

REQUEST FOR PROPOSAL  
RFP# AX-26-003 EXECUTIVE SEARCH SERVICES  
1-21-26

**ADDENDUM NO. 1**  
**Vendor Questions Received in Response to the RFP**

**NOTE: The following questions were copied verbatim from vendor submissions. Our answers follow. Vendors must acknowledge receipt of all addendum as part of their proposal response package -- see page 15 of Request for Proposal.**

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1. What would be the number of awards you intend to give (approximate number)?

**A1: We will be making a single award to one vendor.**

2. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again.

**A2: This is a new contract and there are no incumbents.**

3. Are there any pain points or issues with the current vendor(s)?

**A3: This will be a new contract, so there are not any current vendors.**

4. Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting?

**A4: There is no mandatory subcontracting requirement.**

5. In Section 3.8 Proposal Checklist on page 17. Considering an efficient and concise response and limiting the size of our proposal document, our plan is to provide a list naming all of our active master service agreements with state agencies and educational facilities. We are seeking confirmation that this format is sufficient at this time. We can provide copies of individual contracts as requested.

**A5: A list supplying active master service agreements will be fine.**

6. The second paragraph of Section 2.4- Insurance states that the Vendor will hold the University harmless from claims that may arise in connection with the operation of the Student Counseling Center facilities. Can you please explain why this would be an

executive search vendor's responsibility when providing searches for a Dean and Department Heads.

**A6: The second paragraph of Section 2.4 can be deleted in its entirety.**

7. Section 3.8 of the RFP requests that we provide a copy of our EO policy. We consider our insurance policies to be proprietary information, and we do not share them with third parties. Would a Certificate of Insurance evidencing the coverage be acceptable to the University?

**A7: Yes, a certificate of insurance would be acceptable; however, an EO policy is referring to an Equal Opportunity policy. That will also be needed.**

8. Could you please share the previous spending on this contract?

**A8: This will be a new contract, so no previous spending**

9. How many positions were used in the previous contract?

**A9: No previous contract.**

10. How many positions will be required per year or throughout the contract term?

**A10: All positions needed is listed on the RFP.**

11. Can we provide hourly rate ranges in the price proposal?

**A11: No, all price proposals need to be detailed, itemized, and include all costs**

12. Will the county allow mid-contract price adjustments (e.g., for agency fees or wage rates) during the three-year term, and if so, under what conditions?

**A12 The term of the contract is one year or until the positions are filled. There won't be any price adjustments.**

13. If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?

**A13: Adjustments are not permitted.**

14. Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract

**A14 Yes, the initial proposal should reflect fixed pricing.**

15. Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

**A15: No**

16. The link to the Services Contract in Section 4.4 isn't working. Can you please provide a new link or the document for our review?

**A16: <https://sas.arkansas.gov/wp-content/uploads/Services-Contract-SRV-1-082125.pdf>**

17. Please provide us with an estimated NTE budget allocated for this contract.

**A17: That information is not available.**

18. The anticipated start date for each position.

**A18: July 1, 2026 for each.**

19. The estimated salary range or minimum salary for the Department Head and Full Professor for Computer Science. The other three positions have salaries listed, but we didn't see a salary for this fourth position.

**A19: Approximately \$125k depending on qualifications/experience.**

20. In section 2.3, Specifications and Deliverables, we wanted to confirm what, if any, expectations there are for the search firm to assist with interviews throughout the searches.

**A20: Unknown at this time.**

21. Will all four searches occur concurrently or be conducted on a staggered timeline? For our clarification, will there be a separate search committee for each search or 1-2 committees overseeing all searches?

**A21: Effectively concurrently with a different committee for each search.**

22. In order to include all costs in our price structure, can you provide more detail on the expectation for frequency of campus visits. How many times would our consultants expect to visit campus (launch meeting, semi-finalist interview, finalist interviews, etc.) for each search? Are there specific meetings/milestones that UAES expects to utilize virtual platforms like Zoom/Teams, etc.?

**A22: We could probably do this with all meetings occurring via Teams, though it may be better to have one launch meeting in person visit for all searches, and then do the rest of the process with the consultants remote.**