

Questions and Answers

Executive Search Firm Services RFP: No. 781-9-21312

Question 1: What is the salary range for Commissioner of Higher Education?

Answer 1: \$250,000 to \$299,813 is the anticipated range. As with most state matters, it is subject to availability of funds.

Question 2: Is there any incumbents? Who are the incumbents?

Answer 2: Raymund A. Paredes, Ph.D.

Question 3: What was the amount spent in 2016, 2017, and 2018 for Executive Staffing?

Answer 3: The amount paid to the Commissioner was as follows: 2016 = \$268,622, 2017 = \$280,289, and 2018 = 282,135

Question 4: Is there a specific position that is to be filled with this RFP? If so, what is the position? Can you provide a job description?

Answer 4: Texas Commissioner of Higher Education. Texas Education Code (TEC), Section 61.028 sets forth duties of the Commissioner of Higher Education. The Board members can, of course, request additional duties to be performed.

Question 5: Will the RFP include staffing for Information Technology positions?

Answer 5: No

Question 6a:

"THECB states: "6.24 Buy Texas: In accordance with Government Code, Section 2155.4441, the State of Texas requires that in the performance of this Agreement for services, Contractor shall purchase products and materials produced in the State of Texas when available at a price and time comparable to products and materials produced outside the state. Contractor agrees to act in accordance with Section 2155.4441 during the performance of this Agreement. The Evaluation does not give points for a staffing firm that is in the Central Texas area or even in the USA, though the RFP does state the Statute on page 44, above. Please consider points under the Buy Texas statute for being a company in the State of Texas."

Answer 6a: RFP criteria have been specified and this other suggestion will not be taken into consideration.

Question 6b: "The Evaluation does not give points for firms that have provided services for the State of Texas agencies. Please consider points for firms that have excellent past performance through the State of Texas Comptroller's Office Vendor Performance Reports."

Answer 6b: Section 5.6.1 "Evaluation Criteria #1: Contract Qualifications and Experience (40%)", #9 includes "Past vendor performance per the Texas Comptroller's Vendor Performance Tracking System (VPTS).

Question 7a:

"THECB states: "6.05 Assignment, Delegation, or Subcontracting: Unless as otherwise provided for in this Agreement, no contractual rights, interest, or obligation shall be assigned, delegated, or subcontracted by Contractor without prior written approval of THECB. No assignment, delegation, or subcontract approved by THECB shall relieve Contractor of any obligation or responsibility under this Agreement. It is THECB's intent that to the extent subcontracting is available, Agreement or make an effort to subcontract with Historically Underutilized Business(es) (HUB) as defined in Texas Government Code §2161.001(2) during the performance of this Agreement. The goal of the HUB program is to promote full and equal business opportunities for all businesses contracting with the State of Texas.

The Evaluation does not give points for firms that are certified with the Texas Comptroller's office Historically Underutilized Business program, also know as, HUB Program, though the RFP does state the Statute on page 37 and 38. Please consider points for certified Texas HUB firms. Please also request a HUB Subcontracting plan in this RFP. Please also state the THECB HUB Subcontracting plan goals for this RFP and THECB in general."

Answer 7a: Criteria are in the RFP.

Question 7b: Please provide who the THECB HUB Coordinator is for this RFP with contact information.

Answer 7b: All questions regarding the content of this RFP should only be directed to the Point of Contact listed under 2.2.

Question 8:

"THECB states: "Delivery Schedule of Events and Time Periods Indicate number of calendar days needed to commence the Services from the execution of the services Agreement: __Calendar Days"

Can the procurement team consider removing this? Staffing services does not have a "delivery schedule" due to the complicated nature of the services. Therefore, this is an invalid request, which will receive an invalid response."

Answer 8: The "Delivery Schedule of Events and Time Periods" is part of the criteria. It is important for the agency to know the Proposer's timeline.

Question 9:

"THECB states: The THECB is seeking to replace the Texas Commissioner of Higher Education, who is stepping down in August 2019,...Question: this is a confusing sentence. "THECB is seeking to replace Texas Commissioner of Higher Education"? Can you elaborate?"

Answer 9: **The incumbent has announced he is resigning effective August 2019. As a result, the THECB is seeking a search firm to provide assistance in hiring the next Texas Commissioner of Higher Education.**

Question 10:

"THECB states: Five (5) complete paper copies of its entire proposal. Question: Please consider an online system that is sustainable for the future. Most of the State of Texas agencies are utilizing online RFP response systems. This is a lot of paper that is wasted. It is a lot of postage as well. Section 2155.445 states, "The commission and state agencies shall give preference to recycled, remanufactured, or environmentally sensitive products, as those terms are defined by rule of the commission."

Answer 10: The five (5) paper copies are necessary to distribute to the Evaluation Team. To mitigate risk for errors, the THECB will not make copies of electronically submitted proposals to distribute. The THECB will review the possibility of implementing an online RFP response system, but it will not be available for this RFP.

Question 11:

"THECB states: Contractor will guarantee the placement for a period of twelve (12) months, beginning on the start date of the appointment. If a placed candidate resigns of his/her own accord or is terminated by the THECB during the first twelve (12) months of his/her employment, Contractor will conduct a new search to replace the candidate for no additional retainer, charging only expenses incurred. Question: This is above the standard for a staffing firm to provide a guarantee of 12 months. The standard guarantee is 3 months or 90 days should the client pay the invoice within 30 days. Can THECB consider 3 months, 90 days, guarantee instead?"

Answer 11: **No.**