

**WRITTEN QUESTIONS & COLLEGE RESPONSES**  
**RFP for Executive Search & Recruiting Services for Provost**  
**& Vice President for Academic Affairs, Ref. No. T292021**

<b>Questions</b>	<b>College's Response</b>
What is the salary for the position?	\$195,000 to \$204,000
Consultant Travel—With every search, we seek to gain insights into the role and the ideal candidate needed from various stakeholders. In the last three years, most of this work has become virtual through video. The RFP suggests that this work may need to be conducted onsite. If so, we will need to set aside some cost in the financial bid. Should we assume this will be done on site and that we need to set quote some travel expense or can we assume this work will be virtual and thus alleviating some cost from our quote. We have found that doing this work virtually does not hinder the search.	Historically, interviews of finalist candidates have been held in person at a neutral site. This would result in consultant travel expenses. However, it is up to the Bidder to propose the services it is offering along with the professional fee and all additional, related costs.
If we are going to do some work in-person on campus, I live in Ithaca, NY and could readily travel there. My colleague on the project lives in Florida and travel there is possible. Would it be ok if I was present in person and him virtually?	This should be fine if you're referring to the possible interview with finalists during the evaluation process. I cannot answer with respect to the possible need to be onsite for finalist interviews, because think it would depend on what are the roles each of you fulfill.
MWBE Involvement—I work for a global firm that is based in Chicago and is not a MWBE. We are not able to partner on a project of this size with a MWBE as carving out a role for a 30% share of the projected fee structure would be difficult. I have submitted other proposals to various SUNY campuses and spoken with [redacted] regarding this challenge. He has told me to always	The MWBE forms are required to be submitted with each Bidder's proposal. However, if your firm plans to do all work in-house, resulting in zero subcontracting opportunities, then please write that on the MWBE and SDVOB utilization forms. In the past, executive search firms have been able to capture very modest MBE or WBE utilization for

submit, and if we are deemed the firm to work with, they would work with us to gain an exception to the requirement. In those situations, I did not submit the requested MWBE forms, but this RFP is requiring them. If we are able to submit a proposal and gain an exception to the MWBE requirement, we will do so. Just let me know how to submit the MWBE forms knowing that an exception is requested. If an exception is not possible, we will not submit a proposal.

the background checks and, sometimes, travel arrangements.