

Finance & Accounting Recruiting Agency RFP Question Responses

1. **Proposal Submission Deadline:** The RFP cover page states that proposals are due Sep 9, 2026 at 3:00 PM Pacific Time, while the tentative timeline in Section 4 states Sep 9, 2026 at 5:00 PM PST. Please confirm the official proposal submission deadline and time.
 - **Response:** The official proposal submission deadline is September 9, 2026 at 3:00 PM Pacific Time, as stated on the cover page of the RFP. The 5:00 PM time listed in the tentative timeline is a clerical error.
2. **Engagement / Hiring Model:** The Scope of Work and Cost Proposal appear to contemplate recruitment/placement services, including retainer and placement fees; however, Exhibit C of the standard agreement references hourly rates, hours worked, and monthly invoicing. Please confirm whether SVCE is seeking candidates for direct-hire/permanent placement or hourly-based temporary/contract staffing for the two positions identified in the Scope of Work.
 - **Response:** SVCE is seeking recruitment and placement services for two direct hire regular, full-time Senior Manager positions within the Finance Department. The intent of this RFP is to engage a recruiting firm to source, screen, and support placement of qualified candidates through direct-hire recruitment services. Exhibit C is a sample standard agreement and compensation structure will be finalized during contract negotiations.
3. **Similar Project Cost Information:** Section 5 requests descriptions, costs, timelines, and reference contact information for at least three similar or related projects. Please clarify whether “costs” refers to recruiting/placement fees charged, total contract/engagement value, or another measure. If such information is subject to client confidentiality, may Proposers provide an approximate value/range or other representative measure of engagement size?
 - **Response:** For purposes of this RFP, "costs" refers to the to recruiting/placement fees charged associated with the referenced recruiting engagement. If subject to client confidentiality restrictions, Proposers may provide a reasonable range.
4. **Similar or Related Project Experience:** Please confirm whether the requirement for at least three similar or related projects may include Finance and Accounting recruiting/staffing engagements involving temporary, contract, contract-to-hire, and/or direct-hire placements, or whether SVCE is seeking examples specifically involving permanent/direct-hire or executive search engagements.
 - **Response:** SVCE will accept examples of Finance and Accounting recruiting engagements involving direct-hire, contract-to-hire, temporary, and contract staffing placements. However, preference may be given to firms demonstrating experience recruiting and placing candidates in senior-level Finance and Accounting leadership positions comparable to those identified in this RFP.
5. **Comparable Placements:** For demonstrating experience recruiting Finance and Accounting professionals, may Proposers include comparable Finance and Accounting

placements made through contract, contract-to-hire, and direct-hire engagements, or should the examples be limited to permanent/direct-hire placements?

- **Response:** Yes. Proposers may include contract, contract-to-hire, temporary, and direct-hire placements when demonstrating recruiting experience, provided the examples are relevant to Finance and Accounting positions similar in scope and level to those identified in this RFP.
6. **90-Day Placement Guarantee:** Please confirm that the required 90-day placement guarantee applies when a placed candidate voluntarily leaves employment or is terminated for performance-related reasons, and does not apply to separations resulting from position elimination, layoff, organizational restructuring, material changes to the position, or other circumstances unrelated to the candidate's performance.
- **Response:** Yes. The minimum 90-day placement guarantee applies when a candidate voluntarily leaves employment or is terminated for performance-related reasons within 90 days of hire, as described in the RFP. The guarantee does not apply in circumstances unrelated to candidate performance, such as position elimination or layoffs.
7. **Proposal Page Limits:** Please confirm whether the cover page, table of contents, Certificate of Insurance, contract terms/exceptions, addenda acknowledgments, and other required supporting attachments are excluded from the page limits specified in Section 5.
- **Response:** The page limits apply to the narrative sections identified in Section 5. Administrative attachments such as a cover page, table of contents, requested contract exceptions, addenda acknowledgements, certificates of insurance, and similar supporting documentation do not count toward the stated page limits.
8. **Certificate of Insurance:** Section 11 states that a certificate of existing insurance coverage "should" be submitted with the proposal as proof of insurability. Please confirm whether a Certificate of Insurance is a mandatory proposal submission requirement, or whether evidence of the required coverage may be provided following notification of award and prior to commencement of work.
- **Response:** A Certificate of Insurance is not required for proposal responsiveness. However, SVCE encourages proposers to provide either a certificate of existing coverage or evidence of insurability with their proposal.
9. **Website URLs for Similar Projects:** Section 5 requests website URLs that SVCE can visit to "see the solutions." Since client-specific recruiting services and placements are generally not publicly accessible, please confirm whether providing the public website URL of each referenced client/organization will satisfy this requirement.
- **Response:** Yes. Because recruiting engagements are typically not publicly accessible, providing the public website of the referenced client organization is acceptable.
10. **Award Structure:** Section 15 states that SVCE may award the RFP to one or more Proposers. Please clarify whether SVCE anticipates selecting one recruiting agency for both positions, or whether the two searches may be awarded to different recruiting firms.

- **Response:** SVCE reserves the right to award the RFP to one or more proposers. At this time, SVCE has not determined whether both recruitments will be awarded to a single firm or whether separate firms may be selected.

