



Procurement and Contracting Services

Request for Proposals for International Professional Employer Organizations

ADDENDUM #1

**Please mark all proposal submission
Envelopes with the following information**

**Sealed RFP # L262403
Due on September 22, 2023, no later than 2:00 PM, MST**

The following questions were received prior to the close of the Technical Question period on September 1, 2023, at 12:00 PM MST:

1. What types of credentials do these individuals require? If they are working in research, what is the usual work environment (i.e., Field Research, Laboratory Research, Hospitals, etc.). Could you provide details on the worksite locations?

The credentials for individuals will vary, but typically most will require a bachelor's degree or higher and experience specific to the type of research they are conducting. Worksite locations will vary dependent on business needs, grant requirements, and needs of the employee.

2. What is the average annual number for each scenario:

- What are the expected countries? What is the average Headcount per country?

The countries vary by business need, grant requirements, and needs of the employee. The average headcount is ten employees total at any given time, spread throughout various countries.

- Average monthly salary?

Pay is determined in relation to the employee's role and associated responsibilities, work experience, education/training, local pay equity, and key skills.

- Is the average assignment for all three scenarios 6 months to 3 years or will it vary by scenario.

Assignments will vary by scenario.

- Do you know currently how often visa support is needed for these individuals?

Visa support has rarely been needed for these individuals; however, this could be subject to change.

3. What is the percentage of:

- a. Current University Employees,
- b. Foreign Nationals
- c. Foreign Nationals or U.S. Expatriates?

A small percentage of the University's workforce and candidate pool would utilize the vendor's services. While we are unable to share the percentage of foreign nationals employed in our workforce, we can share general data about our workforce through the University's factbook:

<https://uair.arizona.edu/content/overview>. The majority of employees who would be utilizing the vendor services are either Current University Employees returning to their country of citizenship or foreign nationals hired to work from their country of citizenship.

4. It's understood that there is no guarantee of volume, is there a projected volume or dollar spend for the term of this 3-year agreement?

There is no projected volume or dollar spend for the term of this 3-year agreement. Use of vendor services is determined by departmental need and is at the budgetary discretion of individualized departments within the University.

5. Can you please provide the incumbent details?

We cannot provide specific incumbent details at this time. As new opportunities arise, we would be happy to share specifics. At this time, incumbents utilizing current vendor services will maintain their contract through the University's contracted end date.

6. Is there a provisional budget allocated for the anticipated contract?

There is no provisional budget allocated for the anticipated contract.

7. Can you please provide the rate card?

We do not have a rate card at this time.

8. Can you please provide previous spending information?

Given the decentralized nature of the University's hiring and budgeting processes, we are not able to provide a consolidated spend report for each of the incumbents.

9. Can you please provide the number of positions released last year and this year?

Use of vendor services is determined by departmental need and is at the budgetary discretion of individualized departments within the University.

10. Can you please provide the list of positions titles required for this RFP?

There are no specific position titles required for this RFP. We expect the titles to vary based on business needs.

11. Is there any subcontracting goal for this RFP?

There are no subcontracting goals at this time.

End of addendum, all else remains the same.