



# CHEFA

Connecticut Health & Educational  
Facilities Authority

## Executive Search and Staffing Consultants – RFP Response to Questions

Question	Response
1. Do you need actual resume of the candidate? If yes, how many positions?	This is a general request for an executive search and staffing consultant to work with us as needed. No positions were specified in the RFP.
2. Do we need to provide hourly rates for temporary Staff?	No.
3. Page limit is 15 only, is it mandatory or can we exceed page limit and various things need to be attached.	Required attachments can be provided outside of the page limit for the proposal.
4. How many vendors will be awarded?	This will be determined by CHEFA.
5. Can you please provide us with an estimated or NTE budget allocated for this contract?	There is not a set budget figure stated as services will be provided on an as needed basis.
6. What is the tentative start date of this engagement?	On or around January 30, 2023.
7. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing?	In the past, some staffing needs have been addressed by Robert Half on an as needed basis.
8. If there is an incumbent for this contract, is the incumbent eligible to submit the proposal again?	Yes.



# CHEFA

Connecticut Health & Educational  
Facilities Authority

9. Are there any pain points or issues with the current vendor(s)?	None.
10. Could you please share the previous spending on this contract, if any?	Spending varies by needs in any given year. Recent needs have been at the staff rather than the executive level and have averaged approximately a position every 2 years.
11. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?	No.
12. How many positions are you looking to fill using this contract?	As needed.
13. What will be the term of the contract?	3 years.
14. Are hourly rate ranges acceptable?	No.
15. Is it mandatory to have an office in the state of Connecticut?	No, however, office must be located in the United States.
16. Can you please provide sample job titles?	Managing Director, Operations Reporting Analyst, Administrative Services Assistant.