11. **Exceptions or Modifications to RFP/Contract Terms:** The RFP permits Proposers to identify requested modifications to SVCE's standard contract terms. Please clarify whether proposing reasonable exceptions or modifications—including a modification to the 90-day candidate replacement guarantee or other terms and conditions—would (a) render a proposal non-responsive, (b) negatively affect the proposal's evaluation or scoring, or (c) be considered as part of the normal contract negotiation process with the selected Proposer.

- **Response:** Proposers may identify requested exceptions or modifications to SVCE's standard contract terms for consideration. Requested modifications will not automatically render a proposal non-responsive; however, acceptance of SVCE's contract terms is an evaluation consideration. Proposed modifications may be considered as part of contract negotiations, but SVCE is not obligated to accept them.

12. **Expected Recruitment and Selection Timeline:** Please clarify SVCE's anticipated timeframe for completing the recruitment and selection process for each position, from initiation of the job requisition/search through candidate interviews, final selection, offer acceptance, and anticipated start date. Additionally, please advise whether SVCE has an expected timeframe within which the selected recruiting firm should present the initial slate of qualified candidates.

- **Response:** SVCE anticipates initiating the recruitment process immediately following contract execution. The selected firm should propose a detailed recruitment schedule and recommended milestones as part of its response. While SVCE has not established a required timeline for presentation of initial candidates, firms should clearly describe their expected timeframe for presenting a qualified candidate slate.

13. What is the intended number of awards (approximate number)?

- **Response:** SVCE reserves the right to award the RFP to one or more proposers and has not established a required number of awards.

14. What are the estimated funds allocated for this contract?

- **Response:** SVCE has not established a fixed budget for this engagement as recruitment fees are typically a percentage of the candidates annual salary. Cost will be evaluated as part of the proposal review process.

15. What is the tentative start date for this engagement?

- **Response:** SVCE anticipates commencing work during the week of September 14, 2026 following contract execution

16. What is the work location of the proposed candidates?

- **Response:** Both positions are based at SVCE's office located in downtown Sunnyvale, California. SVCE operates under a hybrid work model, and the selected

candidates will be expected to work in accordance with SVCE's hybrid work practices.

17. Is this a new contract, or are there any incumbents? If there is an incumbent, please provide the incumbent's name and pricing and confirm whether the incumbent is eligible to resubmit the proposal.

- **Response:** This is a new procurement. There is no incumbent contractor for these recruitment services.

18. Are there any pain points or issues with the current vendor(s)?

- **Response:** SVCE is not evaluating incumbent contractor performance through this procurement.

19. Could you please share the previous spending on this contract, if any?

- **Response:** There has been no prior contract spending associated with this procurement.

20. Is there any mandatory subcontracting requirement for this contract? If yes, is there a specific goal for the subcontracting?

- **Response:** No. There is no mandatory subcontracting requirement associated with this RFP.

21. Can we submit good faith efforts if we are unable to find a subcontractor?

- **Response:** Not applicable. There is no subcontracting requirement associated with this RFP.

22. How many positions were used in the previous contract (approximate)?

- **Response:** Not Applicable

23. How many positions will be required per year or throughout the contract term?

- **Response:** The scope of work currently identifies two positions. SVCE makes no representation regarding future recruitment needs beyond those identified in the RFP.

24. If the resources we provide at the time of proposal submission are unavailable at the time of a potential contract award, could vendors replace them with equally qualified resources?

- **Response:** Yes. If personnel identified in a proposal become unavailable, SVCE may consider substitution of personnel with comparable qualifications and experience, subject to SVCE review and approval.

25. Can we provide hourly rate ranges in the price proposal?

- **Response:** No. Proposers should provide their proposed pricing methodology and fees as requested in the RFP cost proposal section

26. Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates), and if so, under what conditions?

- **Response:** Proposers should submit their proposed pricing for the engagement as part of their proposal. Any future pricing adjustments, if applicable, would be subject to mutual agreement and reflected in a written contract amendment.

27. If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?

- **See Response 26**

28. Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?

- **See Response 26**

29. What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?

- **Response:** SVCE pays undisputed invoices within thirty (30) calendar days of receipt. Additional invoicing requirements will be established in the final agreement.

30. What are the candidate reporting requirements?

- **Response:** Proposers should describe their communication and candidate reporting process as part of their proposal. Specific reporting requirements will be finalized during contract negotiations

31. Is the work entirely onsite, or is there a possibility for remote operations and performance?

- **Response:** SVCE operates as a hybrid agency. While SVCE reserves the right to approve limited exceptions for remote work based on business needs and individual circumstances, SVCE's strong preference is to hire candidates who are local to the Bay Area and able to regularly participate in in-person work and collaboration at the Sunnyvale office.

32. Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?

- **Response:** No. Candidate resumes are not required as part of proposal submission. Proposers should instead describe their qualifications, experience, and recruitment approach as outlined in the RFP.

33. Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?

- **Response:** The selected firm will recruit qualified candidates for positions employed directly by SVCE. Position-specific compensation and benefit information may be discussed with the selected firm during the recruitment process. Employee benefits, paid time off, and other employment terms are not required as part of the proposal response.