



STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES

**REQUEST FOR PROPOSALS # 31901-00110
AMENDMENT # 1
FOR EXECUTIVE SEARCH FIRM FOR TENNESSEE
STATE MUSEUM EXECUTIVE DIRECTOR**

DATE: September 16, 2016

RFP # 31901-00110 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		September 1, 2016
2. Disability Accommodation Request Deadline	2:00 p.m.	September 7, 2016
3. Notice of Intent to Respond Deadline	2:00 p.m.	September 8, 2016
4. Written "Questions & Comments" Deadline	2:00 p.m.	September 13, 2016
5. State Response to Written "Questions & Comments"		September 16, 2016
6. Response Deadline	2:00 p.m.	September 23, 2016
7. State Completion of Technical Response Evaluations		September 28, 2016
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	September 29, 2016
9. Negotiations (Optional)	4:30 p.m.	October 4, 2016
10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	October 7, 2016
11. End of Open File Period		October 14, 2016
12. State sends contract to Contractor for signature		October 17, 2016
13. Contractor Signature Deadline	2:00 p.m.	October 20, 2016

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
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<p>1 Who will the selected recruiting firm be working with and reporting to? Is there a search committee?</p>	<p>The selected recruiting firm will be working with and reporting to the State Museum's Commission. Yes, a search committee is in place, which is made up of a small group of the Commission.</p>
<p>2 Is there a desired or anticipated timeline for the search?</p>	<p>Yes. The Board would like to have the selected candidate begin January 2017.</p>
<p>3 What would be the criteria for whether the Contractor is "properly performing its obligations in a timely manner" (D6 of the Contract, Termination for Cause, on p. 35 of the RFP)?</p>	<p>The Contractor is responsible for performing the scope of services as outlined in RFP Attachment 6.6., Section A of the pro forma contract. The timeline for completion of each milestone (as listed in Section A and Section C.3b.) will be determined at the initial meeting between the State and the Contractor.</p>
<p>4 The Cost Proposal Schedule you request (RFP Attachment 6.3, p. 23) is unusual in our experience. Since we continue to work on every aspect of the search process until the search is completed, it would be difficult to break down each part of the process in the form suggested. In particular:</p> <p>Fees: We are a retained search firm. We do not work on a contingency basis. It wasn't clear which kind of firm you are seeking. Before we submit a proposal, we need to know if the following would fit your guidelines and expectations: we charge a flat fee plus out-of-pocket expenses for travel to conduct the "assignment study," an important part of the search process, and for candidates to interview with us and with the search committee. Our fee covers all aspects of the search services, and we keep working on the search until a satisfactory hire is made. We provide periodic status updates and consultations with the client as needed and requested, as a matter of course. We don't attach a fee to each update and consultation. Similarly, the preparation of a written profile of each candidate we present and recommend that the client consider is included in our flat fee.</p> <p>Reimbursement for expenses: the RFP document indicates there is no reimbursement for our travel expenses. Under your contract, would the costs of placing ads and other recruitment costs be reimbursed?</p>	<p>In accordance with State Contracting Guidelines, we have provided a breakdown of each service requested in the Scope of Services (Section A) section of the contract as a line item in the cost proposal section of the contract.</p> <p>The State's goal is to retain a search firm who will find the ideal candidate(s) to present to the Commission for selection. Any anticipated travel expenses and costs for advertising should be incorporated in your fee (recruiting services).</p>
<p>5 Is an in-person interview with search firm finalists anticipated?</p>	<p>An in-person interview with search firm finalists is not anticipated at this time based on the timeframe to get a candidate in place by January 2017. The decision will be made by the Board and other key stakeholders based on proposals received in</p>

QUESTION / COMMENT	STATE RESPONSE
	response to this RFP.
<p>6 The assignment study: In our experience an on-site visit to launch the search (if we were hired) is essential to meet with the various stakeholders and learn about the plans, challenges and culture of the institution. We are not sure where this would fit in your scope of services.</p>	<p>An initial on-site visit or meeting via videoconference to launch the search would fall into Section A.2. of the pro forma contract scope of services since meeting with key stakeholders would be part of development of a recruitment strategy; however, the State will not pay for or reimburse the contractor for travel (per Section C.4. of the pro forma contract.</p>
<p>7 We are not sure what is being referred to by "Facilitation of session with key stakeholders and top 5 candidates." Is this one session with all candidate finalists?</p> <p>Or, as we would strongly recommend, a separate in person interview of each of the top candidates?</p>	<p>The session with key stakeholders and the top 5 candidates would include a separate, in-person interview of each candidate.</p>
<p>8 Is there a projected salary range for the Tennessee State Museum Executive Director position?</p>	<p>While no specific salary has been finalized, it will be comparable to others in the Southeast region.</p>
<p>9 We would be happy to send you a copy of our typical contract, including our fee schedule, if that would help to clarify the services we provide and to learn if these could be translated into a form acceptable to your search team and the State of Tennessee.</p>	<p>Pursuant to State Contracting Guidelines, the pro-forma contract included in the RFP is the contract that the State will use once a Contractor has been determined. However, if both parties determine, in consultation with the Central Procurement Office, that changes are necessary, revisions may be made.</p>

3. **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.