



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

Exhibit B -- Scored Criteria

The following questions constitute the Scored Criteria of the RFP. Your response shall be based on the Scope of Work in **Part III - Scope of Work/Evaluation/Contractual Process**. Points will be awarded based on the information submitted in response to this Scored Criteria and the Pricing Proposal. The College will be the sole judge of the merits of each Proposer's submission.

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 - Summary of Relevant Experience – Maximum Points Allowed - 15

In no more than four (4) pages, summarize your experience in providing recruitment services similar to those described in this RFP. In this section also include:

1. General scope of services your firm provides and number of years your firm has been providing recruitment/search services
2. A list of successful recruitments conducted in the past five (5) years that showcase your capability to recruit highly-qualified, diverse talent
3. *A short profile of each key individual proposed to perform work under the Contract. Personnel résumés may be used in lieu of personnel profile(s) but are not required

**Note: Personnel résumés do not count against the page limit for this section*

Item #2 - Recruitment Plan – Maximum Points Allowed - 10

In no more than four (4) pages, propose a recruitment plan that incorporates the Scope of Work contained in **Part III - Scope of Work/Evaluation/Contractual Process** of this RFP. Your recruitment plan should also include:

1. Techniques, strategies, and proposed process to conduct the search and identify a highly-qualified, diverse candidate pool for the Position
2. The specific personnel assigned to the Contract
3. A high-level timeline of the recruitment process, highlighting key milestones
4. Your ability to fully engage on this assignment immediately after the Contract is approved
5. Any recommended deviations from the Scope of Work listed in **Part III - Scope of Work/Evaluation/Contractual Process** of this RFP.

Item #3 – Price Proposal – Maximum Points Allowed - 10

1. Propose how you will be compensated for performing the Work, including any reimbursable costs and payment milestones (e.g., as a fixed lump sum price; as a percentage of the candidate’s initial salary; work payable on a time and materials basis).

2. *Based on your experience, what do you believe is a realistic cost estimate for providing the services required to obtain a successful outcome for a project of this size and scope? Assume travel expenses will be reimbursed at real and actual cost and per diem will be reimbursed at the current GSA Per Diem Rates for Oregon.

**Note: Although the College expects the cost estimate to be as accurate as possible, the Proposer shall not be contractually bound to the cost estimate provided. A final compensation package will be negotiated in good faith and agreed upon by the parties prior to Contract execution or any services being provided.*

For Official Use Only	Points Available	35	Final Score		% of Points Available		Ranking	
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