



Oregon State
University

Procurement, Contracts and Materials Management (PCMM)
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ADDENDUM

SOLICITATION NO.:
P-2026-021007-JK

ADDENDUM NO.: 1

DATE: FEBRUARY 6, 2026

SOLICITATION NAME:
OREGON STATE UNIVERSITY
EXECUTIVE SEARCHES

CLOSING:
FEBRUARY 12, 2026 (3:00 PM, PT)

PROCUREMENT ANALYST: JENNIFER KOEHNE

The following questions were received regarding the solicitation named above. OSU has provided answers below to each question, and the RFP or contract documents have not been modified as a result.

1. What would be the number of awards you intend to give (approximate number)?
 - Per the RFP, section I, Background and section III, Scope of Work and Qualifications, OSU reserves the right to award to either one firm for both searches or separate awards for each search called out under the RFP.
2. What are the estimated funds that are estimated to be allocated for this contract?
 - OSU is not disclosing budget for searches.
3. What is the tentative start date of this engagement?
 - See Search Timelines under section III, subsection 1.
4. What is the work location of the proposed candidates?
 - OSU is in Corvallis OR, see section I, Background, for more information.
5. 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 and are the incumbents eligible to submit the proposal again?
 - This will be a new contract or contracts for a firm or two firms to assist in a national search for two full-time executive level positions at OSU. This is not a contract for temporary labor placement at OSU.
6. Are there any pain points or issues with the current vendor(s)?
 - There is no current vendor.
7. Could you please share the previous spending on this contract, if any?
 - This will be new contract(s) for the two specific searches called out under the RFP.
8. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?
 - There are no mandatory subcontracting requirements.

9. How many positions were used in the previous contract (approximate)?
- There was no previous contract related to the services being requested for the two executive level searches outlined in the RFP.
10. How many positions will be required per year or throughout the contract term?
- There are no positions required, this is a request to obtain the services of an executive search firm for the purposes outlined in the RFP.
11. If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?
- It is not expected that a Proposer would be submitting potential candidates at Proposal submission. See RFP sections III and IV for Scope of Work, Qualifications and Required submittals for the RFP.
12. Can we provide hourly rate ranges in the price proposal?
- It is expected that Proposer provide complete itemized pricing for the services they would be providing for the two executive level searches outlined in the RFP.
13. Will the County allow **mid-contract price adjustments** (e.g., for agency fees or wage rates) during the three-year term, and if so, under what conditions?
- OSU is public university in the State of Oregon, and it is anticipated this will be a fixed fee engagement for one-time services. There will not be a need for mid-contract price adjustments.
14. If adjustments are permitted, is there a **specified mechanism** (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?
Should the initial proposal reflect
- See answer to question 13, no adjustments will be made.
15. Should the initial proposal reflect **fixed pricing for the entire term**, or can adjustments be proposed in advance as part of the contract?
- OSU anticipates that a Proposer will provide pricing that covers their services as a search firm assisting OSU in the hire of two OSU full time executive level employees. There will be no adjustments needed.
16. What is invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?
- OSU's net terms would be Net 30.
17. What are the reporting requirements?
- See section III, subsection 1 for Scope of Work.
18. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?
- There may be some onsite work required as part of the search services, but it is expected that most work can be done remotely.

19. 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?

- It is not expected that a Proposer would be submitting potential candidates at Proposal submission. See RFP sections III and IV for Scope of Work, Qualifications and Required submittals for the RFP.

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

- See section III, subsection 1 for Scope of Work. Holidays and paid time off, vacations would be part of the employees' compensation and OSU would expect the awarded firm(s) to help negotiate this with candidates when necessary.

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.