UNIVERSITY OF ARKANSAS

Associate Vice Chancellor Business Affairs

# Q&A Addendum

## Bid # 04062026

### Executive Search and Recruitment Services

**This document provides clarification information pertaining to the above captioned RFP and will be updated as necessary.**

**REMINDER:** It is the Respondent's responsibility to thoroughly read and examine the entire Bid document and any addenda to the Bid.

1. What is the intended number of awards (approximate number)?

This is to be determined based upon the quality of the responses we receive from this proposal.

2. Please provide an estimated NTE budget allocated for this contract.

The University does not release this information as we are looking for the best pricing from the respondents.

3. What is the tentative start date of this engagement?

Tentative start date would be June 01, 2026. This is dependent upon how soon evaluations and any presentations and contract negotiations can be completed.

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

As stated in the Scope of Work, section2.1 UA Fayetteville does not currently maintain an as-needed contract for senior leadership search services. The University anticipates utilizing this contract to engage contracted firms for searches as needs arise during the contract term.

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

As stated in the Scope of Work, section2.1 UA Fayetteville does not currently maintain an as-needed contract for senior leadership search services. The University anticipates utilizing this contract to engage contracted firms for searches as needs arise during the contract term.

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

As stated in the Scope of Work, section2.1 UA Fayetteville does not currently maintain an as-needed contract for senior leadership search services. The University anticipates utilizing this contract to engage contracted firms for searches as needs arise during the contract term.

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

There should be no sub-contracting associated with this contract.

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

As stated in the Scope of Work, section2.1 UA Fayetteville does not currently maintain an as-needed contract for senior leadership search services. The University anticipates utilizing this contract to engage contracted firms for

searches as needs arise during the contract term.

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

As stated in the Scope of Work, section2.1 UA Fayetteville does not currently maintain an as-needed contract for senior leadership search services. The University anticipates utilizing this contract to engage contracted firms for searches as needs arise during the contract term.

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

Yes, if using the Flat fee-based pricing structure.

11. 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?

Per the terms listed in the RFP document, "Pricing must be firm for a period of two (2) years." The initial term of the contract will be for four (4) years. After the initial two (2) years of the contract, pricing adjustments may be negotiated.

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

Per the terms listed in the RFP document, "Pricing must be firm for a period of two (2) years." The initial term of the contract will be for four (4) years. After the initial two (2) years of the contract, pricing adjustments may be negotiated.

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

Per the terms listed in the RFP document, "Pricing must be firm for a period of two (2) years." The initial term of the contract will be for four (4) years. After the initial two (2) years of the contract, pricing adjustments may be negotiated.

14. What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?

The University of Arkansas' standard payment terms are Net30.

15. What are the reporting requirements?

The awarded contractor(s) shall abide by all federal, state and University of Fayetteville policies and procedures.

16. 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 sample resumes?

No resumes are required at the time of proposal submission.

17. Budget / Fee Expectations - Is there an anticipated fee range or typical percentage/flat fee structure the University has historically utilized for senior leadership searches?

As stated in the Scope of Work, section2.1 UA Fayetteville does not currently maintain an as-needed contract for senior leadership search services. The University anticipates utilizing this contract to engage contracted firms for searches as needs arise during the contract term.

18. Search Volume - While the RFP notes that services will be utilized on an as-needed basis, can the University provide an estimated number of searches anticipated annually?

Currently the University does not have an anticipated number of searches annually to provide.

19. Compensation Ranges - Beyond the sample Dean-level scenario provided, can the University share general salary ranges for other anticipated roles (e.g., Provost, Vice Chancellor, senior administrative positions)?

The proposal should be based upon the scenario presented. Once an open role for which we would like to retain a search firm is identified we will map it to our classification and compensation structure.

20. Prior Search Firms - Has the University previously engaged executive search firms for these types of roles, and if so, are there insights or preferences that would be helpful for proposers to understand?

As stated in the Scope of Work, section2.1 UA Fayetteville does not currently maintain an as-needed contract for senior leadership search services. The University anticipates utilizing this contract to engage contracted firms for searches as needs arise during the contract term.

21. Assignment Process for Awarded Firms - For firms selected into the prequalified pool, how does the University anticipate distributing or assigning individual searches (e.g., rotation, best-fit selection, mini-proposals)?

The University anticipates using the best-fit selection approach for each search.

22. Search Committee Structure - Can you provide additional detail on the typical composition and level of involvement of search committees for senior leadership roles?

Search committees are structured to reflect shared governance and broad institutional representation. Committees often include faculty, senior administrators, and, where appropriate, staff, students, and external stakeholders. Committees are fully engaged throughout the search lifecycle.

23. Item 10.1 notes how respondents must comply with standard terms and Conditions and all articles in the RFP document. Item 10.2 refers to a Word document which we can use to insert our response or create our own document. We are instructed to address each article in the RFP document, either with our content or “acknowledged.” Do you want respondents to leave the text from the RFP and insert our content, perhaps in a different color font or italics, or create a word document in outline form with the article and sub articles in order with our firm’s content or noting “acknowledged?”

Either option would be acceptable.

24. In Standard Terms and Conditions, page 8 addresses potential penalties if three milestones are not met within three or six months of the contract start. Does this apply with search assignments? If so, what specific performance milestones for search work that will be used for Milestones 1,2 and 3? Will these penalties apply only to the specific search underway? Say for example, a firm conducts two successful searches in years 1 and 2 of the contract. A third one goes poorly. Will penalties only be applied to the problem search? Finally, are these penalties applied as a last resort when a firm is not performing even though it has been notified that poor performance needs to be corrected?

Penalties would only be applied to the most recent search and only as a last resort.

25. Appendix III looks like an outline for a well-written proposal. Could we write a prose proposal using this outline as the main document? We could take the RFP document and where we have created specific

content addressing an article of sub article, refer to "the accompanying proposal response, p.__). Any article not needing content response would be marked "acknowledged."

Yes, this would be acceptable.

26. To provide the most accurate estimate of consultant travel expenses, can you provide an idea of approximately how many times you would anticipate consultants traveling in-person to campus during a standard search?

The University would anticipate the need to be no more than once with all additional communication happening online.

27. Appendix I: Official Price Sheet provides scenario-based pricing, along with the option for either submitting tiered flat fees or percentage-based fees. When submitting a percentage-based fee, there is an option to provide a minimum and maximum fee. Is this min/max ONLY for the Dean scenario described, or for any and all searches that might result from the solicitation?

This would be only for the scenario listed under Appendix I on page 22 of the RFP.

**Posted 05-01-2026**