



STATE OF TENNESSEE  
**TREASURY DEPARTMENT**

**REQUEST FOR PROPOSALS # 30901-34117**  
**AMENDMENT # 1**  
**FOR GOODS OR EXECUTIVE RECRUITMENT SERVICES**

**DATE: DECEMBER 7, 2017**

**RFP # 30901-34117 IS AMENDED AS FOLLOWS:**

1. **This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.**

EVENT	TIME (central time zone)	DATE
1. RFP Issued		November 15, 2016
2. Disability Accommodation Request Deadline	2:00 p.m.	November 18, 2016
3. Pre-response Teleconference	2:00 p.m..	November 21, 2016
4. Notice of Intent to Respond Deadline	2:00 p.m.	November 22, 2016
5. Written "Questions & Comments" Deadline	2:00 p.m.	November 30, 2016
6. State Response to Written "Questions & Comments"		December 7, 2016
7. Response Deadline	2:00 p.m.	December 15, 2016
8. State Schedules Respondent Oral Presentation		January 4 , 2017
9. Respondent Oral Presentation	8 a.m. - 4:30 p.m.	January 10, 2017 and January 11, 2017
10. State Opening & Scoring of Cost Proposals		January 13, 2017
11. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection		January 19, 2017
12. End of Open File Period		January 26, 2017
13. State sends contract to Contractor for signature		January 27, 2017
14. Contractor Signature Deadline	2:00 p.m.	February 1, 2017

2. **State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
1 What is the approved format/template for statements/letters asked for in B6 thru B10, as well as B-14 and B-16?	Responses to questions B.6. through B.10., B.14 and B.16. must be done in accordance with Section 3.1 in the RFP relative to the technical response.
2 Why has the RFP been issued?	The RFP has been issued to seek highly qualified staff for positions with the Tennessee Department of Treasury (“Department”), including, but not limited to, positions in the Department’s Accounting and Information Systems Divisions.
3 Please describe the interview and hiring process for Acctg positions. IT roles?	<p>The Department of Treasury’s interview and hiring process for Accounting positions is as follows: 1) Resumes are screened by the Department’s Human Resources Office; 2) Resumes that possess minimum qualifications and experience are forwarded to the manager seeking to fill the open position; 3) Hiring manager reviews and selects resumes and notifies the Human Resources to conduct a phone call screen with the candidate; 4) Human Resources conducts a screening of the candidate by phone, which may result in scheduling a face-to-face interview; 5) Candidate interviews with selection team; the composition of the selection team may vary depending on level of the position, but will always include the hiring manager the division assistant director or director; 6) Once the interview is completed, then the Human Resources Office will compete a background check on the candidate; 7) Should Department staff wish to hire the candidate after screening the candidate as well as conducting an interview and background check, the Department will make a verbal offer by phone to the candidate, followed up by a written offer.</p> <p>The Department of Treasury’s interview and hiring process for Information Technology positions is as follows: 1) Resumes are screened by the Department’s Human Resources Office; 2) Resumes that possess minimum qualifications and experience are forwarded to the manager seeking to fill the open position; 3) Hiring manager reviews and selects resumes and notifies the Human Resources to conduct a phone call screen with the candidate; 4) Human Resources conducts a screening of the candidate by phone, which may result in scheduling a face-to-face interview;. 5) Candidate interviews with selection team; the composition of the selection team may vary depending on level of the position, but will always include the hiring manager the division assistant director or director; 6) A written coding test is administered at time of the candidate’s interview; 7) Once the interview is completed, then the Human</p>

