

# UNIVERSITY OF LOUISVILLE®

## PROCUREMENT SERVICES ADDENDUM

<b>Date of Notice:</b>	7/10/2024
<b>Solicitation No.:</b>	RFP332-PSC
<b>Title:</b>	Legal Services - Executive Search Firms for Consulting Services
<b>Addendum No.:</b>	2

The following shall clarify and/or modify the original bid document(s) as issued by the University of Louisville.

- University response to questions received. See attached.

Bidder must acknowledge receipt of this and any addenda either with bid or by separate letter. Acknowledgement must be received in the Department of Procurement Services, Service Complex Building, University of Louisville no later than **07/17/2024 at 2:00PM, EST**. If by separate letter, the following information must be placed in the lower left-hand corner of the envelope:

<b>Solicitation No.:</b>	<b>RFP332-PSC</b>
<b>Title:</b>	<b>Legal Services - Executive Search Firms for Consulting Services</b>
<b>Due Date:</b>	<b>WEDNESDAY JULY 17<sup>TH</sup> at 2:00 PM</b>

### Authorized By:

Procurement Services	
----------------------	--

### Receipt Acknowledged:

Company	
Signature	
Name (print)	
Date	

1. Is there an alternative way to depict the specific ask of naming the search team for each type of position? It would require presenting 12 different scenarios in the proposal (president, provost, executive vice presidents, vice presidents, associate vice presidents, assistant vice presidents, vice provost, deans, department chairs, executive director, director). Also, naming the specific individuals who might be assigned to a search, would depend on the specific discipline or administrative function.

*University response: Please include ALL individuals that would be on the search team, inclusive of all possible positions. You don't need to break it down by position category.*

2. Partners at the firm generally do not have "resumes" detailing their backgrounds and employment history with the firm. As an alternative, would a biography, including their years with the firm, and their involvement with similar searches in higher ed that align with Louisville's suffice?

*University response: Yes, this will suffice.*

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

*University response: Undetermined, but likely between 3-7.*

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

*University response: There is not a single budget for this contract. Each department pays the expenses that occur from their operating budget.*

5. 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?

*University response: Contracts over the last two fiscal years were with AGB Search, Greenwood Asher & Associates, and Isaacson Miller. Any firm, even one we have previously contracted with, will be eligible to submit a proposal and potentially be awarded a contract.*

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

*University response: No.*

7. Could you please share the previous spending on this contract, if any?

*University response: Approximately one million dollars over the last two fiscal years.*

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

*University response: No.*

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

*University response: We completed 11 searches over the last two fiscal years.*

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

*University response: This would strictly be an as-needed basis and we don't have this information at this time.*

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

*University response: We are looking for a Fixed Fee per position category. We would also like a Not to Exceed amount for expenses. Percentages will not be accepted.*

12. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

*University response: Remote work is acceptable, if onsite is required we would discuss on a project-by-project basis.*

13. 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?

*University response: Sample resumes and/or biographies/background information are acceptable and must be submitted at time of proposal submission.*

14. Since it is difficult to submit fixed fees based on each position type due to the wide variation in compensation within each position, may we offer fixed fees based on compensation bands that span across all positions?

*University response: We are looking for a Fixed Fee per position category. We would also accept Fixed Fees per salary range. Percentages will not be accepted.*