

UNIVERSITY OF LOUISVILLE®

PROCUREMENT SERVICES ADDENDUM

Date of Notice:	6/6/2024
Solicitation No.:	RFP-042-24
Title:	International Recruitment Services - INDIA
Addendum No.:	One (1)

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

Vendor Questions and Answers:

1. Please provide us with an estimated NTE budget allocated for this contract.
The NTE budget for the employer of record/management services is \$75,000. In addition, the in-country reps will be provided a separate variable yearly recruitment budget dependent on available resources of the College.
2. What is the work location of the proposed candidates?
Currently we require representatives in India. Preference for either Mumbai, New Delhi, or Bangalore. The proposal indicates the ability to alter locations based on the geographic recruitment demands.
3. 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?
There is an existing contract. Incumbent is eligible to submit a proposal again.
4. Are there any pain points or issues with the current vendor(s)?
Our current contract is becoming cost prohibitive. Additionally, we are looking for a provider that offers data-driven graduate recruitment insights, provides graduate-focused recruitment events, and who can provide guidance on customized digital marketing strategies.
5. Could you please share the previous spending on this contract, if any?
No.
6. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?
Our current contract serves as the employer of record for two in-country representatives. We would like to retain the two in-country representatives, if possible.
7. How many positions were used in the previous contract?
Two.
8. How many positions will be required per year or throughout the contract term?
Currently our contract provides two in-country representatives in India. We would retain the right to increase or reduce the number of representatives in total or in designated countries.
9. Can we provide hourly rate ranges in the price proposal?

Yes. We expect our in-country representatives to work no less than 40 hours a week. However, for our accounting purposed we only need to know their yearly salary, the yearly management fee, and the total of the two combined

10. 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?

This does not need to be entirely onsite. Proximity to an office for oversight, management, and culture is important. However, we recognize the nature of role does lend itself to hybrid work models at times. We defer to the vendor's needs to meet with their employees as needed.

11. 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?

Not required. We currently work with two in-country recruiters under the existing contract that we would like to join the new organization (if the existing contract is not renewed - current provider eligible to re-submit). If that is not possible, we will work with the provider and review possible candidates for the role.

12. Could you please provide the list of holidays?

We recognize and respect the importance of cultural holidays in India. The operations of our US-based recruitment and admissions team follows the following holiday calendar ([University Holidays — Calendars \(louisville.edu\)](https://www.louisville.edu/university-holidays)). We would respect the need for certain Indian holidays to be observed but would prefer our in-country representatives not exceed the number of holidays allotted to our US-based team (12) plus a PTO bank of 12 days/year. In addition, we recognize that recruitment events and necessary travel take place on weekends – if so, the in-country reps would acquire float time to be used within two weeks of weekend responsibilities.

13. Are there any mandated Paid Time Off, Vacation, etc.?

We defer to the employer of record but understand the practice of providing 12-14 paid time off days per year is common practice. As the contract is between the employer of record and the representatives, we defer to the vendor. The priority for the College of Business is that the overwhelming majority of our working days overlap and time-off benefits do not exceed those of our US-based employees.

14. Is this a re-compete RFP? If yes, could you please share the name of Current Suppliers (who are currently providing services to Agency)?

It is a re-compete. We are not divulging the current supplier.

15. Could you please share current Supplier's pricing and Proposals?

No.

16. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?

Started in 2020.

17. How many resources are currently engaged in the current contract?

N/A.

18. Can you please share the amount of business each vendor did under this contract in previous years?

Every academic year the current relationship yielded approximately 60-100 students, depending on the year. We would like to see higher enrollment numbers in the years to come. We are not disclosing the current spend on the contract.

19. Is there any local preference for this contract?

Currently we would like our representatives to be in India. They have (and will) travel throughout the region, Middle East, and Southeast Asia. We retain the right to reallocate the roles depending on geographic recruitment demands.

20. What will be the estimated annual budget for this project?

NTE \$75,000. Additionally, the College will provide a recruitment budget TBD for recruitment events and travel on an at-cost basis.

21. Would you be accepting references from public as well as commercial entities?

Yes. We will accept.

22. Is sub-contracting required for this contract?

Contract may not outsource any of their services they are to provide. Also, we only want the recruiter we selected to work within their company and only for the University of Louisville's College of Business. We are hiring their services but also maintaining full control over the recruiter.

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 **06/20/2024 at 2:00PM, EST**. If by separate letter, the following information must be placed in the lower left-hand corner of the envelope:

Solicitation No.:	RFP-042-24
Title:	International Recruitment Services - INDIA
Due Date:	6/20/2024

Authorized By:

Procurement Services	Jamie D. Peck
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Receipt Acknowledged:

Company	
Signature	
Name (print)	
Date	