



Procurement and Contracting Services

Request for Proposals for Search Firms

ADDENDUM #1

Please mark all proposal submission

Files with the following information

Sealed RFP # L252601

Due on June 8, 2026, no later than 2:00 PM, MST

The timeline for RFP L252601 has been amended as follows:

Section 3.3:

Original Schedule

05/08/2026 Issuance of RFP

05/20/2026 Technical Questions/Inquiries due no later than 12:00 PM, MST

06/03/2026 RFP is Due June 3, 2026, no later than 2:00 PM, MST

Revised to:

05/08/2026 Issuance of RFP

05/20/2026 Technical Questions/Inquiries due no later than 12:00 PM, MST

06/08/2026 RFP is Due June 8, 2026, no later than 2:00 PM, MST

Section 3.6: Proposal Submission and Subsequent Action

All dates within the entire section 3.6 are revised to June 8, 2026, at 2:00PM MST.

The following questions have been received by the technical question due date of May 20, 2026, by 12:00 PM, MST.

1. Is there a page limit for the proposal?

No

2. Can proposals be submitted in either PDF or MS Word format?

Yes, proposals may be submitted in either PDF or MS Word format

3. On Page 1 and again in Section 3.3 on Page 5, the RFP due date is listed as June 3; however, Section 3.3 also references June 8. I assume it is June 3, but can you please confirm the correct proposal submission deadline?

The proposal submission deadline has been extended to June 8, 2026

4. On Page 12 under the Evaluation Criteria, could you please clarify what is meant by offering a broad scope of mandatory and a la carte services? Specifically, could you provide examples of the types of a la carte services the University may be interested in? For example:
 - a. Candidate screening services only
 - b. Reference checking and/or background investigations

- c. Interview coordination or assessment services
- d. Other?

By broad scope of mandatory and a la carte services, the university is referring to the ability of firms to provide either comprehensive end-to-end executive search services or selected standalone services tailored to the University's needs. Needs could include those listed above as well as sourcing candidates, market research, and onboarding support

5. On Page 9, the RFP notes that interested parties may attend via Zoom for purposes of identifying which vendors have responded. Could you please clarify what information will be shared during that session? Will the University simply identify the firms that submitted proposals? Additionally, when should vendors expect to receive the Zoom link and related details??

We will only share and identify which vendors submitted proposal. A list of responding vendors can be provided upon request after the RFP closes

6. Certain insurance requirements outlined in the RFP do not apply to our firm. I assume we can address those exceptions directly within our proposal response?

You can address exceptions in your proposal response, but the University reserves the right to request any required insurance

7. On Page 19, Section 4.30 references Additional Insurance Requirements. Would an executive search firm be considered a "Consultant" under this section? While our firm fully maintains the Commercial General Liability, Workers' Compensation, and Automobile coverage limits outlined in Section 4.29, we have not historically carried Professional Liability Insurance in our 50+ year history. Given the nature of executive search services, could the University clarify whether this coverage is mandatory? While this can be costly, if required, we would certainly explore obtaining the coverage should we be awarded a contract. Please advise.

Professional Liability Insurance is not required for this solicitation.

8. When does the University anticipate issuing responses to vendor questions? Will you be sending a document via email?

Responses to vendor questions will be issued via Addendum. Once posted, an email notification will be sent informing all vendors that the Addendum is available.

9. We would like to clarify whether prior experience in recruiting management and leadership staff within academia is a mandatory requirement for this engagement?

Three successful university searches/three searches in higher education.

10. Our experience to date has primarily been focused on placing IT consultants and technology professionals. Could you please advise whether firms without specific academia leadership recruitment experience would still be considered eligible or competitive for this opportunity?

While the firm doesn't need experience recruiting academic roles, we minimally expect the firm to have successfully completed three searches with roles within higher education. The committee will consider the overall strength of each firm's executive search capabilities, demonstrated success in recruiting senior leadership, and ability to understand and support the needs of the organization.

11. Do you have any local preferences that we should be aware of?

The University does not have any local vendor preferences for this solicitation

12. Is there any notarization required?

No notarization is required as part of the proposal submission

13. Are digitally signed documents acceptable, or are original ink signatures required for the documents?

Yes, digital signatures are acceptable for proposal submission documents

14. Is there any specific registration required for submitting our response, for instance, registration as a foreign corporation, since we are a New York State-based company?

No specific registration is required in order to submit a proposal for this RFP. Vendors are not required to register as a foreign corporation in Arizona for purposes of proposal submission.

15. In 5.3.2 on Page 31 of the RFP– there is a reference to completing a VPAT or a WCAG2.1 Conformance Statement. Templates to be completed can be provided upon request.

a. Is a VPAT or a WCAG2 required to be included in our proposal response?

b. If so, can you provide the templates? I also saw a reference to the VPAT on page 14 with the following link: <https://accessibility.arizona.edu/guidelines/purchasing/vpat> But I am getting Access Denied error when I click on this link.

Please disregard this requirement. A VPAT or WCAG 2.1 Conformance Statement is not required for this solicitation.

16. The following section around Merit Based Hiring appears to have a hyper link to the recruitment policy, but we are unable to click on that hyperlink. Would you be able to create an addendum with the recruitment policy?

Confirmation the Proposer will employ merit-based hiring practices throughout recruitment process and will comply with the University's Recruitment Policy, as applicable.

Please see the accessible link below:

End of addendum, all else remains the same.