

Addendum # 02
RFQ 2025-18 Professional Staffing Agencies and Executive Search Firms
Questions and Answers

Q1 : Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?

A. Please see the link below for a list of SOU holidays. We do offer paid time off and vacation to permanent positions.

<https://hrs.sou.edu/employee-resources/calendar/holiday-schedule/>

Q2: 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?

A. Resumes are not required at the time of submission.

Q3: 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?

A. The site location for the work will depend on the position.

Q4: Hourly rate ranges. Can we provide hourly rate ranges in the price proposal?

A. Yes, hourly rate ranges can be included with the price proposal.

Q5: If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?

A. This would be determined on a case by case basis.

Q6: How many positions will be required per year or throughout the contract term?

A. It will depend on the particular needs of the University.

Q7: How many positions were used in the previous contract (approximate)?

A. We have used these services from a variety of different vendors.

Q8: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

A. There is no mandatory subcontracting requirement.

Q9: Could you please share the previous spending on this contract, if any?

A. The spending varies depending on the position.

Q10: Are there any pain points or issues with the current vendor(s)?

A. SOU has used a variety of different vendors for this service.

Q11: 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?

A. SOU has worked with several agencies over the years.

Q12: What is the work location of the proposed candidates?

A. The site location for the work will depend on the position.

Q13: What is the tentative start date of this engagement?

A. Vendors will be approved on a rolling basis and available for campus use once the agreement is fully executed.

Q14: What are the estimated funds that are estimated to be allocated for this contract?

A. It varies depending on the position.

Q15: What would be the number of awards you intend to give (approximate number)?

A. SOU will award to all vendors who are approved.

Q16: Is this a newly initiated project, or is it a continuation of an existing one?

A. While we have used staffing agencies in the past, our aim is to streamline the process ahead of time for our departments.

Q17: If it is ongoing, kindly provide the names of the current service providers/incumbent vendors?

A. SOU has worked with a variety of vendors for this service.

Q18: Could you provide details on the previous expenditure associated with this contract?

A: It varies depending on the positions.

Q19: Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors?

A. Requests of this nature would need to go through our standard public records request process.

Q20: Are there any specific challenges or issues currently being faced with the existing vendors?

A. SOU has used a variety of vendors for this service.

Q21: Can you clarify the expected number of awards for this solicitation?

A. The number of awards will depend on the quality of the submissions.

Q22: Is there any preference or priority given to local vendors for this contract?

- A. We will not be giving preferences to local vendors and instead will use the vendor whose qualifications best meet our search needs.

Q23: Are requested modifications from a vendor to SOU's Standard Contract Provisions due today or on or before 4/28 with the full proposal? It sounds like in Sections 13 and 20 of the RFQ, that all modifications from the vendor are due today with any additional questions. We have that information available for you, but we wanted to clarify.

- A. SOU will evaluate changes to the Standard Contract Provisions upon successful submission.

Q24 : How should the cost proposal be structured? (e.g., hourly rates, flat fee or mark-up percentage)

- A. Please provide your standard cost structure.

Q25: What types of consulting services does SOU anticipate needing under this contract?

- A. SOU is interested in learning about the various types of consulting services that may be available.

Q26: Can you provide any existing position descriptions or specific qualifications you require?

- A. Please refer to our career page to see current opportunities. However, our needs change depending on the position.

[https://sou.wd1.myworkdayjobs.com/Southern Oregon University](https://sou.wd1.myworkdayjobs.com/Southern_Oregon_University)

Q27: Can you provide a list of specific positions SOU anticipates needing to fill under this contract?

- A. It will depend on the particular needs of the University.

Q28: Would it be permissible to include an Appendix to present additional information (e.g., team member profiles/bios)?

- A. Yes.

Q29: Can you please clarify what is meant by "RTO" and "RPO" in the following?: "Vendor will provide their Service Level Agreement listing their RTO and RPO with their submission."

- A. Recovery Time Objective (RTO).
Recovery Point Objective (RPO).

Q30: The RFP references states on Page 8: "The firm selected will provide and manage all aspects of confidential candidate website searches. The Search Selection Committee will use this gathered candidate information in their review." Are the confidential candidate website searches referring to web/press/social media checks? If not, can you clarify what you mean by confidential candidate website searches?

- A. The confidential candidate website searches are referring to web/press/social media checks.