

**ATTACHMENT A - COST PROPOSAL FORM**

1. The below fees for the Contractor to conduct executive and hard-to-fill recruitment services are inclusive of all services to include position advertising and all necessary meetings through the successful selection of the candidate. Travel expenses incurred by candidates for on-site interviews with the County are typically paid by the County, but if paid for by the Contractor, will be billed to the County at Contractor's cost.

When the County identifies the need for a recruitment, they will issue a Scope of Work to the contractor, outlining all relevant information for the position. Offeror's will then perform Phase I of the recruitment process to be sent to the County Project Officer for review. Once approved, the Offeror will move on to Phase II of the recruitment process to be sent to the County Project Officer for review. Once approved, the vendor will move on to Phase III of the recruitment process to be sent to the County Project Officer for review. Once approved, the County will make an offer to the chosen candidate.

If a candidate does not accept an offer, or a recruitment process is halted, the Contractor will be paid for the completed phases. Offeror's must include a fee for each phase in the table below.

<b>PHASE</b>	<b>DESCRIPTION OF SERVICES</b>	<b>FEES</b>
<b>Phase I</b>	<b>Task 1</b> - Candidate Profile Development/Advertising/Marketing (includes one day onsite or virtually by Recruitment Project Team leader)	
	<b>Task 2</b> - Identify Qualified Candidates	
<b>Phase II</b>	<b>Task 3</b> - Screening of Applications and Submission of Recommended Semi-Finalists to the County (includes one day onsite or virtually by the Recruitment Project Team Leader)	
	<b>Task 4</b> - Final Process/Interviews with Finalists (includes two days onsite or virtually by Project Team Leader)	
<b>Phase III</b>	<b>Task 5</b> - Reference Checks, Background Checks and Academic Verifications	
<b>Conclusion</b>	Acceptance of offer by candidate	