



October 7, 2020

ADDENDUM I

Purchase of Recruitment Services for Associate Vice Chancellor for Facilities and Construction Management CSP No. 21A-002

- I. The following is being provided in response to questions received:
 - A. Question: Could you tell me if base salary range for this is below \$175,000?
Response: In accordance with Section 3 of the CSP, the first-year base salary is replaced with \$187,693.60.
 - B. Due to the current climate, as many of us are still working remotely, are electronic/digital signatures acceptable for proposal submittal?
Response: Yes, digital signatures are acceptable.
 - C. Furthermore, do you accept proposal responses submitted electronically via email, or is it required to submit our responses as instructed on page 18 of the CSP?
Response: No, as per Section 2.C, pg. 18, emailed proposals will not be accepted.
 - D. Section 5: Certification of Non-Collusion -- Does this form have to be notarized?
Response: No, Certification of Non-Collusion form does not need to be notarized.
 - E. Will there be any consideration given to certified diversity firms (e.g. small, minority, woman, veteran, COSA mentor/protégé, HUB, DBE)?
Response: No, this is not a requirement of the CSP or evaluation criteria.
 - F. Will the College consider alternative pricing schedules rather than a fixed contingency fee?
Response: No, the proposed rate per search must be percentage based as described in Section 3, of the CSP.
 - G. We were awarded the Executive staffing contract under CSP #19A-014. Why is Alamo Colleges Procurement choosing to open the CSP to the public instead of utilizing the services of one (or all) of the companies that Alamo Colleges contracted with?
Response: The Alamo Colleges District has a different set of requirements for this CSP.
 - H. Will the winner of the contract perform executive staffing for the CSP exclusively or will this lead to future executive staffing opportunities for the firm?
Response: This CSP request is for the purchase of Recruiting Services for the Alamo Colleges District Associate Vice chancellor for Facilities and Construction Management.
 - I. Is there an incumbent for the position? If so, who is the incumbent?
Response: No, there is no incumbent for this CSP request.

The deadline to submit a proposal for this project is by no later than 2:00 p.m. C.S.T., Oct. 26, 2020



- J. What has been the amount spent for Executive Staffing in 2020? 2019? 2018?
Response: Purchase Orders were issued for Executive Staffing/Search Services for each of the previous years in question for the following amounts: \$62,646 in 2020; \$76,221 in 2019; and \$157,962 in 2018.
- K. What is the salary range for the position?
Response: Please refer to the response given in Question A.
- L. What was the highest percentage and lowest percentage of fee in CSP #19A-014?
Response: The proposed rates per search for CSP 19A-014 were fee based, and not percentage based. The tabulation for this CSP is available for review at alamo.edu/purchasing.
- M. Why is there a vacancy for Vice Chancellor for Facilities and Construction Management?
Response: The position is currently vacant.
- N. What has been the challenge for the Human Resources in filling the vacancy?
Response: This position has not been posted since it has been vacant, so there are no current challenges on record.
- O. Consider Evaluation Points for local vendors that are registered with State of Texas HUB and/or SCTRCA.
Response: No. The award will be made to the Offeror, which provides the best value to the Alamo Colleges District on the basis of the published evaluation criteria, and not solely based on the purchase price. There are no changes to the evaluation criteria or the CSP requirements.
- P. Consider increasing the number of years of construction from 10+ years to 20+ years. This is a Construction Executive role, so the number of years in construction should be higher.
Response: There are no changes recommended to the CSP requirements.
- Q. Consider removing the Architectural Registration/Professional Engineering license from a Requirement to Preferred. Most Construction Vice Presidents and Construction Executives, especially in public entities do not possess an architecture nor engineering degree as the Vice Presidents and Construction Executives oversees all areas of construction – not just the architecture phase of construction, nor the plumbing or other limited licenses. Requiring a specialist with license will limit the candidate pool eliminating many talented candidates that are a fit for Alamo Colleges.

LICENSES AND CERTIFICATIONS

Professional architectural registration and/or Professional Engineer License. Must possess and maintain a valid Texas driver license. Must be insurable through the organization's insurers.

Response: This requirement has been changed to preferred, and the Job Description – Attachment I has been replaced with a revised Job Description included with this Addendum.

The deadline to submit a proposal for this project is by no later than 2:00 p.m. C.S.T., Oct. 26, 2020



- R. Consider removing the Master's Degree as a Requirement to Preferred. Most Construction Vice Presidents or Construction Executives do not have a Master's degree. Most Construction Vice Presidents and Construction Executives have a business administration bachelor's degree. A Master's degree will limit the candidate pool excluding some very qualified candidates. Consider changing the job description to "Master's degree with 10+ years of experience OR Bachelor degree with 15+ years of experience".

EDUCATION

A Master's degree in architecture, engineering, public administration, business administration, or construction management.

Response: This requirement has been changed to preferred, and the Job Description – Attachment I has been replaced with a revised Job Description included with this Addendum.

- S. Our most recent placement of an equal role occurred in 2017. Would this automatically disqualify us from consideration per Minimum Qualifications on Page 5 of the CSP Request?

Response:

The respondents to this CSP must have the following minimum qualifications. Failure to meet minimum qualifications may be grounds for rejection. Alamo Colleges District reserves the right to reject Proposals that fail to include this information with the Offerors Proposal submission.

1. Offeror must affirm in writing and include with proposal: Offeror will provide confidentiality throughout the screening and hiring process at all times, and acknowledges the following: • Protect the confidentiality of all candidates and all application materials • Protect the confidentiality of the search committee's deliberations and discussions regarding candidates and recommendations of finalists • Refer any general external requests for information from friends, colleagues, and associates to Alamo Colleges District Human Resources-Employment

2. Offeror must affirm in writing and include with proposal: Offeror is experienced with providing the recruiting, screening, and hiring for Associate Vice Chancellor for Facilities and Construction Management or substantially similar as defined in Attachment I – Job Description, in a government or higher education setting, and provide evidence of a placement within the past twenty-four months.

There are no changes recommended to the CSP minimum qualifications.

- T. Can you please clarify the following minimum requirement: "Refer any general external requests for information from friends, colleagues, and associates to Alamo Colleges District Human Resources-Employment."

Response: If awarded, Contractor agrees to refer any questions related to the hiring process or general inquiries to the Alamo Colleges Districts` office for Human Resource and Organizational Development.

- U. Can you share the anticipated salary range for the Associate Vice Chancellor for Facilities and Construction Management position?

Response: Please refer to the response given in Question A.

The deadline to submit a proposal for this project is by no later than 2:00 p.m. C.S.T., Oct. 26, 2020