Procurement and Contracting Services

Request for Proposals for Outplacement Services

ADDENDUM #1

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L192006
Due on February 25, 2020 no later than 2:00 PM, MST
The following questions were received before the technical question/inquiry due date of February 14, 2020 at 12:00PM MST:

1. Do you plan to expand the scope of services in the future?

   Because of the decentralized nature of the University, Human Resources makes recommendations to departments regarding the use of outplacement services. It is the department’s responsibility to decide whether to accept the recommendation and follow up with referring the employee. We do not expect that model to change.

2. Do you anticipate upcoming outplacement activity? If so, what are the anticipated roles, jobs, and levels of those outplaced?

   There has been general word that budget cuts can be anticipated, but at this time we have no further information.

3. Please share any challenges or opportunities you would like to improve on with this new engagement.

   Because of the funding structure at the University, unemployment insurance is centrally funded but individual departments are responsible for paying for services such as outplacement. Therefore, a priority for the committee is to gather through this RFP information about the benefits of providing outplacement services to separating employees, particularly information we can present to departments that have multiple competing priorities for their funds. See sections 5.1.2(b), 5.1.5, and 5.1.8.

4. What is the most critical to the University of Arizona as it pertains outplacement services?

   In order to maintain its position as an employer of choice, the University must be able to offer outplacement services.

5. We understand that the University of Arizona is planning on answering vendor questions within five business days; giving participating vendors up to one business day to incorporate your feedback into proposals before they are due. For requests that are similar in nature to this engagement, we typically see a minimum of five business days following Q&A responses to submit a proposal. This time frame
allows participating vendors to coordinate your feedback, ensuring comprehensive and competitive proposals for the University of Arizona. To that end, would you consider adjusting the timeline to align with this best practice?

Vendor questions will be posted on Tuesday, February 18th in order to address this concern.

6. Will vendors receive notification when Q&A responses are available on your website?

The University will attempt to notify vendors, however, they responses will be posted via https://pacs.arizona.edu/rfp-bid_opportunities. The University assumes no responsibility for vendors failing to receive the addendum.

7. Does the University have a current vendor for outplacement services?

The University has contracts with two vendors, which are expiring this month. The purpose of this RFP is to establish new contracts

8. Will the University consider out of state vendors?

An out-of-state vendor that can demonstrate ability to provide personalized services to employees in the Tucson and Phoenix areas will be considered.

9. What type of outplacement programs does the University prefer? Is the University looking for a virtual or blended approach (for example, one on one coaching with career portal access)?

Our experience has been that employees prefer a blended approach that includes personal interaction and individual support with virtual resources.

10. Will firms that are not fully compliant with WCAG 2.0 AA and UA Rehabilitation Act Section 508 be considered?

Vendors’ responses to these questions will be referred to the Disability Resource Center for evaluation of whether the vendor can meet DRC’s standards for employee accessibility.

11. We want to be sure that referencing previous Outplacement services, Lectures and Webinars that we gave provided for the University of Arizona will be appropriate and acceptable for responding to section 5.1.2 and does not violate section 4.37.
The University is requesting three different case studies. Your experience with the University of Arizona may constitute one of those case studies without violating section 4.37. That section primarily addresses any contract arising out of the RFP.

End of addendum, all else remains the same.