****

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SECTION 6– REVISED PRICE PROPOSAL #2

This section is used to describe all costs for the acquisition, implementation, operation, maintenance, licensing and use of the proposed solution. The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement.

Description	Fee
Position Type: First Level (Manager, Dean, Chair)	
Total percent of annual salary, per Search Includes: pre-recruitment, advertisement, materials, development of position description, identify potential candidates, screening, interviews, checks and verifications, offer coordination & acceptance.	_____ %

Description	Fee
Position Type: Mid-Level (Director, Chief)	
Total percent of annual salary, per Search Includes: pre-recruitment, advertisement, materials, development of position description, identify potential candidates, screening, interviews, checks and verifications, offer coordination & acceptance.	_____ %

Description	Fee
Position Type: Executive Level (VP, Sr. VP, Provost)	
Total percent of annual salary, per Search Includes: pre-recruitment, advertisement, materials, development of position description, identify potential candidates, screening, interviews, checks and verifications, offer coordination & acceptance.	_____ %

TRAVEL AND EXPENSES	Cost
Total Cost Not to Exceed Amount	\$_____ per Search

HOURLY RATES FOR ADDITIONAL SERVICES	Cost
Note: The hourly rate shall be inclusive of all reasonable charges to the College.	\$_____ per hour

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror's omission. Award will be made in the best interest of the College to the highest evaluated, most responsible, responsive Offeror that can meet the terms, conditions, and specifications of this solicitation.

Montgomery College is tax exempt, certification provided upon request

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SECTION 6– REVISED PRICE PROPOSAL #2-continued

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

Company Name

Name

Title

Authorized Signature and Date

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