

REQUEST FOR PROPOSAL
PROJECT NO. RFP 18-03
EXECUTIVE SEARCH SERVICES

QUESTIONS AND ANSWERS NO. 1

Date: April 13, 2018
To: Prospective Respondents
From: Procurement Operations Department, Houston Community College
Subject: Questions and Answers Responses

1. With regards to conducting background checks on potential HCC candidates, How in-depth or profound does HCC expect the search firm to go in their investigation? Would the search firm be required to conduct a criminal check and/or an investigation of financial standing?

Response: The Search firm is expected to conduct an extensive background check always including civil and social media; and financial upon request. Candidates forwarded for review are to be fully vetted and reviewed.

2. Can you tell us what types of jobs or disciplines you would anticipate filling through this contract over the next to five years?

Response: Candidates sourced by the search firm are Executive C Suite level positions. All positions are executive administrative.

When issued, "Questions & Answers" shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Questions & Answers. All revisions, responses, and answers incorporated into the Questions & Answers are collaboratively from both the Procurement Operations and the applicable HCC Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Questions & Answers and to have incorporated them into this solicitation and resulting proposal response.

Furthermore, it is the responsibility of each Contractor to obtain any previous Questions & Answers associated with this solicitation.

Balance of page intentionally left blank.