

REQUEST FOR QUALIFICATIONS #2020-010
Organizational Development and Human Resources Professional Services
RESPONSE ADDENDUM # 1
December 18, 2019

QUESTIONS

Q1: I see in Section 1.1.4 (Specifications/Scope of Work) that “Executive services” is listed under Institutional Effectiveness, but I am not clear if what we do is considered Institutional Effectiveness. Can you clarify if this RFQ covers these executive search services, that is, are our firm’s services what you are seeking as a part of this RFQ?

A1: Yes, Executive search services are included under the heading of Institutional Effectiveness for the purpose of this RFQ.

Q2: In Section 3.2 Response Format Instructions, under 3.2.2.2, we are requested to insert Appendix C “Contract for Services or Personal Service Contract.” Appendix C is a sample contract, which I presume will be completed if we are selected as a qualified provider. Are you asking that we fill in the blanks in the sample contract and send that? I would greatly appreciate clarification on what you wish us to provide in 3.2.2.2.

A2: Per Appendix E, Number 12.

Provide a statement that notes your acceptance to the conditions stated in Section 1.2 and Appendix A of the RFQ regarding the University of Maine System, Contract for Services or Personal Services Contract as appropriate, or note your non-acceptance to the stated conditions. For full acceptance please include a statement here to the effect as part of your response. For partial acceptance please provide the clause number and name for the exceptions and note your understanding that finalists will be required to provide marked up language acceptance as part of your response for full evaluation of this requirement, lack of providing the required response will result in a zero (0) score for the Contract for Services evaluation criteria in Section 2.1.1

Determination for which contract to review:

- Independent Contractors:
 - Individual doing business under Social Security Number (SSN) Use University of Maine System Personal Service Contract.
 - Business/Corporation/Partnership/LLC: A legal entity doing business under Employer Identification Number (EIN) - Use Contract for Services.

Q3: In Appendix E, there is not enough room on the given form to address the questions presented. May we recreate this appendix?

A3: Per Section 3.0 Response Format Requirements

3.2.3 Section 3 – Response to Questions provides the organizational and labeling requirements for submission. You can recreate the appendix by adding your answer below each question. It is not necessary to use the PDF pages in the RFQ to respond.