



Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030
Phone: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>

QUESTIONS AND ANSWERS

GMU-1826-23

Recruitment Services Contingency and Retained

Responses are in **RED**.

1. It appears our response needs to be included in the Mason's Purchasing website link. What else might we include about our firm to provide the best information for you to assess our capabilities?

Answer: Section XI.B.5. IFB (Bid) Response of the IFB document outlines how to submit your bid. Section XI.B.1. outlines how Mason will determine award.
2. Separately, what types of skills do you envision being recruited under this contract?

Answer: This information is not available.
3. We are a SWAM certified WOSB/WBE/MBE vendor. We are very keen to participate in this RFP but we don't have any references for a permanent placement in an Educational institution. Is it possible to get relief on this front or use a reference from a Commonwealth of Virginia State agency?

Answer: No, a permanent placement at an institution of higher education is a requirement.
4. My question is would an executive search firm that works predominantly with college athletics departments for executive searches (Directors of Athletics/ Vice Chancellor for Athletics/ Head Coaches) be considered?

Answer: Yes, this would be considered if the submission is responsive and responsible to the IFB
5. While we have been providing recruiting services to major organizations in the Greater Washington, DC area for over 18 years, we do not meet the past performance qualification of at least one permanent position for an institution of higher education. Will that automatically eliminate us from consideration?

Answer: Please refer to the IFB document for the specification and requirements. At least one previously placed permanent position for an institution of higher education is required.
6. As I read this procurement, it states that we need to be SWaM Certified. We are not a woman owned, minority owned or small business. Can we still propose on this?

Answer: Yes, being SWaM certified is not required to submit a bid. Certification is only required after award and only if eligible. See section VI. SWaM Certification.
7. Can you please advise whether firms can elect to propose only on the retained recruitment services option, or must the successful bidder(s) be willing to also provide services on the contingency basis?

Answer: Yes, bidders may choose to bid only on one service or on both.
8. We are a recruiting partner for all VASCUPP schools, do you still require a proposal from me for this RFP?

Answer: Yes, this IFB is separate and unrelated to any other VASCUPP contract. At Mason's discretion, we may determine to only utilize responsive and responsible bidders submitted through this IFB
9. When will the Bid award winners be announced?

Answer: End of September to Middle of October
10. What is the average time required to on-board a new Service Provider following the award?

Answer: Onboarding can take as little as 2-3 days. <https://fiscal.gmu.edu/purchasing/do-business-with-mason/>.

11. During the last two years noted in the Bid in which 70-80 retained and contingent searches were conducted:

a. Of the 70-80 searches, how many resulted in hires?

Answer: This information is not available

b. What % of the positions were IT related? What % were Manager-level or above positions?

Answer: This information is not available

c. What was the average and median salary of the placed candidates?

Answer: This information is not available

d. What % of the searches were retained? Contingent?

Answer: This information is not available

e. What was the average time-to-hire for hired candidates? How does GMU measure time-to-hire?

Answer: This information is not available

f. Of the candidates hired in this period, what % of the placed candidates did not complete the 6 months of employment?

Answer: This information is not available

g. How many Talent Providers were involved? Who were/are the current Talent Providers? For each Provider, what is their % Fee Structure for Retained and Contingent Searches?

Answer: This information is not available

h. For each Talent Provider: What was the average # of Searches and average # of Hires?

Answer: This information is not available

12. What is the forecast of Talent Open Positions (via retained or contingent searches) for 2023? 2024?

Answer: This information is not available

13. What are the primary criteria for selecting service providers?

Answer: Please refer to section VIII. Scope of Work in the IFB document.

14. Is it lowest % fee charged and meeting the requirements?

Answer: Please refer to section XI. B. 1. Award in the IFB document

15. Are there any other criteria used for selection of awardees?

Answer: Please refer to section XI. B. 1. Award in the IFB document

16. Does GMU have any Service Level expectations with respect to the recruiting process? For example: fill rate, % submissions to hires, etc.

Answer: Please refer to section VIII. Scope of Work in the IFB document.

