

PROFESSIONAL RECRUITING SERVICES RFP QUESTIONS AND ANSWERS – JULY 3, 2024

#	Question
1.	<p>Can you let me know if the Bid is still open and available for Bidders to submit? If so, can you direct me to the correct location or online resource to obtain a copy of the full RFP??</p> <p>The RFP is available online and is located here: https://portal.ct.gov/ott/doing-business/requests-for-information-proposals-bids</p> <p>Respondents can submit a reply to the RFP until July 19, 2024, at 4 pm, eastern.</p>
2.	<p>What would be the number of awards you intend to give (approximate number)?</p> <p>Most likely one contract will be awarded, however it is possible the State selects more than one respondent.</p>
3.	<p>Please provide us with an estimated NTE budget allocated for this contract?</p> <p>There is no listed budget provided within the RFP. Please provide your best fee proposal based on the services in the RFP.</p>
4.	<p>What is the work location of the proposed candidates?</p> <p>The work location for employees in the Office of the Treasurer, Pension Funds Management is Hartford, CT. There is not a requirement that the respondents for this RFP be located in Hartford, CT.</p>
5.	<p>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?</p> <p>Currently, there is a contract in place with a professional recruitment firm. Firms that meet the qualifications in the RFP are eligible to submit a response to the RFP. To the best of our knowledge, the current firm is eligible to submit a response to the RFP. The name and pricing for the incumbent does not concern this RFP. Pursuant to the RFP, respondents may submit questions about the RFP.</p>
6.	<p>Are there any pain points or issues with the current vendor(s)?</p> <p>This question does not pertain to the RFP. Pursuant to the RFP, respondents may submit questions about the RFP.</p>
7.	<p>Could you please share the previous spending on this contract, if any?</p>

	The previous spending on this contract does not concern this RFP. Pursuant to the RFP, respondents may submit questions about the RFP.
8.	Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting? No, there is not a mandatory subcontracting requirement.
9.	How many positions were used in the previous contract?? In the previous contract, approximately 2 positions were filled by the professional recruitment services in an approximate 2-year time period.
10.	How many positions will be required per year or throughout the contract term? The number of positions needed each year and throughout the contract term is unknown at this time and depends on various factors, such as retirement of current employees.
11.	If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets? This RFP does not require a respondent to provide proposed candidates at the time of the response to the RFP or before the award of a contract. This is an RFP for a professional recruitment services firm to provide search and recruitment services for the Office of the Treasurer's Pension Funds Management division.
12.	Can we provide hourly rate ranges in the price proposal? Yes, you may provide hourly rate ranges in respondent's submission to the RFP.
13.	Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?? The RFP is for a professional recruitment service firm to provide search and recruitment services for the Office of the Treasurer's Pension Funds Management division. The professional recruitment service firm does not need to be located onsite at the Office of the Treasurer in the State of Connecticut.
14.	Are resumes required at the time of proposal submission? If yes, (d)o we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?? No, resumes of candidates are not needed when responding to the RFP. We are not seeking proposed candidates through this RFP. We are seeking a professional recruitment services firm to assist Pension Fund Management for future recruitment services for pension professionals.

