

**The Goodwill Excel Center, Public Charter School
Request for Proposals – Employment Recruiting Services
June 10, 2022**

I. Background

The Goodwill Excel Center, Public Charter School (“GEC”) operates an adult public charter high school at two campuses in Washington D.C.: 1776 G Street, NW, Washington D.C., 20006 and 1201 Maryland Ave SW, Washington, D.C. 20024 (the “School”). GEC is looking for one or more contractors to provide employment recruiting services to GEC.

II. Scope of Work

- Upon request, source, recruit and recommend for employment diverse qualified candidates for instructional and/or administrative staff positions with the GEC.
- In consultation with GEC Management, ensure candidates have acceptable backgrounds to be placed in a school setting.
- For all candidates referred and accepted for employment, complete the required background check for schools as delineated by the District of Columbia (as amended from time to time);
- Work with the Schools Management and Talent Acquisition team to ensure internal hiring systems and controls are followed.
- Maintain records compliant with OFCCP and EEO regulations.

III. RFP Response Outline

Responses to the RFP should consist of five parts:

- (1) *Organization profile*
 - (a) General information on the responding organization, including; name, address, telephone number, email address, and contact person for this project
 - (b) A short statement of the history and current business operations of bidder
- (2) *Financial Proposal* – Proposed fee structure
- (3) *Three References*
- (4) *Responding organization’s standard contract/terms and conditions, if any*
- (5) *Any exclusions, qualifications or exceptions to the scope of work, if any*

IV. Submission Deadline and Method

Responses to this RFP must be received on or before 5:00 PM, June 24, 2022. **Responses must be submitted by email to josh.wallish@dcbgoodwill.org.** All responses will be acknowledged. If

you do not receive an acknowledgement of your response within four business hours, please call Josh Wallish (202-719-1235). This RFP is not an offer to enter into a contract. GEC reserves the right to reject any and all responses resulting from this RFP. GEC is not liable for any cost incurred in responding to this RFP.

V. Questions

Please direct all questions regarding this RFP and the program for which the services will be delivered, via email, to Josh Wallish, at josh.wallish@dcgoodwill.org.

VI. Selection Criteria

The organization selected will represent the best value for GEC, combining price and overall service quality. GEC may ask one or more bidders to provide an in-person presentation and/or to provide their best and final offer. GEC may award a contract to more than one bidder.