

Request for Proposal (RFP)
Recruitment services/headhunting

Date: July 11, 2019

Subject: Request for Proposal

TechnoServe Inc. (TNS) invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following service for TNS office in Adjuntas, Puerto Rico.

1. INTRODUCTION

TechnoServe, Inc. (www.technoserve.org) is an international nonprofit development organization that develops business solutions to poverty. We work with enterprising men and women in about 30 developing countries to build competitive farms, businesses and industries. By linking people to information, capital and markets, we help create lasting prosperity for their families and communities. With millions of people positively impacted by TechnoServe's work since 1968, we believe in the power of private enterprises to transform lives.

2. BACKGROUND

TechnoServe seeks a service provider for recruitment and selection of senior managers in Puerto Rico. This includes recruitment of candidates at the professional and senior executive level who possess unique and/or hard to find skills. TechnoServe seeks to identify top talent who are bilingual in Spanish and English with preference for native Puerto Ricans, followed by nationals from elsewhere in the United States. All candidates must be legally authorized to work in the United States without visa sponsorship. TechnoServe intends to engage the recruitment agency on a retainer basis to provide the following services on a position-by-position basis for specific job vacancies.

3. GENERAL REQUIREMENTS

The ideal firm will have an already established vast network of potential candidates from Puerto Rico and elsewhere in the United States. The ideal firm will also have substantial experience recruiting for positions within the private sector, as well as for international nonprofit organizations and NGOs. The ideal firm will have experienced Spanish speaking recruiters available to implement the Scope of Work.

4. SCOPE OF WORK

The selected firm will provide the following recruitment services:

1. **Searching and headhunting.** Recruitment agency shall explore prospective candidates from its rich database, other sources, and/or by headhunting to match the skills and qualifications required by the specific job description. To achieve this, the agency may be required to undertake labor market analysis, tap networks of professional affiliations, and leverage social media and other non-traditional methods of candidate sourcing.
2. **Identifying.** Recruitment agency will analyze profiles identified or received through applications or other sources and identify the ones who match the position profile.
3. **Shortlisting.** Recruitment agency shall then share a shortlist of a maximum of five of the most qualified prospective candidates to TechnoServe for final interviews and selection. If any of the shortlisted candidates do not meet the hiring managers' expectations, TechnoServe may ask for additional candidates to be added to the shortlist.
4. **Assessing.** Recruitment agency will invite potential candidates to be assessed. Recruitment agency will conduct both oral and written assessments aimed at testing each individual's potential. Recruitment agency will coordinate and setup interview appointments with the TechnoServe hiring panel and hiring manager.
5. **Reference Checking.** Recruitment agency shall perform reference checks of two to three referees provided by the prospect candidates. Reference checks may be performed for one to three of the top interviewed candidates per position.

Payment and Invoicing Terms

For Permanent Work

Payment Amount: Please submit a Financial Proposal which outlines payment expectations per recruitment. Please see Section 7 of the RFP for further details.

Invoicing: TechnoServe expects the agency to submit one invoice for the total agreed upon price after the candidate is chosen.

5. PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this solicitation is anticipated to begin on or about July 29th, 2019 – June 30th, 2020.

6. TERMS AND CONDITIONS

- a. The Request for Proposal is not and shall not be considered an offer by TechnoServe.
- b. All responses must be received on or before the date and time indicated below. All late responses will be rejected.
- c. All unresponsive responses will be rejected.
- d. All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent or required by RFP.
- e. All awards will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
- f. TNS reserves the right to accept or reject any proposal or cancel the solicitation process at any time, and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
- g. TNS reserves the right to accept all or part of the proposal when award is provided.
- h. All information provided by TNS in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. TNS is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- i. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.

- j. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.
- k. Bidders are required to identify and disclose any actual or potential Conflict of Interest.

7. FORM/CONTENT OF RESPONSE

FORMAT FOR TECHNICAL PROPOSAL

- Section A: Contractors' proposed approach and methodology for the Scope of Work.
- Section B: Contractors' proposed work plan to achieve the Scope of Work. Proposals shall indicate the estimated length of time required to implement each of the 5 services listed above under section 3 for a given job vacancy.
- Section C: Contractors' relevant experience in delivering similar works. Proposals shall describe how the firm meets the general requirements described in section 3 above.
- Section D: A brief outline of the firm/agency and services offered, including:
 - Full legal name, jurisdiction of incorporation and address of the company
 - Full legal name and country of citizenship of company's President and / or Chief Executive Officer, and all other officers and senior managers of the company
 - Year business was established
- Section E: Qualifications of key staff who will be assigned to this project

FORMAT FOR FINANCIAL PROPOSAL

- Section A: Summary of total costs broken down in sections
- Section B: Detailed breakdown of each cost section

GENERAL REQUIREMENTS

All proposals shall:

1. Be in the *English* language.
2. Contain detailed cost in *US Dollar*, with applicable Tax/Charges clearly identified.
3. Provide requested payment terms and conditions.
4. Include a contact name, email address, and telephone number to facilitate communication between TNS and the submitting organization.
5. Costs should be stated in unit costs as much as possible, to allow for the flexibility in the increase or decrease of scope where necessary
6. Be valid for a period of 90 days.

7. CRITERIA FOR SELECTION

The evaluation of each response to this RFP will be based on the requirements set out in this solicitation. At the sole discretion of TNS, the top proposals may be selected for follow-up questions or to provide an oral presentation.

The following weighting and points will be assigned to the proposal for evaluation purposes:

Technical Proposal – <u>35%</u> Project Approach/Methodology Proposed Work Plan	<u>20</u> points (maximum) <u>15</u> points (maximum)	<u>35</u> total points
Management Proposal – <u>35%</u>	<u>20</u> points (maximum)	<u>35</u> total points

Firm relevant experience Qualifications/Experience of proposed key staff	<u>15</u> points (maximum)	
Cost Proposal – <u>30</u> %		<u>30</u> total points
TOTAL		<u>100</u> POINTS

TechnoServe reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of and most advantageous to TNS and the Donor.

TechnoServe will not award a contract to any bidder where there is indication of a lack of business integrity.

The firm with the winning proposal will be notified in writing. Those who were not selected may or may not be notified, at the sole discretion of TNS.

8. SCHEDULE OF EVENTS

- A. Questions regarding this request may be addressed to Jess Kane, jkane@tns.org and Cooper Meyer, cmeyer@tns.org, and must be received no later than *July 19th, 2019*. Responses to questions will be distributed to all interested parties no later than *July 23rd, 2019*.
- B. Responses to the RFP should be addressed to the attention of Jess Kane at jkane@tns.org and Cooper Meyer at cmeyer@tns.org **no later than *July 26th, 2019***.

End of RFP