



**ADDENDUM NO.: 2**

**IFB or RFP NO.: 733**

Description: Provide Recruiting/Headhunter Services to DASNY

Project: DASNY Human Resources

Bid Opening Date: August 30<sup>th</sup>, 2022, at 2:30PM

Specifics of the Addendum: Answer additional questions received during the RFI period.

1. Q: Can you please provide us with an estimated or NTE budget allocated for this contract?  
**A: We estimate two (2) to five (5) placements per year.**
2. Q: What is the tentative start date of this engagement?  
**A: ASAP.**
3. Q: Please provide the evaluation criteria for evaluating the bids for this ITB.  
**A: Low qualified Bid.**
4. Q: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name?  
**A: This is a new contract.**
5. Q: If there is an incumbent for this contract, is the incumbent eligible to submit the proposal again?  
**A: This question is not applicable. See response to question 4. above.**
6. Q: Are there any pain points or issues with the current vendor(s)?  
**A: This question is not applicable. See response to question 4. above.**
7. Q: Could you please share the previous spending on this contract, if any?  
**A: This question is not applicable. See response to question 4. above.**
8. Q: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?  
**A: No, this is a Discretionary Purchase opened to NYS Certified MWBE's and small business concerns.**
9. Q: Could you please let us know how many positions were filled in the last contract? And how many positions do we expect in the current contract?  
**A: See response to question 1. above.**
10. Q: 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?  
**A: Please clarify.**

11. Q: Are hourly rate ranges acceptable?

**A: The Consultant's fee is based on a Fee Percentage. See Bid Breakdown & Schedule. Payment details are included in the Payment Schedule.**

12. Q: 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?

**A: This Procurement is for headhunter/recruiting services. All services provided by the headhunter/recruiting Consultant will be performed offsite.**

13. Q: Do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?

**A: This Procurement is for headhunter/recruiting services. If awarded this Procurement, DASNY will contact the Consultant for a recruitment assignment and to perform the Scope of Work included in the IFB. Details of the specific position will be given at that time and actual candidate resumes will need to be submitted to DASNY as part of the process.**

14. Q: Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?

**A: Information to be provided at time of request for position recruitment.**

All other terms and conditions of the original Invitation for Bids shall remain the same.