



## RFP 16-003 Questions from Potential Offerors and Treasury's Response

- Question:** Is the capability of 10 years of experience in recruiting for “top level government investment” profile a must?
- Answer:** Yes. Government placement experience is a requirement.
- Question:** What is the compensation range for this role?
- Answer:** \$143,000
- Question:** What did the previous CIO make?
- Answer:** \$135,000
- Question:** What is the compensation structure? Base salary? Incentive compensation?
- Answer:** Compensation will be base salary only; there is no incentive program.
- Question:** What is the reporting relationship? Who does this person report to?
- Answer:** Chief of Staff
- Question:** You have requested a fixed fee in the proposal. Will this be negotiated after you select the firm? Or will the decision be based on the fee presented as part of the cost proposal?
- Answer:** The proposal should include a fix fee for the contract.
- Question:** What is the approved compensation range for the position?
- Answer:** \$143,000
- Question:** Should we assume the compensation is base only (i.e. no incentive comp)?
- Answer:** Compensation will be base salary only; there is no incentive program.
- Question:** In addition to the various required printed copies, the RFP specifies that the Technical Submittal, Cost Submittal, and Small Diverse Business Submittal will be provided on “Two (2) USB drives”. Can these three submittal documents be combined on 2 USB drives or do they each need to be separate resulting in six USB drives?
- Answer:** Two USB drives can be submitted, each containing the three elements of the proposal. Each proposal element must be clearly named as the element it is addressing. The USB drives should be included in the Cost Submittal packaging.
- Question:** The RFP calls for a flat rate cost proposal and indicates Treasury will not pay any additional costs including but not limited to: travel, research fees and other miscellaneous items. Does this include possible candidate travel? The RFP later indicates that the vendor “coordinate all travel arrangements with company personnel involved in the search, as well as with candidates being considered for the position. Please clarify.
- Answer:** Treasury will not pay any travel fees.
- Question:** Does the Commonwealth do their own comprehensive background investigations or is this to be included by the vendor in the flat rate proposal?
- Answer:** The vendor must perform a comprehensive background check.