

**REQUEST FOR QUALIFICATIONS #2025-077  
Executive Search Professional Services  
RESPONSE ADDENDUM #1  
May 27, 2025**

**CLARIFICATION**

Submission deadline updated to June 9, 2025 at 11:59PM ET.

**QUESTIONS**

- 1. What would be the number of awards you intend to give (approximate number)?**

**ANSWER:** The University of Maine System has not seen submissions yet, so we are unable to answer this question. Qualified respondents will be added to the Qualified Vendor List (QVL) to be considered for future projects.

- 2. Please provide us with an estimated NTE budget allocated for this contract.**

**ANSWER:** There is no identified budget as the purpose of this RFQ is to produce a list of qualified vendors to consider in the event of a need to hire an executive level position.

- 3. What is the tentative start date of this engagement?**

**ANSWER:** There is not currently a tentative start date, as the purpose of this RFQ is to produce a list of qualified vendors to consider in the event of a need to hire an executive level position.

- 4. Please provide evaluation criteria in order to evaluate this RFQ.**

**ANSWER:** Evaluation criteria and scoring descriptions can be found on page 13 of the RFQ document.

- 5. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?**

**ANSWER:** The purpose of this RFQ is to produce a list of qualified vendors to consider in the event of a need to hire an executive level position. Previously qualified vendors are eligible to submit a proposal again.

- 6. Are there any pain points or issues with the current vendor(s)?**

**ANSWER:** No

**7. Could you please share the previous spending on this contract, if any?**

**ANSWER:** The purpose of the RFQ is to produce a list of qualified vendors, as such there is no associated spend.

**8. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?**

**ANSWER:** No

**9. How many positions were used in the previous contract?**

**ANSWER:** The purpose of this RFQ is to produce a list of qualified vendors, it is not tied to a specific contract.

**10. How many positions will be required per year or throughout the contract term?**

**ANSWER:** The purpose of this RFQ is to produce a list of qualified vendors, there is no annual or term requirement of positions for qualified vendors.

**11. Can we provide hourly rate ranges in the price proposal?**

**ANSWER:** Yes

**12. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?**

**ANSWER:** There is no requirement to submit candidate resumes for this RFQ.

**13. Which type of License is required by the State of Maine, and at the time of submission or upon award?**

**ANSWER:** There is no licensing requirement.

**14. Could you please provide more detail on the specific types or levels of executive positions that may be included under this agreement?**

**ANSWER:** The purpose of this RFQ is to create a qualified vendor list. In the event of a need to recruit and hire an Executive Position including but not limited to, Presidents, Vice-Presidents, or other critical leadership position, one or more pre-qualified firms will be invited to submit proposals. At that time, specific details of the type and level of position will be provided.

**15. What is the anticipated process for engaging pre-qualified firms for individual executive searches after the pre-qualification stage?**

**ANSWER:** In the event of a need to recruit and hire an Executive Position including but not limited to, Presidents, Vice-Presidents, or other critical leadership position, one or more pre-qualified firms will be invited to submit proposals.

**16. Could you outline how communication and coordination will be handled between the University System office and the individual campuses throughout the search process?**

**ANSWER:** During searches, UMS relies on a search committee and relevant staff to coordinate with campuses as appropriate.

**17. Are there any guidelines or restrictions regarding subcontracting or forming partnerships with other firms for specific searches?**

**ANSWER:** Please refer to the Master Agreement in the Submission Form Package Appendix D, in particular clause 15 and Rider C for guidelines regarding subcontractors.

**18. Is there a preferred or required pricing model we should consider (e.g., fixed fee, percentage of salary, retainer plus expenses)?**

**ANSWER:** A preferred model is a fixed fee though we are open to other proposals.

**19. What are the typical timelines you expect for completing an executive search (e.g., President, VP)?**

**ANSWER:** Traditional search timelines for a President or VP typically follow an early fall to late spring pattern.

**20. Are there specific executive positions you anticipate needing support for in FY25, or is this strictly a pre-qualification pool?**

**ANSWER:** The purpose of this RFQ is to thoroughly vet and approve a slate of firms. There is the likelihood that one or more searches may launch in the upcoming academic year.

**21. Is there a preference for firms with higher education search experience, or are private sector executive searches also considered?**

**ANSWER:** Private sector executive search firms with experience in higher education will be considered.

**22. Will pre-qualified vendors be expected to respond to mini-competitions or task orders for individual searches?**

**ANSWER:** In the event of a need to recruit and hire an Executive Position including but not limited to, Presidents, Vice-Presidents, or other critical leadership position, one or more pre-qualified firms will be invited to submit proposals specific to the search.

**23. How are projects assigned once firms are pre-qualified—rotational, competitive, or based on best fit?**

**ANSWER:** Upon receiving the notice to launch a search, UMS staff will invite one or more pre-qualified search firms to present supplementary information in writing and via interview if they choose to be considered.

**24. Should respondents include sample pricing or rate structures in this pre-qualification response?**

**ANSWER:** Respondents are welcome to supply rate structures, but it is not required at this stage.

**25. Will the University require a fixed fee, percentage of compensation, or time-and-materials pricing model for future engagements?**

**ANSWER:** A preferred model is a fixed fee though we are open to other proposals.

**26. Are respondents permitted to include supplemental materials such as case studies or sample deliverables as appendices?**

**ANSWER:** Yes

**27. Would you prefer that references be limited to higher education clients, or may they include comparable sectors?**

**ANSWER:** Comparable sectors may be included as references.

**28. Is the University open to negotiating Appendix D1 terms that are not part of Section 1.2.1.2, or must all terms be accepted as-is?**

**ANSWER:** Appendix D1 represents terms in Appendix D, we encourage you to look at the language and let us know if there is an exception to the language as written. If there is an exception, you have to check disagree and include a note. We encourage you to refer to the two paragraphs under D1 so you know how your answers will be evaluated.

**29. Will diversity, equity, and inclusion (DEI) strategies be part of the evaluation or engagement expectations?**

**ANSWER:** No. We collect this information for statistical purposes only.

**30. Will vendors be notified of selection status individually, or will a public notice be posted once the vendor pool is finalized?**

**ANSWER:** All respondents will receive notification by email with a copy of the Qualified Vendor List (QVL) when it is announced.

**31. What are the expectations for reporting and communication during a typical executive search engagement?**

**ANSWER:** It is expected that the selected firm and UMS will come to an agreement about the timeline, including reporting and communication expectations, before a contract to handle a specific search is signed.

**32. Is this a new initiative? If no, could you kindly confirm the names of the current incumbents and contract budget?**

**ANSWER:** The University routinely sends out Requests for Qualification to expand our existing pre-qualified vendor lists. Refer to section 1.1.3 for purpose statement.

**33. The evaluation criteria indicate that 10 points are allocated for the Master Agreement. Could you please clarify what is required in order to receive the full 10 points? Specifically, are we expected to complete and sign the Master Agreement as part of our proposal submission?**

**ANSWER:** Those points are allocated for responses to Appendix D1 – Evaluation Questions – Master Agreement. The Master Agreement template is included as a reference and does not need to be completed or signed as part of submission.

**34. Is there a preference for local vendors for this project?**

**ANSWER:** No. Our interest is in identifying the firms who will be the most effective in helping us with our future search needs.