



### ADDENDUM

SOLICITATION NO.: DL162443RFQU

SOLICITATION NAME: EXECUTIVE SEARCH FIRM POOL

ADDENDUM NO.: 1

PROCUREMENT ANALYST: DEBORA LAUER

DATE: 12/23/14

CLOSING DATE: FEBRUARY 28, 2017

1. Request for Qualifications, Page 4, Section 4.10 titled “Affirmative Action Requirements”, is deleted and replaced with the following:

The search firm is expected to assist the University in recruiting a diverse applicant pool and to help us in honoring our affirmative action obligations. Search firms will be required to collect and report applicant demographic data and the final disposition of each applicant to Oregon State University and will follow University’s guidance for Consideration of Veterans in the Hiring Process.

Applicant demographic information is confidential and must not be viewed by anyone responsible for reviewing or screening applicants. The firm will be responsible for sending all applicants\* a data collection form, receiving responses from applicants, and compiling the responses into a spreadsheet provided by the university. The individual at the firm who receives these forms and compiles the results should not be in a position to review their application materials or make decisions about the applicants, and should not share information contained in the forms with any other party involved in the search process. [\*An applicant is a person who submits an expression of interest (application materials) for the position and is considered by the university and/or the search firm. ]

Final disposition information will include the search stage at which each applicant not selected was eliminated from consideration and the reason for elimination. The search firm will compile this information in a spreadsheet provided by the University.

The guidance provided in the Consideration of Veterans in the Hiring Process document guides how veterans will be advanced through the search process. Veteran status reported on demographic forms of applicants whom *meet the minimum qualifications for the position* must be provided by the search firm to the University search committee reviewing applications in order to allow them to provide a preference.

Alternatively, search firms may utilize OSU’s online applicant system if they choose to and use it as the exclusive way to receive applications. The system is designed to automatically collect all demographic and veteran information.

2. Request for Qualifications, Page 7, Section 1.01 titled “Scope of Work”, bullet 5, Conducting background checks for finalist is deleted.

Entities are not required to return addendums with their offers but are responsible to make themselves aware of, obtain and incorporate into their final offer any information contained in addendums. Failure to do so may make the offer non-responsive and cause it to be rejected.