

BIDDING REQUIREMENTS for PURCHASING
NOTICE AND INFORMATION FOR BIDDERS

Attachment A: Bid Breakdown & Schedule

Bidder: _____

DASNY Contact: Theresa Graffeo
Purchasing Coordinator
tgraffeo@dasny.org

Requests for Information (RFI's): RFI's due by Tuesday, August 16, 2022. Submit in writing via email to tgraffeo@dasny.org. Responses will be posted to DASNY's website via Addenda no later than Thursday, August 18, 2022. It is the responsibility of the Bidder to obtain Addenda.

Services Required By: Proposed Term is two (2) years

Description: Provide Recruiting/Headhunter Services to DASNY

Bid Open Date & Location: Tuesday, August 30, 2022, at 2:30PM, DASNY, Corporate Headquarters, 515 Broadway, Albany, NY 12207

Item No.	Services/Deliverables	Fee (Percentage)
1	Recruiting/Headhunter Services*	

*Provide the Fee Percentage based on Annual Salary. If the Fee Percentage changes based on Annual Salary or position level (i.e. 25% for Executive and 20% for Technical), provide that information in an attachment.

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PAYMENT SCHEDULE

1. All reimbursable expenses must be approved in advance by DASNY. Payment for approved Reimbursable Expenses shall be made monthly on the basis of invoices submitted by the CONSULTANT. Reimbursable Expenses of the CONSULTANT must be supported by acceptable detailed receipts and documentation.
2. One-third of the CONSULTANT's fee will be paid when all of the following conditions are met:
 - A. the CONSULTANT provides DASNY with a candidate and DASNY offers the candidate the position;
 - B. the candidate passes a background check of DASNY;
 - C. the candidate accepts DASNY's offer; and
 - D. the candidate begins employment with DASNY (the 'hire date').
3. One-third of the CONSULTANT's fee will be paid one (1) month after the employee's hire date, providing that the employee is still employed by DASNY.
4. One-third of the CONSULTANT's fee shall be paid six (6) months after the employee's hire date, providing that the employee is still employed by DASNY.
5. The CONSULTANT's fee shall be adjusted in accordance with the Employee's final agreed upon Annual Salary.

Regardless of the method of compensation, the Consultant shall be required to provide DASNY with a written statement showing the name of each individual who worked on the matter, the title of such individual, the date and hours devoted by such individual to the project, together with a brief description of the services provided by the individual on such date.

By submitting a response to this solicitation, the successful Bidder agrees to submit invoices in the form and content required by DASNY, at no additional charge, including without limitation electronic submission in accordance with any new software and/or electronic invoice submission process or platform now or hereafter implemented by DASNY. All invoices (electronic or otherwise) must be submitted within 30 days of the end of the applicable billing cycle, which shall be monthly (unless otherwise agreed to in writing).

BIDDER NAME (FIRM NAME)

SIGNATURE

NAME & TITLE (TYPE/PRINTED)

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Attachment B: Scope of Services

Scope of Services

DASNY seeks recruiting/headhunter services to search for professional, technical and/or management level positions in the following divisions: Executive, Counsel, Construction, IS, Finance and/or Public Finance. Recruitment assignments may include IT professionals, Senior Directors, Directors, Project Managers, Engineers, Architects, Attorneys, Accountants and other professional and technical positions.

Recruiter services shall include: advertising of positions, screening of applicants, identification of diverse talents possessing the requisite qualifications while exemplifying and communicating DASNY's Office of Diversity and Inclusion mission statement, completion of a thorough and in-depth background check or content for DASNY to perform the background check through a third party which shall include, but is not limited to: employment and salary history, educational and/or professional credentials including verification of U.S. equivalencies, driver's license, criminal offense conviction record, professional/business references, and social security number. Only candidates authorized to work in the United States may be referred.

A single or multiple Consultant(s) may be requested to conduct a search for a potential candidate. Consultants will be notified in advance on the number of Consultants that will be utilized on a given assignment and allowed the opportunity to accept or decline the assignment.

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Attachment C: Qualification Requirements

The Bidder must:

1. Have demonstrated at least five (5) years of experience with the sourcing and successful placement of Executive, Professional and Technical professionals in one or more of the following areas:
 - Auditing.
 - Construction Management.
 - Engineering.
 - Finance.
 - Executive/Administrative Management.
 - Information Technology.
2. Firms must have a demonstrated commitment to diversity and inclusion and successfully recruited and placed a minimum of ten positions a year within NYS with at least one office in the State of New York.
3. Recruiters retained by the firm must have at least a Bachelors degree and at least three years of demonstrated recruitment experience.