

**RFP NO: RFQ19-051 DATE: SEPTEMBER 18, 2018**

**BUYER: Kelly Sloan, Purchasing Manager PHONE: (816) 271-4465**

**ADDENDUM #1**

FUNDING DEPARTMENT: PRESIDENTIAL SEARCH

EQUIPMENT/SERVICES REQUESTED: PRESIDENT SEARCH CONSULTING SERVICES

**PLEASE NOTE: SEE BELOW FOR CLARIFICATIONS AND ADDITIONAL INFORMATION: PLEASE SUBMIT THIS INITIALED ADDENDUM WITH YOUR BID RESPONSE.**

1. Does Missouri Western State University want us to include costs in the RFQ?
   * 1. Missouri Western State University is not requesting information on the costs for services as part of the responses to this RFQ.
2. On page 6 of the RFQ, under letter “g”, it requests references, which involve searches for “chief academic officers”. Is that correct, or should it be “presidents”?
   * 1. Correction: Should read:

g. A list and description of relevant higher education consulting projects undertaken in the most recent three years, including clients referenced by name, function, organization, address and telephone number for each project.  It is preferred to have at least three references submitted with the Firm’s response, which involve searches for presidents that demonstrate the Firm’s ability to match candidates with the client’s mission.

1. The word “study” is used in the RFQ which we assume means the search?
   * 1. The word “study” should be replaced with the word “search” for this RFQ.
2. Page 6, Section 3, letter b. The request for a "proposed timeline for search activities" is the same as the "timetable for developing the various stages of the search"?
   * 1. Missouri Western State University is looking for an overall timeline to complete the search, as well as a timeline for specific search activities.
3. Are there any official budget constraints for this search process, such as a project cost not-to-exceed amount?
   * 1. This RFQ has been issued to determine the best firm to work with Missouri Western State University on a search. Cost proposals are not being requested at this time and no budget constraints have been set at this time.
4. As our company is not audited, is it acceptable to include a statement of financial stability in lieu of audited financial statements (if so, is there a form the University prefers us to use to do so)?
   * 1. At this time, we are requiring an audited financial statement.
5. In Section 2, Item G. requests a list of consulting projects completed over the last three years along with contact information (name, title, address, phone, and email) for each project's client. Is it sufficient to include the list of consulting projects with a statement inviting the review committee to request from us the contact information for specific clients to whom they wish to reach out?
   * 1. Yes, this would be acceptable.

THIS ADDENDUM IS HEREBY CONSIDERED TO BE A PART OF THE ORIGINAL BID SPECIFICATIONS AND NEEDS TO BE INITIALED AND RETURNED WITH YOUR BID IN ORDER TO BE CONSIDERED.