15.	<p>Could you please provide the list of holidays?</p> <p>The Office of the Treasurer follows State procedures concerning holidays. A listing of CT State holidays may be found here: https://portal.ct.gov/-/media/das/statewide-hr/a---z-listing-task-pdfs/calendar_2024.pdf This RFP is for professional recruitment services firm to assist Pension Fund Management for future recruitment services for pension professionals.</p> <p>Are there any mandated Paid Time Off, Vacation, etc.?</p> <p>The Office of the Treasurer follows State procedures concerning Paid time off and vacation. This RFP is for professional recruitment services firm to assist Pension Fund Management for future recruitment services for pension professionals.</p>
16.	<p>One of our partners is interested in the Professional Recruiting Services RFP 1201-17 and would like to reach out to other organizations to offer their services as a subcontractor. Are you able to share the name of other interested organizations that are interested in this RFP?</p> <p>No, we are not able to share this information. A respondent's submission is confidential once it is submitted to the Office of the Treasurer and remains confidential until a contract is awarded or negotiations have ended.</p>
17.	<p>Is this a re-compete RFP? If yes,</p> <p>Could you please the name of Current Suppliers (who are currently providing services to Agency)?</p> <p>The current supplier does not concern this RFP. Pursuant to the RFP, respondents may submit questions about the RFP.</p> <p>Could you please share current Suppliers pricing and Proposals?</p> <p>The previous spending on this contract does not concern this RFP. Pursuant to the RFP, respondents may submit questions about the RFP. Any current proposals submitted in response to this RFP remain confidential until a contract is awarded or negotiations have ended.</p> <p>When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?</p> <p>The current contract does not concern this RFP. Pursuant to the RFP, respondents may submit questions about the RFP.</p> <p>How many resources are currently engaged in the current contract?</p> <p>There is currently one vendor for these services.</p> <p>Can you please share the no. of positions served in previous years under this contract?</p> <p>In the prior 2 years, 2 positions required the services of the current vendor.</p>

	<p>Can you please share the amount of business each vendor did under this contract in previous years?</p> <p>In the prior 2 years, 2 positions required the services of the current vendor.</p>
18.	<p>Is there any local preference for this contract?</p> <p>The work location for employees in the Office of the Treasurer, Pension Funds Management is Hartford, CT. There is not a requirement or preference based on proposer's business location.</p>
19.	<p>What will be the estimated annual budget for this project?</p> <p>There is no listed budget provided within the RFP. Please provide your best fee proposal based on the services in the RFP.</p>
20.	<p>How many positions we can expect under this contract on an annual basis?</p> <p>It is difficult to state the number of positions to expect to be needed under this contract.</p>
21.	<p>How many vendors agency is planning to select?</p> <p>Most likely one contract will be awarded, however it is possible the State hires more than one respondent.</p>
22.	<p>Can you please confirm the most commonly filled positions of this contract?</p> <p>Investment professionals for Pension Funds Management are expected to be the most commonly filled positions of this contract.</p>
23.	<p>What communication method will be utilized for the distribution of requisitions/task orders among the vendors awarded under the contract? This includes options such as Email, VMS, or any alternative mode.</p> <p>If there is a search needed for an available position in Pension Funds Management, the State would most likely reach out to its contracted vendor by email or phone call to discuss further.</p>
24.	<p>In the event that the agency opts to use a VMS for requisition/task order distribution under the contract, could you please verify the name of the VMS being considered?</p> <p>The Office of the Treasurer does not currently use a vendor management system to communicate to a vendor such as a professional recruitment services firm.</p>
25.	<p>How will requisitions be distributed among the chosen vendors under the contract?</p> <p>If there is a search needed for an available position in Pension Funds Management, the State would most likely reach out to its contracted vendor by email or phone call to discuss further.</p>

26.	<p>Can you confirm whether requisitions/task orders under the resulting contract will be sent to all selected vendors?</p> <p>If there is a search needed for an available position in Pension Funds Management, the State would most likely reach out to its contracted vendor by email or phone call to discuss further.</p>
27.	<p>If requisitions under the resulting contract are intended for specific vendors among those awarded, how does the agency plan to determine and select those particular vendors for receiving requisitions?</p> <p>If there is a search needed for an available position in Pension Funds Management, the State would most likely reach out to its contracted vendor by email or phone call to discuss further.</p>
28.	<p>Section V – Minimum Qualifications D. Ability to provide references (from other government public pension plans, State, municipal or other governmental entities).</p> <p>Is it mandatory to provide reference of public pension plans clients to suffice the stated requirement?</p> <p>A minimum qualification in this RFP is to provide references from other government public plans, State, municipal or other governmental entities.</p> <p>Is it mandatory to provide reference of clients being served with direct hire/recruitment services only?</p> <p>No, it is not mandatory to provide a reference with a direct/hire recruitment services only.</p> <p>Is it mandatory to provide all 3 references as government reference to suffice the stated requirement?</p> <p>The RFP requires three (3) current or recent (within the past 12 months) professional recruitment services clients (i.e. public pension plan, state, municipal, or other governmental entities), and the RFP requests certain information about the references on page 14 of the RFP.</p>
29.	<p>RE: Page#10, 2. Fee Proposal</p> <p>Provide your fee proposal for providing Professional Recruiting Services as outlined in Section II. The fee proposal shall include hourly rates and/or alternative rates (i.e. fixed flat rates), and include expenses.</p> <p>We charge a one-time recruitment fee for recruitment/direct hire services as a fixed percentage of the candidate’s first-year annual salary if the candidate is selected. Could you please confirm if this fee structure is acceptable to the State of Connecticut, Office of the State Treasurer?</p> <p>We are open to considering various proposed fee schedules, including but not limited to, a fee schedule that includes a fixed percentage of the candidate’s first-year annual salary.</p>

