

UNLV | PURCHASING & CONTRACTS

ADDENDUM 1 TO REQUEST FOR PROPOSAL NO. 593-LN

ON-CALL EXECUTIVE SEARCH COMPANY(IES)

University of Nevada, Las Vegas
Purchasing Department
4505 Maryland Parkway
Las Vegas, Nevada 89154-1033
(702) 895-3521

Date of Addendum: Monday, December 16, 2013

Date of Release: Monday, December 16, 2013

Date and Hour of RFP Opening: Monday, January 6, 2014 at 3:00 PM

UNLV will be extending out the dates on the RFP in order to allow Proposers a chance to ask additional questions. The revised RFP dates are as follows:

LAST DAY FOR QUESTIONS: Friday, December 20, 2013 by 5:00 PM local time

LAST DAY FOR ADDENDA #2: Tuesday, December 24, 2013 by 5:00 PM local time

OPENING DATE AND TIME: Monday, January 6, 2014 by 3:00 PM local time

The following questions were raised and are answered below:

1. How many placements were made in the last 12 months utilizing On-Call Executive Search Services?

Answer: Prior to this solicitation, we have not had On-Call Contracts for these services. That said, we have used executive search services for four recruitments in the past year.

- 1.a. Is that number expected to increase or decrease in the next 12 months?

Answer: We estimate that usage would be between one and three recruitments each year.

2. In the last 12 months, what types of positions utilized On Call Executive Search Recruitment Services?

Answer: In the past year, we have used executive search services for our Vice President for Research and Economic Development; our Dean Search for the Lee Business School; our Dean Search for Greenspun College of Urban Affairs; and our Senior Associate Vice President for Integrated Marketing, Communications, and Branding positions.

- 2.a. How was the decision to engage Executive Search services for a particular opening reached?

Answer: Decisions are made by each Cabinet Officer whether a search firm would be necessary or not. Usually this decision will take into consideration any difficulty with prior or failed searches and be a reflection of their perception of how difficult it will be to reach a viable, diverse pool of candidates.

- 2.b. How many firms are engaged for a specific search?

Answer: Each search would utilize a single firm.

3. How many Executive Search Vendors does UNLV currently have?

Answer: In the past year, we have contracted with 2 different vendors. The intent of this search is to have multiple on-call firms.

- 3.a. What is the average fee charged by those firms?

Answer: Each contract fee varied.

- 3.b. Were those firms chosen based on their academic placement expertise, Vegas market expertise, or national recruitment resources?

Answer: All were considered; please refer to Section B, Item 2, Evaluation of Proposals, on how this solicitation will be evaluated. In the past, it was based in a similar manner.

- 3.c. Did they offer retained or contingent search services?

Answer: For this solicitation, please refer to Section E, Pricing/Royalty Fee Response Form.

ALL OTHER TERMS, CONDITIONS AND SPECIFICATIONS OF THIS REQUEST FOR PROPOSAL REMAIN THE SAME.

ADDENDA MUST BE RETURNED WITH THE ORIGINAL RFP PACKAGE.