

## **Answers to Questions Received During the RFP Process**

**Note: For ease of response, similar questions received from multiple sources are combined in the Q&A below.**

**Q1. Is there an incumbent vendor? If yes, it is a firm or an individual?**

A1. Yes; it is a firm.

**Q2. How much of the scope is intended to be provided onsite? Is it required to meet the individuals in person or are we allowed to recruit and screen remotely? Can coaching and training for staff on HR areas be completed remotely, or does all training and coaching for each employee have to be done in person?**

A2. Occasional meetings needed to coordinate and complete projects would be held onsite; other aspects of the projects would be able to be completed offsite. Recruiting and initial screening may be done remotely, but interviews would need to be conducted onsite, in person if the awarded firm participates in this step of the process. Training may not be completed remotely; some coaching may potentially be done remotely following initial onsite meetings with the agreement of the parties involved.

**Q3. For recruitment, can you please clarify if positions that need to be filled will be lower or mid-level candidates? How many openings per calendar year are typically filled and is there a sample listing of positions that are typically filled? Are we able to provide an average number of positions we might need recruitment assistance with yearly? Are there any open positions right now we are looking to fill or projected in your budget for at least 2017? Are the openings full time/direct hires or are there temporary positions to be filled too?**

A3. Recruitment services that we would seek support for would typically be independent contributors and management level staff. Typically, in recent years we have filled 5-8 positions (total); this may increase somewhat in the upcoming years due to the number of staff expected to retire. Positions in the past two years have included Director level positions, Management Analysts, Project Managers, Housing Specialists and Assistants, and Resident Managers. Presently, we expect to have multiple Management Analyst positions open in the upcoming months that recruitment support may be needed for. The scope of this contract is for full time/direct hire positions.

**Q4. For recruitment, does the organization have its own job subscriptions to job boards or is it anticipated that this cost would fall on the vendor?**

A4. The Agency has some subscriptions and/or accounts with job boards/sites. Any fees that selected vendor incurs to conduct recruiting in addition to these sites would be invoiced by the vendor and reimbursed with prior agreement on a posting budget for each position.

**Q5. For recruiting, please confirm if fees for recruitment are anticipated to be proposed on an hourly fee structure (as specified for training scope), as opposed to staffing mark-up or search fee.**

A5. Fees should be proposed on an hourly fee structure. Standard fees for typical job postings (see #4 above) should be included if known.

**Q6. Are there ongoing HR training courses being provided? If yes, what is the scope of the training provided?**

A6. 1-5 trainings are typically provided per year. The scope has included required trainings (ex., harassment and discrimination), diversity, time management, and communications-related topics.

**Q7. How many employees may require coaching and/or HR training?**

A7. Trainings for all staff would be for up to 60 people. Coaching services may be needed for 1-5 staff per year, and may be conducted either individually or in small groups.

**Q8. Is the current Director of HR and Operations filled or vacant? Who provides the daily operational tasks for HR?**

A8. The Director of HR and Operations position is filled. The incumbent provides and/or completes the daily operational tasks.

**Q9. Please provide clarification with respect to the relationship that the Authority envisions between the person(s) providing services to the Authority and the Director of HR and Operations. Who will be the main contact person when communicating with the HR department for management and issues for the RFP for the team?**

A9. The Director of HR and Operations will identify the specific services needed, and serve as the contact for the selected vendor, who will serve as a consultant. The Director of HR and Operations will also be responsible for management of the contract(s), including resolving any issues.