DESCRIPTION: Human Resource Consulting and Search Services

USING GOVERNMENTAL UNIT: TRI-COUNTY TECHNICAL COLLEGE

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): 3/24/2015 2:00 pm  
See "Deadline for Submission of Offer" provision

QUESTIONS MUST BE RECEIVED BY: 3/17/2015 10:00 am  
See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: One (1) original and three (3) copies

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

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<th>Mailing Address:</th>
<th>Physical Address:</th>
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<tr>
<td>Tri-County Technical College</td>
<td>Tri-County Technical College</td>
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<tr>
<td>PO Box 587</td>
<td>Ruby Hicks Building Room 114</td>
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<tr>
<td>Pendleton, S.C. 29670</td>
<td>7900 Highway 76</td>
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<td>Pendleton, SC 29670</td>
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See "Submitting Your Offer" provision

CONFERENCE TYPE: None Scheduled

DATE & TIME:  
As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions

LOCATION: Not Applicable

AWARD & AMENDMENTS  
Award will be posted at [http://www.tctc.edu/About_TCTC/PurchasingSolicitation/Award_Postings.xml](http://www.tctc.edu/About_TCTC/PurchasingSolicitation/Award_Postings.xml) on approximately 4/10/2015. The award, this solicitation, and any amendments will also be posted on the website above.

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR  
(Full legal name of business submitting the offer)

OFFEROR'S TYPE OF ENTITY:  
(Check one)

☐ Sole Proprietorship
☐ Partnership
☐ Corporation (tax-exempt)
☐ Corporate entity (not tax-exempt)
☐ Government entity (federal, state, or local)
☐ Other ____________________________

(See "Signing Your Offer" provision.)

AUTHORIZED SIGNATURE

(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

TITLE  
(Business title of person signing above)

PRINTED NAME  
(Printed name of person signing above)

DATE SIGNED  
(See "Signing Your Offer" provision.)

Instructions regarding Offeror’s name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION  
(If offeror is a corporation, identify the state of Incorporation.)

TAXPAYER IDENTIFICATION NO.  
(See "Taxpayer Identification Number" provision)

STATE VENDOR NO.  
(Register to Obtain S.C. Vendor No. at [www.procurement.sc.gov](http://www.procurement.sc.gov))
HOME OFFICE ADDRESS  (Address for offeror’s home office / principal place of business)  

NOTICE ADDRESS  (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)  

Area Code - Number - Extension  Facsimile  

E-mail Address  

PAYMENT ADDRESS  (Address to which payments will be sent.) (See "Payment" clause)  

ORDER ADDRESS  (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)  

Payment Address same as Home Office Address  Payment Address same as Notice Address  (check only one)  

Order Address same as Home Office Address  Order Address same as Notice Address  (check only one)  

ACKNOWLEDGMENT OF AMENDMENTS  
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)  

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<th>Amendment No.</th>
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DISCOUNT FOR PROMPT PAYMENT  (See "Discount for Prompt Payment" clause)  

10 Calendar Days (%)  20 Calendar Days (%)  30 Calendar Days (%)  ___Calendar Days (%)  

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).  

In-State Office Address same as Home Office Address  In-State Office Address same as Notice Address  (check only one)
Questions and Answers

1. Is the college seeking to hire one firm for these search services or merely create an approved vendor list of multiple firms which enables services to be contracted by administration and / or department leaders?

Answer: The contract will be awarded to one firm.

2. Are you focusing this RFP on higher level / direct hire recruiting services and not the temporary staffing services that are offered on SC State Contract?

Answer: Yes, these positions would be high/professional level positions which would not be covered by the State’s temporary staffing services contract.

3. Are there specific positions in the coming 12 months that would be recruited for so we have an understanding of the types of roles and whether our firm is a good fit for those roles?

Answer: We have identified an initial need for a Financial Aid Director, but anticipate these being any high-level or professional-level administrative, executive, and faculty leadership positions that we are concerned about being able to fill without the help of a third party search.

4. Will limited experience with Higher Education customers eliminate a firm from consideration?

Answer: No, limited experience will not eliminate a firm from consideration. Higher Education experience is one of several evaluation criteria and firms should list any such experience they have in their proposal.

5. Are payments made by Purchasing Cards Only? We do not accept credit cards as payment forms.

Answer: Please note in your response that you do not currently accept credit card payments. We typically issue purchase orders for this type of professional service and will pay with check or electronic funds transfer (in some cases).

6. The Second Question is around the “Out of State” and the I-312 Form. We have a declared office in South Carolina and we annually pay taxes to the state to do business, but the company HQ’s are out of State.

Answer: This is not an issue, simply complete the form with the requested information and we will allow you to correct it if there are any mistakes on that form.