



**Request for Proposal (RFP) – No. FIN-2020-01
Executive Recruitment Services**

**Exhibit A
Mandatory Requirements**

The following constitute the Mandatory Requirements. Proposals failing to materially satisfy all Mandatory Requirements will be rejected as non-responsive. You must respond to each criterion in numerical order. For ease in scoring the responses, provide tabs keyed to each of the following criteria numbers.

| Item #1 - Copies of Proposal | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| Required amount of Proposal copies One (1) ORIGINAL set of submittals (clearly marked as “ORIGINAL”) in hard copy and one (1) identical copy of the ORIGINAL in pdf format on a thumb drive and five (5) complete copies of the ORIGINAL in hard copy. | <input type="checkbox"/> | <input type="checkbox"/> |
| Item #2 - Cover Letter | | |
| | Yes | No |
| Cover Letter - In a one (1) page cover letter, provide a summary of your proposal. In the cover letter, also include the name, mailing address, phone number, and email address of your primary point of contact for this RFP. The cover letter must be signed by a representative of the Proposer authorized to make a binding offer to the College. | <input type="checkbox"/> | <input type="checkbox"/> |
| Item #3 - Exhibits | | |
| | Yes | No |
| Exhibit A - Mandatory Requirements (response to Exhibit “A”) | <input type="checkbox"/> | <input type="checkbox"/> |
| Exhibit B - Scored Criteria (response to Exhibit “B”) | <input type="checkbox"/> | <input type="checkbox"/> |
| Exhibit C - Response Form (response to Exhibit “C”) | <input type="checkbox"/> | <input type="checkbox"/> |
| Item #4 - Attachments | | |
| | Yes | No |
| Attachment A - References Provide a minimum of three (3) references, where work was performed within the last three (3) years that you judge to be of relevant scope and complexity. Include the name, position, telephone number, and e-mail address of a contact person. Those Proposer(s) earning the highest points for the Scored Criteria, may have their references checked and assessed against the established evaluation criteria contained herein. <i>To obtain a fair and objective evaluation of references, if more than one Proposer’s references are checked, the College reserves the right to score the reference checks.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>References to entities which are owned by the Proposer, or are owned by an entity which also owns a significant interest in the Proposer, are not acceptable and do not comply with the requirement of this subsection.</p> <p>The College will not enter into Contract negotiations with a Proposer whose references are unsatisfactory; negative comments may be reviewed by the Proposer, at the College's discretion.</p> <p><i>The College reserves the right to investigate and consider all information provided in response to this RFQ, including, without limitation: any customer references, whether or not furnished by the Proposer; past performance of any Proposer with respect to its successful performance of similar contracts; compliance with specifications/contractual obligations; and Proposer's completion or delivery of a product/service on schedule.</i></p> | | |
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| <p>Attachment B - Exceptions Provide a list of any exceptions you have to the terms and conditions found in Exhibit D – Sample Contract. Cite the Clause # and the reason for taking the exception.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

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|--|-------------|--------------------------|-------------|--------------------------|
| For Official Use Only Mandatory Score | Pass | <input type="checkbox"/> | Fail | <input type="checkbox"/> |
|--|-------------|--------------------------|-------------|--------------------------|