QUESTION / COMMENT	STATE RESPONSE
	Resources Office will complete a background check on the candidate; 8) Should Department staff wish to hire the candidate after screening the candidate as well as conducting an interview and background check, the Department will make a verbal offer by phone to the candidate, followed up by a written offer.
4 How many professionals (Salaried & Management) work in IT in State of TN Treasury Department?	As of the date of this Amendment 1 to RFP 30901-34117, there are approximately thirty-five (35) full-time employees in the Department of Treasury's Information Technology Division.
5 How many Accounting professionals (Salaried & Management) in the State of TN Treasury Department?	As of the date of this Amendment 1 to RFP 30901-34117, there are approximately forty-five (45) full-time employees in the Department of Treasury's Accounting Division.
6 What is the average tenure of personnel listed in Questions 4 & 5 above?	The average tenure for the Department of Treasury's Information Technology and Accounting employees is approximately eight (8) years.
7 What detail can you provide around timing of hires? i.e. will these all happen by 1 JULY annually?	The recruiting and hiring of employees for the Department pursuant to the Contract resulting from this RFP will occur periodically throughout the Contract Term based on the Department's staffing needs.
8 What is the salary range for potential hires in Accounting?	The salary range for potential Accounting hires will be determined by the State, taking into consideration current salary ranges for the position(s) sought along with a candidate's education and level of experience.
9 What is the targeted salary ranges for potential hires in IT?	The salary range for potential Information Technology hires will be determine by the State, taking into consideration current salary ranges for the position(s) sought along with a candidate's education and level of experience.
10 What have been the annual state pay raise amounts (on a percentage basis) in 2014? 2015?	In 2014, each Department of Treasury employee received an annual three percent (3%) salary increase. In 2015, each Department of Treasury employee received an annual two percent (2%) salary increase. On a going forward basis, salary increases will be based on individual performance.
11 Is there a preference for local or TN based candidates?	The State does not have a preference for local or Tennessee-based candidates. The State is seeking the most qualified candidates for its open positions regardless of the candidate's location.
12 Is the state willing to hire candidates outside of Tennessee	Yes. The State is seeking the most qualified candidates for its open positions regardless of the candidate's location.
13 If yes, will the state offer some type of relocation or sign-on bonus to assist?	The State may offer a relocation or sign-on bonus, depending on budget consideration.

QUESTION / COMMENT	STATE RESPONSE
14 What is the potential for hires to occur in other functional areas within Treasury department (HR   Executive Services   Administration   Others)?	This RFP is seeking the services of a recruiting firm to assist the Department in finding qualified candidates to fill executive level positions that may be in areas other than Accounting and Information Technology. At this time, it is difficult to anticipate the potential need to hire individuals to fill vacancies in other Divisions within the Department.
15 What factors are driving possible staff growth in 2017 and beyond?	The factors that may drive the Department's staffing growth are increased employee duties; additional programs; or new State initiatives.
16 How does the Treasury department currently attract and/or source talented candidates?	The Department of Treasury utilizes traditional internet sourcing and community outreach to attract candidates.
17 Paragraph A.2.i – Remove “conducting a background check;” move this requirement to Paragraph A.2.I .	<p>The State will amend Subsection A.2.i. in the Pro Forma Contract by deleting the language in the subsection in its entirety and substituting it instead with the following:</p> <p>“Screening candidates by conducting an initial interview; checking the candidate’s experience and education; and presenting a summary of the candidate’s qualifications along with the results of the interview and screening, including a recommendation for employment, to the State.”</p> <p>The State will amend Subsection A.2.I. in the Pro Forma Contract by deleting the language in the subsection in its entirety and substituting it instead with the following:</p> <p>“Assisting the State with checking a candidate’s references and conducting a background check on a candidate.”</p>
18 Paragraph A.2.i – Remove “check of the candidates....references;” move this requirement to Paragraph A.2.I .	See the answer to question 17 above.
19 Paragraph A.5. – Remove “refund the entire placement fee to the State for that employee;” suggested verbiage: “issue a pro-rated refund from the placement fee to the State for that employee.”	The State will not amend section A.5. in the Pro Forma Contract.
20 1For Pro Forma Contract item A.2.c, please consider adjusting so the State is creating the employment position descriptions and the Contractor is providing feedback on them.	As written, Section A.2.c. in the Pro Forma Contract provides that the Contractor shall assist the State in developing employment position descriptions, advertisements and announcements. In practice, the State anticipates that the State will develop its job descriptions and then seek input from the Contractor.
21 For Pro Forma Contract item A.2.i, is there a statewide contract for formal background checks, and will the State cover the cost of	The State will perform and cover the cost for a standard background check on the candidate.