17. I am reaching out to see if we can support GMU under this state contract VTS 1207-2020? We provide executive search and consulting services under this.
Answer: This IFB is separate and unrelated to any other VASCUPP contract. At Mason's discretion, we may determine to only utilize responsive and responsible bidders awarded through this IFB
18. Do you have any additional information you can share with me? We already have an agreement in place with George Mason University. Is there a specific reason you are sending this new vendor agreement?
Answer: At Mason's discretion, we may determine to only utilize responsive and responsible bidders awarded through this IFB
19. How many vendors will be awarded?
Answer: Please refer to section VIII. Scope of Work in the IFB document
20. Can you please provide us with an estimated or NTE budget allocated for this contract?
Answer: There is no budget, and no minimum guarantee of work as stated in Section VIII Scope of Work in the IFB document.
21. What is the tentative start date of this engagement?
Answer: The tentative award date for this IFB is End of September to Middle of October. After award, engagements will be on an as needed basis.
22. What is the job location of the proposed candidates?
Answer: Not Applicable. This is not for a specific job position, this is to establish awarded bidders on a contract for the University to use for future needs. Job location will be determined with the future needs.
23. Please provide the evaluation criteria for evaluating the bids for this ITB.
Answer: Bids will be evaluated based on lowest price for all responsible and responsive bidders. See section XI. B. 1. Award for additional details.
24. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name?
Answer: Mason has previously utilized a variety of cooperative contracts from multiple service providers but we have not performed an IFB for these services where there is an incumbent.
25. If there is an incumbent for this contract, is the incumbent eligible to submit the proposal again?
Answer: Mason has previously utilized a variety of cooperative contracts from multiple service providers but we have not performed an IFB for these services where there is an incumbent.
26. Are there any pain points or issues with the current vendor(s)?
Answer: Not Applicable
27. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?
Answer: No.
28. Can we replace a subcontractor after an award?
Answer: Yes, with prior approval. See Subcontracts clause KK. in Attachment C.
29. Could you please let us know how many positions were filled in the last contract? and How many positions do we expect in the current contract?
Answer: Please refer to Section VIII. Scope of Work for relative history.

30. If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets? Are hourly rate ranges acceptable?
Answer: This is to establish a contract to be used for future use, as needed.
31. Are hourly rate ranges acceptable?
Answer: No, please refer to Section X. Pricing Schedule.
32. Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?
Answer: The Mason Holiday schedule can be found at: <https://hr.gmu.edu/benefits/leave/holiday-schedule/>. The placements will be full time employee and will be give all this information during on-boarding.
33. Will the University be contracting multiple vendors for this service?
Answer: Please refer to section VIII. Scope of Work in the IFB document.
34. Will all selected vendors receive the order at the same time? If not, with the award to potential multiple vendors, can you provide your process to deliver orders to the vendors?
Answer: Awarded Bidders may be contacted at the discretion of the end user seeking services. Section I Purpose provides definitions for what is considered retained and contingent search.
35. It is clear the University is looking for a percentage commission of the candidates first year salary. In terms of how that fee is presented, is the University looking for both a Retained Search Fee and a Contingency Fee? Or may we submit a quote for either Retained Search or Contingency Fee?
Answer: Yes, bidders may choose to bid only on one service or on both.
36. Are there any incumbents that currently exist for this contract? If yes, can their names be provided?
Answer: Mason has previously utilized a variety of cooperative contracts from multiple service providers but we have not performed an IFB for these services where there is an incumbent.
37. Can you please provide the incumbent vendors previous bid documents?
Answer: Mason has previously utilized a variety of cooperative contracts from multiple service providers but we have not performed an IFB for these services where there are previous bid documents
38. How may we obtain the existing contracts and/or the previous winning bid proposals and a copy of the scoring documents?
Answer: Mason has previously utilized a variety of cooperative contracts from multiple service providers but we have not performed an IFB for these services where there are previous bid documents
39. What will be the estimated budget for this contract?
Answer: There is no budget, and no minimum quantity of work guarantee as stated in Section VIII Scope of Work in the IFB document.
40. Are bidders required to sign Attachment C - Sample Contract GMU-1826-23 as part of their submission?
Answer: No this is a sample of the contract that will be required to be signed if awarded.
41. We have an existing master agreement through eVA to provide executive search services to university in the Commonwealth including GMU. Will this contract impact the existing contract?
Answer: At Mason's discretion, we may determine to only utilize responsive and responsible bidders awarded through this IFB.
42. Can you clarify if we are required to have a SWaM certification in order to respond to this RFP? If we do not have one, can we partner with a small business that does have this certification?

Answer: Being SWaM certified is not required to submit a bid. Certification is only required after award and only if eligible. See section VI. SWaM Certification.

43. Can we bid on either Retained or Contingent Recruitment, or is it required to bid on both?

Answer: Yes, bidders may choose to bid only on one service or on both.

44. Is GMU accepting any redlines on payment terms?

Answer: No.