	<p>As per our understanding, this bid is for recruitment/direct hire services only and does not include temporary staffing. Could you please confirm this understanding?</p> <p>In the past, the professional recruitment services focused on direct hire services and not temporary staffing.</p> <p>If temporary staffing is required under the resulting contract and hourly rates need to be submitted, could you please provide a list of the required job titles and their detailed job descriptions so that we can quote competitive hourly rates for the respective positions?</p> <p>In the past, the professional recruitment services focused on direct hire services and not temporary staffing.</p>
30.	<p>In addition to contingent staffing, will the State have any direct hire/permanent placement roles?</p> <p>The respondent selected for the professional recruitment services could be in a position to assist with hiring a permanent placement role for Pension Funds Management.</p>
31.	<p>Can the State provide anticipated spend and headcount? Or can you provide historical spend and headcount figures for the past two years?</p> <p>There is no listed budget provided within the RFP. Please provide your best fee proposal based on the services in the RFP.</p>
32.	<p>As a privately-owned staffing company, what are the minimum financial details you would accept?</p> <p>If the Respondent is a firm or corporation, include the two most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA). If a respondent has been in business for less than two years, such respondent must include any financial statements prepared by a Certified Public Accountant and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA) for the entire existence of such respondent or corporation. Non-U.S. firms must provide audited financial statements that comply with International Accounting Standards.</p>
33.	<p>Can you provide additional job titles the State anticipates will be needed?</p> <p>It is difficult to anticipate exactly which positions will be needed over the life of this anticipated contract. Some examples of job titles in Pension Funds Management are Principal Investment Officer, Senior Investment Officer and Investment Officer. Job classes and descriptions can be found at https://www.jobapscloud.com/CT/auditor/ClassSpecs.asp</p>
34.	<p>Are there remote opportunities for any or all the State positions?</p> <p>Remote opportunities depend on the State requirements at the time of hiring.</p>
35.	<p>Can the State provide examples of potential special projects alluded to in the scope of services?</p>

	An example of a special project could include comparisons of salaries and related compensation structures of pension professionals at various pension funds in the United States.
36.	How many staffing agencies does the State anticipate hiring as a result of this bid process? Most likely one professional recruitment services firm, however it is possible the State hires more than one.
37.	What are the agency's background and media check requirements? Any drug screening requirements? There are no specific requirements for the professional recruitment services firm. We would like an understanding of the background and media checks that respondents would undertake when performing services for the State.
38.	If we submit revisions to the terms and condition(s) of the Personal Service Agreement, will the agency automatically reject those suggestions, or will we be automatically rejected from the bid opportunity? With respect to the Personal Service Agreement, revisions are reviewed to better understand if there are areas of the contract that the parties cannot agree to, and whether those areas would prevent the parties from contracting.
39.	Is the CT Office of the Treasurer able to sign/execute an MNDA in order to provide financial statements? We are a privately owned firm and thus our financial statements are confidential and will not be shared without execution of an MNDA. Financial documents may be marked confidential if the respondent believes they are protected by FOIA. The Office of the Treasurer will not sign an NDA in connection with responses to an RFP.