QUESTION / COMMENT	STATE RESPONSE
these? If not, does the State expect the contractor to pay for an industry standard background check for every applicant, or can this be limited to some number of final candidates for each position?	
22 For Pro Forma Contract item A.2.i, please consider limiting the “conducting a background check and check of the candidate’s experience, education and references” to candidates the State has selected as a finalist for the position, rather than for every applicant.	See the answer to question number 21 above.
23 For Pro Forma Contract item A.2.k, please consider adjusting so the State is creating the interview questions for each position/candidate based on their needs, priorities or concerns, and the Contractor is providing feedback on them.	As written, Section A.2.k. in the Pro Forma Contract provides that the Contractor shall develop and assist with the development of interview questions. In practice, the State anticipates that the State will develop questions independent of the Contractor, but will then require the Contractor’s assistance to provide input relative to the State’s questions and to develop questions of its own that may be helpful to the State.
24 For <i>Pro Forma</i> Contract item A.5, please consider adding “the State is obligated to pay placement fee for any candidate successfully placed whom the State released due to lack of work, workplace shutdown or similar dissolution” or something similar.	While it is implied in Section A.5. in the Pro Forma Contract that the State will pay the placement fee in the event that the candidate leaves the State’s employment because of a reduction in workforce, the State can clarify that point by adding the following additional language to Section A.5., such that, as amended, Section A.5. shall read:  “If the candidate leaves the employment of the State within ninety (90) days after the employee’s hire date because of a reduction in the State’s workforce, then the Contractor will not be required to provide the State with a replacement candidate or refund the placement fee paid by the State to the Contractor.”
25 For <i>Pro Forma</i> Contract item A.5, please consider adjusting so the Contractor will refund a prorated placement fee for the portion of the 90 day period the placed candidate did not fulfill.	See the answer to question number 19.
26 Respondent notes that the <i>Pro Forma</i> Contract includes the following clause in the fifth paragraph of Section D.22 (Insurance) “Any deductible over fifty thousand dollars (\$50,000) must be approved by the State.” Respondent’s Professional Liability Insurance Policy contains a deductible of \$100,000. Is that deductible level acceptable to the State? If so, how should Respondent document such	The State will assess the Contractor’s deductible amounts to determine the Contractor’s ability to pay the \$100,000 deductible should there be a claim filed against the Contractor.

QUESTION / COMMENT	STATE RESPONSE
proposed modifications in its Response?	
27 Respondent notes that the <i>Pro Forma</i> Contract includes a limitation for Contractor's liability in Section D.18 (Limitation of Contractor's Liability), however, such provision does not contain a customary exclusion for indirect, special, incidental, punitive, exemplary or consequential damages or expenses. Respondent respectfully requests an exclusion for such indirect, consequential damages. Will the State accept such an exclusion? If so, how should Respondent document such proposed modifications in its Response?	The State will not amend Section D.18. in the Pro Forma Contract.
28 Respondent notes that the <i>Pro Forma</i> Contract includes an indemnity and hold harmless clause in Section D.19 (Hold Harmless).Will the State limit the provision to third party claims? If so, how should Respondent document such proposed modifications in its Response?	The State will not amend Section D.19 in the Pro Forma Contract.
29 To the extent that Respondent utilizes any pre-existing or independently intellectual property on this engagement, is the Respondent able to include language in its Response to retain ownership of such intellectual property?	The State will add the following language to the Pro Forma Contract as a new Section A.8. as follows: "To the extent that the Contractor utilizes a work product to fulfill the Scope of Services contained in the Pro Forma Contract that has patent, copyright or trademark protections obtained by the Contractor, all right, title and interest in that work product, including, but not limited to, copyrights, patents, trade secrets and other intellectual property of the Contractor, shall remain with the Contractor."

**3. Delete RFP Attachment 6.6 Pro Forma Contract Section A.2.i. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

"Screening candidates by conducting an initial interview; checking the candidate's experience and education; and presenting a summary of the candidate's qualifications along with the results of the interview and screening, including a recommendation for employment, to the State."

**Delete RFP Attachment 6.6 Pro Forma Contract Section A.2.i. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

"Assisting the State with checking a candidate's references and conducting a background check on a candidate."

**4. RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.