

**WASHINGTON STATE INVESTMENT BOARD**

**REQUEST FOR PROPOSALS (RFP) #16-01  
FOR  
INVESTMENT PROFESSIONALS AND EXECUTIVE 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 RFP, 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 mid-level investment professionals, preferably for large institutional investor organizations.
- B. The offeror must have a well-developed national recruitment referral system, either in-house or through an established industry network, a cogent and effective recruitment strategy and background investigative procedures which in combination effectively attract and screen sufficient numbers of highly-qualified candidates who meet the WSIB’s desired requirements and who are prepared to accept, and succeed in, the specific position.
- 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 RFP 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. Should that individual leave the position for any reason during that period, offeror must reassume 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 RFP including the “Scope of Work” set forth above.
- F. The firm must be willing to enter into a contract with WSIB upon selection as the Apparently Successful Offeror. The terms, conditions, and approach to the contract shall be based on the sample contract provided as Exhibit “I”. (It is recommended that the Offeror have their legal representative review the contract format prior to submittal of a response.)

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

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Signature

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Firm

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Title

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Date