

**Massachusetts College of Art and Design RFP 26-10**  
**Addendum #1**  
**Questions and Answers**

**Q.** Will all pre-qualified firms be invited to respond to each search-specific RFQ, or will MassArt select a subset of firms for each engagement?

**A.** MassArt may invite all pre-qualified firms to a search specific RFQ or may target a smaller subset if they are uniquely qualified for a specific engagement.

**Q.** Is there a limit to the number of firms that will be included on the pre-qualified vendor list?

**A.** MassArt will try to limit the number of pre-qualified firms to a quantity that will allow us to engage with all the firms over the course of the contract.

**Q.** Will MassArt use a rotation system or another process to distribute search opportunities among awarded vendors?

**A.** MassArt hopes to work with all awarded vendors over the course of the contract period.

**Q.** Approximately how many executive searches does MassArt anticipate conducting annually during the contract term?

**A.** MassArt has conducted approximately 2 – 4 executive searches per year for each of the past several years.

**Q.** Are there specific leadership roles anticipated in the near term (e.g., Vice President, Dean, Director, etc.)?

**A.** MassArt anticipates at least one search in the short term.

**Q.** Will searches include both academic leadership positions and administrative leadership roles?

**A.** Yes

**Q.** To what extent is the selected firm expected to facilitate search committee meetings, candidate interviews, or committee training?

**A.** The selected firm is expected to provide all of these services to the MassArt search committee.

**Q.** Will MassArt assign a primary HR or administrative liaison to work with the search firm during each engagement?

**A.** Yes. MassArt will assign a chairperson to work with the firm and lead each search from our end.

**Q.** Does MassArt expect firms to provide a candidate portal or applicant tracking system for committee review?

**A.** As part of your RFP response, please let us know what candidate portal/ applicant tracking system you use.

**Q.** The specifications reference screening of long-list candidates (typically 12–20 individuals). Is this range expected for all searches, or may it vary depending on the position?

**A.** This range typically varies based on the market and the position being searched for.

**Q.** What is the expected number of finalists to be presented to the search committee?

**A.** The search committee typically works with the search firm to narrow the long-list candidates down to a list of 3-4 finalists for on-site interviews.

**Q.** Are there specific formats or templates MassArt would like vendors to use for diversity reporting at the conclusion of each search?

**A.** No

**Q.** Should demographic data reporting include both candidates contacted and candidates formally submitted?

**A.** Yes

**Q.** Will supplemental services (e.g., sourcing, compensation benchmarking, interview facilitation) be procured through separate RFQs or may they be engaged directly under the contract?

**A.** Supplemental services may be engaged directly on an as needed basis.

**Q.** Does MassArt anticipate utilizing supplemental services independently of full executive searches?

**A.** Yes. MassArt anticipates utilizing supplemental services in instances where a full executive search is not needed.

**Q.** For interim leadership placements, are vendors expected to manage payroll/employment administration, or would the interim leader be contracted directly by the institution?

**A.** MassArt has managed this both ways in the past. We can try to have some flexibility based on the situation.

**Q.** Does MassArt require vendors to integrate with any specific applicant tracking system or internal recruitment platform?

**A.** MassArt uses Interview Exchange. Selected vendors will not need to integrate with our system.

**Q.** Are there specific data security standards or policies vendors must follow when managing candidate information?

**A.** MassArt expects contracted firms to comply with all applicable federal, state and local laws.

**Q.** Will milestone payment structures apply to each individual search engagement, or will payment terms be negotiated per RFQ?

**A.** MassArt intends to follow the set milestone payment structure for each individual search.

**Q.** Will the Commonwealth's standard 45-day payment cycle apply to all engagements under this contract?

**A.** All engagements under this contract will be subject to NET 30 payment terms.

**Q.** Does this contract require participation in the Commonwealth's Supplier Diversity Program (SDP), and if so, are vendors expected to submit an SDP plan as part of their proposal?

**A.** No