

Commonwealth of Virginia
Department of Human Resource Management
Executive Search Consulting Services
RFP DHRM14-01

Addendum #2
February 20, 2014

Please sign this form and include as a part of your submission.

X _____

1. Is there an internal Virginia policy regarding posting of all open positions? Are there exceptions?

Yes, Hiring Policy 2.10 requires that all *full-time and part-time classified positions covered under this policy be posted in the Recruitment Management System (RMS)* for a minimum of five (5) consecutive workdays, not counting Saturdays, Sundays, and holidays, except in the following situations:

- positions to be filled through Agency Internal Recruitment, if there are procedures in place to inform all agency employees of such openings;
- vacant positions available as placement or recall opportunities for employees affected by layoff (see Policy 1.30 - Layoff);
- positions to be filled by applicants from the Re-employment Opportunity (RE-OP) Pool (see Policy 1.30 - Layoff);
- positions to be filled by agency-initiated demotions, employee-requested demotions, reassignments within the Pay Band, non-competitive voluntary transfers or temporary assignments (NOTE: Approval of employees' requests for non-competitive voluntary demotions or non-competitive voluntary transfers is at the discretion of the agency.);
- positions similar to a position that has been advertised (same Role, duties/work title, organizational unit, and geographic area/location) that become vacant or funded during the recruitment period or within 90 calendar days of the original position's closing date.
(NOTE: For positions not listed in the RMS under this exception, agencies may consider only applications in the original applicant pool.) *This policy does not apply to positions that are not covered by the Virginia Personnel Act (Va. Code § 2.2-290).*

2. Under Section III - Statement of Needs (#4): What is considered “standard correspondence and notifications”?

Standard correspondence and notifications include any correspondence to be sent to candidates related to the search. This correspondence must be approved in advance in writing by the Commonwealth agency.

3. Under Section III – Statement of Needs (# 6): Are the Commonwealth’s Human Resource policies available for review?

Yes, please visit the Department of Human Resource Management web site at: <http://www.dhrm.virginia.gov/hrpolicy/policy.html> for human resource policies.

4. Under Section III – Statement of Needs (# 9): Is there a written policy addressing termination for cause?

The Commonwealth has the Standards of Conduct Policy #1.60, which addresses the disciplinary process that agencies must utilize to address unacceptable behavior, conduct, and related employment problems in the workplace, or outside the workplace when conduct impacts an employee’s ability to do his/her job and/or influences the agency’s overall effectiveness. The policy applies to all positions covered by the Virginia Personnel Act (*Va. Code § 2.2-290*), including non-probationary full-time and part-time classified and restricted employees. Agencies may use this policy as a guide for evaluating the workplace conduct of employees who are not covered by the Virginia Personnel Act, such as wage employees, probationary employees and employees expressly excluded from the Act’s coverage. (Official Written Notice forms may not be issued to these employees.).

5. Under Section V- Evaluation and Award Criteria (B-Award of Contract): It appears there was very little use of this contract in the past.

a) Were there only 5 searches conducted under this contract in the past 5 years?

There were six searches reported on the Commonwealth of Virginia Executive Search Consulting Firm Usage Report (Attachment E) during the contract period.

b) Do you expect more search engagements to be contracted in the next 5 years?

This is an optional use contract. Therefore, we cannot predict the number of search engagements that may occur as a result of the contract. This contract will be open to include state and local government agencies. The previous contract included only state agencies.

c) Do you anticipate giving each search to all selected Offerers? In other words, would two or more Offers ever be competing on the same search?

The intent of the contract is for state agencies to select one firm per search.

6. Will the Commonwealth be conducting subsequent task order competitions amongst the awardees for recruiting services?

See response to #5(c).

7. Is Attachment E in the RFP indicative of the type and volume of positions that the CoVA DHRM anticipates during the term of this contract?

See response to question 5(b).

8. Does the Commonwealth anticipate the same volume of recruitment activity (per Attachment E) under this next contract?

See response to question #5(b).

9. Attachment E – Were there only 3 successful searches completed? Can we assume that those three searches were never completed?

The Department of Human Resource Management does not have specific information regarding the outcome of the searches indicated in Attachment E.

10. If there is a layoff is there any kind of progressive discipline that would be associated with that and would the search firm be informed of that? How would we know if a person we placed is performing poorly?

