

WASHINGTON STATE INVESTMENT BOARD

REQUEST FOR QUALIFICATIONS AND QUOTATIONS (RFQQ) #19-03  
 FOR  
 PROFESSIONAL RECRUITMENT SERVICES

MANDATORY MINIMUM QUALIFICATIONS COMPLIANCE CERTIFICATE

**This certificate and necessary supplemental pages must be set forth as Section 3 of your response, the “Minimum Qualifications Compliance Certificate.”**

The undersigned hereby certifies that the firm submitting this response fulfills the minimum qualifications outlined below, as well as the other requirements set forth in this Request for Proposals.

*Mandatory Qualifications*

As of Due Date of this RFQQ, the firm must satisfy the minimum requirements as outlined below in order to be considered for contract award:

- A. The offeror must have demonstrable experience successfully recruiting investment professionals and executives from diverse backgrounds, preferably for large public institutional investor organizations.
- B. The offeror must have a well-developed national or international recruitment referral system, either in-house or through an established industry network; a cogent and effective recruitment strategy; and background investigative procedures which combine to effectively attract and screen sufficient numbers of highly-qualified candidates from a variety of backgrounds who meet the WSIB’s desired requirements and who are prepared to accept and succeed in the specific position being recruited for.
- C. The offeror must have staff available to meet the scope of work identified to continue through the contract end date. The assigned staff must have a good working knowledge of the investment industry, the nature of the work, and the challenges of recruitment and retention of employees presented by the public sector. The offeror must commit that the staff identified as meeting the requirements of this RFQQ will actually be assigned throughout the duration of this engagement. Any substitution must have the prior written approval of the Contract Manager.
- D. The offeror must assure that the candidate hired for a specific position remain in that post for twelve (12) months from the date of his or her hire. If the individual leaves the position for any reason during that period, offeror must resume the search for a replacement candidate for the position at no additional cost to the Board with the same assurance applying to that replacement candidate.
- E. The offeror must accept the requirements of this RFQQ including the “Scope of Work” set forth above.
- F. The firm must be willing to enter into a contract with WSIB upon selection as an Apparently Successful Offeror. The terms, conditions, and approach to the contract will be based on the sample contract provided under the procurement.

It is understood that failure to sign and return this statement and accompanying documentation with the response to the RFQQ will render the response invalid.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Firm

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date