**December 6, 2019**

**To: Prospective Proposers**

**From: Carolyn Vargas, Contracts Administrator**

**Subject: Question and Answer for RFP**

**The following page(s) contain responses to questions submitted by prospective Proposers. Do not submit the attached “Q&A” document in your proposal**.

**QUESTIONS & ANSWERS**

The following questions have been submitted by prospective proposers. VTA has provided responses to the following questions to assist proposers in the preparation of their proposal. Some questions may have resulted in material changes to the instructions or technical aspects of the RFP. If so, those changes will be documented herein.

1. Is there a set aside for a local small business or a DBE?

Although there is no set aside, there is Local Firm Preference as in Form 8 of the RFP documents. All firms are welcome to submit proposals.

2. Why are NAICS codes included for Temporary Personnel on this RFP?

In order to ensure that all appropriate firms were notified of this RFP, several NAICS codes were included.

3. Is there any extension in the date for submitting the proposal and/or interviews?

No. The schedule remains as indicated in the RFP documents. Proposals are due December 16, 2019 by 4:00 pm.

4. How many vendors does VTA plan to include in the pool?

 This will depend on how many qualified proposals are received.

5. Can the Form 700 requirement be waived for this professional services contract?

 You can submit this request under the Form 3, “Exceptions to the Contract” when the

 proposal is submitted.

 6. Regarding the Minimum Qualifications, can MBA be substituted for years of experience?

No. Certifications are preferred over academic qualifications due to the continuing education component of the certification or recertification process.

7. Section IV, B. Content-“Profile of Firm” What is the expectation in terms of financial details?

 Reference to how the firm is structured, any bankruptcies and past litigation should be included as per this section in the RFP documents.

8. Section VIII, D-Would VTA consider paying the travel and other related costs for the finalist candidates and in-person interviews?

 If your firm is requesting VTA consider this, please include on the Form 3 “Exceptions to the Contract” form.

9. Section VIII, F-Would VTA consider revising the requirement of termination within two (2) years?

 No.

10. Did VTA have an Executive Recruitment pool in the past? If so, how many and which firms?

 Seven firms were selected. Firms as follows: Alliance, Generator Group, Gilbert Tweed, Hawkins Group, Koff and Associates, Krauthamer and Mercer Group.

11. What was the total spend for executive recruitment for years 2017-2019?

 $164,850.00

12. What is the process once a firm is selected to the pool?

 When a recruitment need arises, firms on the qualified list are chosen by specialties in qualifications for that specific need or contracts are issued equally among the list.

13. What are the different positions normally considered under these executive

 recruitment services?

 Executive level and key positions throughout the organization.

14. Can we request exceptions to the contract?

 Please see Form 3 “Exceptions to the Contract”. This form must include all requested exceptions to the contract language and insurance requirements. No other exceptions will be considered during negotiations.

15. Can our firm invoice per milestones and deliverables instead of on a monthly basis?

 That request may be included on Form 3.

16. Are insurance certificates required only if a firm is selected?

 Yes.

17. What is the preferred method of meeting with the chosen Contractor?

 Electronically via Skype or other method is sufficient.

18. Does VTA expect to have the Contractor team onsite for the interviews?

 No.

19. Will the Contractor be responsible for reference checking?

 Yes.

20. Is there a need for these services in a specific department?

 No. It can be organization wide.

21. Is there a preference on where to pull candidates? Public or private?

 For key positions public is preferred.

22. What are the core hours of most positions?

 The core hours would be 8:00 am – 5:00 pm.

23. What is the preferred salary step that positions would be hired?

 Beginning of salary range, but dependent on position and experience.

24. What is the size of VTA’s Human Resources recruiting department?

 Currently there are three (3) analysts and one (1) assistant.

25. How many contracted employee positions does VTA work with at any given time?

 Typically, there are ten (10) to fifteen (15) lower level positions and two (2) to three (3) executive level.