



As Dexis continues to pursue numerous new business opportunities in a wide array of technical and geographic areas, we would like to engage a consulting firm on which we can lean for additional recruiting support. Dexis will establish a Blanket Purchase Agreement (BPA) for the remainder of 2024 through April 30, 2025.

The scope of the BPA is below:

The Vendor will be responsible for providing surge recruitment support to Dexis. The Vendor that is awarded this BPA will be viewed as a preferred recruitment partner.

The Vendor will be expected to provide recruitment support for any number of positions such as positions in relation to Business Development Proposals as well as Corporate and Project positions (local and international positions).

The Vendor will primarily be supporting Dexis in providing personnel that will fill positions on government contracts (either on current projects or new business opportunities), though the Vendor may also support recruitment for corporate roles. Sample tasks that might be involved in recruitment support are as follows:

- Actively conduct recruiting searches within a short turnaround time for potential candidates via personal and professional networks and available databases.
- Recommend to Dexis what job posting sites to list positions for recruitment (including for local candidates).
- Compile information of top candidates using the Dexis recruitment tracker template, which should be kept updated on the SharePoint site.
- Provide weekly reporting on recruitment efforts via email and/or attend check-in meetings with Dexis staff as requested.
- Collect, organize, and manage documents (resumes, references, education and employment verification, and USAID biodatas as needed) from candidates in Dexis' proposal SharePoint site or other similar cloud storage site as directed by Dexis.
- Serve as focal point with prospective candidates. Conduct screening interviews with candidates and share notes from the screenings with Dexis for further consideration and interviews.
- Facilitate interviews with Dexis staff.
- Develop local salary bands for approval based on market data if needed.
- Work with Dexis to confirm if a candidate holds an active security clearance.
- Any other tasks related to recruitment needs.

If you wish to be considered, we ask for the following by 5:00 pm EST on April 22nd, 2024.

In order to evaluate Vendors, Dexis requests that vendors provide a proposal of no more than two pages in which they provide examples of past work similar in size and scope to that outlined in this statement of work and demonstrate their understanding of Dexis business lines and/or US Government contracting. Vendors should also provide hourly ceiling rates for both mid-level and senior level recruiting support as well as three references. Vendors should also indicate if they are small businesses.

Proposals will be selected on the following:

- Familiarity with Dexis business lines
- Familiarity with USG contracting
- Prior experience working with Dexis
- Prior experience working with and recruiting cleared individuals

Proposals should be submitted via email to jpavin@dexisonline.com. If you have any questions, please submit them to Idra Pavin (jpavin@dexisonline.com) by 9:00 am EST on April 15th, 2024.

Answers to questions submitted by offerors:

1. **Budget.** The RFP requests '*provide hourly ceiling rates for both mid-level and senior level recruiting support as well as three references*'. Is only hourly rate acceptable for this BPA, or other budget formats are acceptable? For example, our current pricing model is per role/search.

Dexis' preference for recruiting support under this BPA is to engage external resources under hourly rates as opposed to a retained search.

2. **Familiarity with USG contracting.** Please clarify what is meant by 'familiarity' and how Dexis requests this is demonstrated in the proposal?

Familiarity means demonstrated understanding of USG client requirements through experience supporting other USG contractors similar to Dexis. This can be demonstrated through prior experience supporting recruitment for federal contractors working on projects funded through USAID, Department of State, Department of Defense, Department of Labor, Department of Commerce, or other government agencies.