Addendum No. 1
Employment Advertising
TU-2015

August 9, 2019

Ladies and Gentleman:
The purpose of this addendum is to clarify certain portions of the above-referenced project with all prospective vendors.

Questions:
Q1. What is the total budget for this assignment/Fiscal year?
A1. The University does not release project budgets.

Q2. Please clarify when this assignment will be awarded since the fiscal year is listed as July 1 - June 30.
A2. This contract is estimated to be awarded early September 2019. The base term of the contract shall be one-year from the date of award. The University’s fiscal year runs from July 1 – June 30.

Q3. Please provide all current contract/ frequency discount rates that you are receiving for all of the media listed on Page 14 of the RFP.
A3. There is no current active contract for these services.

Q4. In the IFB document you made a reference to Faculty postings. Would this IFB involve non-faculty postings as well?
A4. Yes.

Q5. What is your most difficult position to fill and why?
A5. For faculty postings, it could depend upon the discipline. Some positions could be harder to fill because the demand is high, and the supply of qualified candidates is low. For staff postings, the challenge has been trying to increase the diversity of candidates who apply.

Q6. How many people did you hire last fiscal year?
A6. Approximately 35 faculty and 490 staff.

Q7. Please provide an estimate of how many people you intend to hire during this assignment/fiscal year.
A7. The University estimates hiring approximately 500 people. There is no guaranteed minimum usage. The University does not advertise every vacancy, and may choose to solely advertise on the University’s website.

Q8. Please advise who the incumbent agency is and how long you have been with them.
A8. The most recent contract began January 10, 2015 and expired January 9, 2019 and was held by Graystone Advertising.

Q9. What were the top 2 criteria used to choose the winning agency during the last IFB process?

A9. The University recommended for award the responsive bid from the responsible bidder submitting the most favorably evaluated bid price for the requirement(s) requested.

Q10. Whether companies from Outside USA can apply for this? (Like, from India or Canada).

A10. Yes.

Q11. Whether we need to come over there for meetings?

A11. No.

Q12. Can we perform the tasks (related to RFP) outside USA? (Like, from India or Canada).

A12. Yes.

Q13. Can we submit the proposals via email?

A13. No.

Q14. In the IFB Form section Exhibit C, there is a watermark on all the pages for that section that says SAMPLE. Are we supposed to use those pages or is there somewhere else to find them?

A14. The Contract Affidavit included in this solicitation as Exhibit C is a sample, for information purposes only. If a contract is awarded as a result of this procurement, only the successful bidder must complete the Contract Affidavit.

All addenda will be incorporated into the final contract documents and will be binding on all vendors responding to this solicitation. Each vendor submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Exhibit K (included in solicitation) with the bid response; failure to acknowledge addenda may result in bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 704-3315 or email me at ldavin@towson.edu

Sincerely,

Lauren Davin