

**RFP #:** RFP769-19-020819-JD

**SUBMITTAL DUE DATE:** April 22, 2019, 2:00 pm, local time

**TITLE:** Executive Search Services

**DATE:** April 16, 2019

## Addendum #1

Please note the following clarifications are hereby made to the aforementioned RFP.

### **Questions and Answers**

Question 1: Can I please see Scope of Work required by UNT for RFP769-19-020819-JD – Executive Search Services?

**Yes.**

- ***Assist the University or University System search committees in developing a position description that will produce a strong and productive pool of candidates***
- ***Place appropriate advertising of the position that will maximize the exposure of the position to the highest quality pool of candidates***
- ***Act as contact for communication with persons nominating candidates applying for the position***
- ***Identify potential candidates in a confidential manner, using contacts and previous experience to identify potential candidates who would not apply themselves***
- ***Work with university or university system search committees to gather letters of nomination and/or recommendation, including letters of nomination from University or University System faculty and staff. Provide information on finalists' positions;***
- ***Conduct routine and necessary background investigations of the top candidates, ensuring validity of stated credentials; determine interest and seriousness of candidate and anticipate obstacles or problems (salary, spousal placement, etc);***
- ***Obtain additional confidential references on short-listed candidates;***
- ***Assist the University or University System search committees with scheduling interviews and making travel arrangements, whether on campus or off-campus, with selected candidates.;***
- ***Maintain contact with short list candidates, keeping them interested and keeping the University or University System search committees informed of their other opportunities.***
- ***Provide advice on making the offer;***
- ***The selected individual or firm will provide all names and other relevant information about potential candidates to the University or University System search committees; The firm or individual will be expected to maintain a high degree of confidentiality throughout the process. Media or other requests for information should be referred to the chair of the specific search committee. Providers of executive search services to the University or University System are subject to the state's open records law.***

Question 2: Does this RFP include senior-level positions (Vice President, Vice Chancellor, etc.) within facilities, and capital planning and construction?

***Yes. We would like to include high positions in our highly skilled departments. We do not want to be limited to Academics, Finance, Research & IT.***

Question 3: (5.2.12) There seems to be a lot of emphasis on confidentiality. Would you be looking to just limit

contact with the press or are you interested in search firms doing the search work anonymously on UNT's behalf?

**We are interested in limiting both contact with press and in certain cases search firms doing work anonymously on UNT's behalf, though that is not the rule.**

Question 4: (5.2.6) Please clarify: by "investigation" do you mean criminal history background checks and/or credit checks? If so, it is industry best practice to have the employer (UNT) run these checks, not the recruitment firm. Is UNT willing to run these checks?

**That is what we mean by investigation. Yes, we are willing to run these checks if the firm does not.**

Question 5: (General Question) Do you have an expected number of positions that you would be looking to fill in the first year?

**We have no expected number, but have used executive search firms several times a year in the past and expect to do so in the future. To give an exact number would feel disingenuous.**

**-End of Addendum-**



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Issued by (signature)

Click to select date

Date

**ACKNOWLEDGEMENT:** Please acknowledge receipt of this addendum by initialing the appropriate line on the Addenda Checklist, Section 4 of the RFP.