The state layoff policy is not connected to progressive discipline. The state layoff policy permits agencies to implement reductions in the work force according to uniform criteria when it becomes necessary to reduce the number of employees or to reconfigure the work force including change of positions from full-time to part-time status.

If there are issues with employee job performance and it occurs within the 6-month period from the date of hire, the agency may notify the firm that a second search is needed. If firms have specific notification processes, for being kept informed of employee job performance that can be communicated to the Commonwealth agency.

11. You are looking to do multiple awards, is that correct?

Yes, it is anticipated that multiple contracts will be awarded.

12. It is anticipated that the Commonwealth will award two or more contracts to responsive vendors from this solicitation.

See response to question #11

13. Can you give us a definition of what types of positions are in or out of scope?

While, the contract is intended to search and locate high-level personnel, the Department of Human Resource Management will not place restrictions on the Commonwealth agencies for the types of positions they choose to contract for with the search firm.

14. If an agency felt that a position was in scope and Department of Human Resource Management did not, how would that be handled?

See the response to question #13.

15. Are these searches with the agencies exclusive? Are we competing with external forces either advertising, internal promotions, etc.?

The scope of searches can vary by agency and type of position. Agencies should work with the firms directly to determine the scope required for each search.

16. Under Section VII-Method of payment: “invoices shall be payable within thirty (30) days after executive search and hiring process is complete”. Does this imply that these searches are contingent hires rather than a traditional search where there are progress payments during the search? If so, why are financials needed? Proposed Answer: The Commonwealth is interested in the continuing viability of companies with which we enter an agreement. The financials provide insight to your company’s financial stability.

17. Is this a search or a contingency search? If we propose a mythology where we want to get paid up front is that contrary to the way that the RFP is written?

The intent is to award the contract to multiple companies it is not to use multiple companies for each individual search. One company would have the search for that position and there would be no need for that contingency. Payment prior to receipt of service is not the Commonwealth’s practice.

18. Do you accept progress payments?

Progress payments are allowed, you can propose that within your proposal. We do not pay before the work is done.

19. In the bid process do you want one standard fee or different fees depending on the search?

This is not a bid process; it is a proposal evaluation process in which will be evaluated based on the criteria in the RFP. Your company can propose pricing for different position levels however this RFP is for Executive level positions. This is a competitive process and your company will need to make sure that the pricing you are proposing is something that can be evaluated. Keep in mind that price is only one aspect of the evaluation process.

20. Is it the state's intent that each of the agencies would (when a search is needed) write in an attach order to hang underneath this contract?

The contract initially will be with the Department of Human Resource Management. If an agency identifies that they want to conduct a search, DHRM would then do a modification to the contract that will roll the requesting agency in and identify them as a party to the contract. Then the communication and work order will be between the company and that agency. That agency will then stay party to the contract.

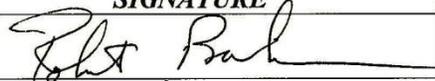
21. Would there be only one payment to the vendor after the person is hired for the position?

See the response to question # 19.

RFP # DHRM14-01
Executive Search Consulting Services
 Optional Pre-Proposal Conference
 Tuesday, February 18, 2014 at 10:00 a.m.

Note: This information will be publicly posted as a part of Addendum #2

Sign In Sheet

<i>COMPANY REPRESENTING</i>	<i>PRINT NAME</i>	<i>SIGNATURE</i>
1. CASSODY COMPANY	1. BOB BOEHM	1. 
2. CAPITAL TECH SEARCH	2. BARTHE VAN DOORN	2. 
3.	3.	3.
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 <p>CASSODY COMPANY, INC Human Capital Management SDVOSB</p> <p style="text-align: center;">Bob Boehm President & CEO</p> <p>1310 Alexandria Avenue Alexandria, VA 22308 www.cassody.com</p> <p style="text-align: right;">703.585.2963 Bob@Cassody.com</p>	Inc. 50	 <p>CAPITAL TECHSEARCH, INC.™</p> <p style="text-align: center;"><i>A Higher Standard for IT Staffing & Executive Search</i></p>	Barthe van Doorn General Manager Metro-DC barthe@capitaltechsearch.com 22611 Markey Court Suite 112 Sterling, VA 20166 Phone: (703) 956-1273 Cell: (571) 319-6508 Fax: (804) 282-4904 Web: capitaltechsearch.com
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