



**REQUEST FOR QUOTATION**

**Date:** December 2, 2021

**REPLY BY (Date/Time):** December 14, 2021 @ 12:00 pm

**REPLY TO:** Suzanne Desrochers

**PHONE NUMBER:** 803-327-8010

**Email:** sdesrochers@yorktech.edu

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**DELIVERY FOB DESTINATION TO:**

York Technical College  
452 South Anderson Road  
Rock Hill, SC 29730

**INVOICE TO:**

Accounts Payable  
452 South Anderson Road  
Rock Hill, SC 29730  
Email: accountspayable@yorktech.edu

**PAYMENT TERMS:** NET 30

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**Scope of Work:**

Consultative services to assist in recruiting and identifying a highly skilled talent pool for key leadership role of Associate Vice President for Enrollment Services at progressive two-year, community and technical college. Services needed include:

- Develop recruitment strategies to attract the best and highly skilled talent with extensive experience and proven success in leadership of comprehensive enrollment services/management including admissions/outreach, academic records/registrar's office, enrollment operations/one-stop center, and financial aid in higher education
- Create focused and comprehensive search timetable and schedule to ensure successful search
- Design and recommend advertisement plan to attract diverse and highly qualified talent pool
- Connect with targeted, diverse talent pool through established professional networks to encourage well-qualified applicants to submit letters of applications/resumes for consideration
- Provide vital communication to applicants
- Conduct initial screening and make recommendations of top applicants
- Perform reference checks on selected candidates to be considered seriously
- Provide detailed, progress reports to YTC throughout search process to ensure compliance and ability to select best suited person for the role.

**Qualifications**

Offeror must have successful outcomes in executive searches for higher education leadership roles, preferably in a community college setting. Examples of successful searches must be provided.

**Pricing**

ITEM	DESCRIPTION	TOTAL
1	Total Cost of Service	



**\* Do not include Sales Tax**

**Bid proposal must include fees, etc. No additional expenses over and above the bid amount will be accepted following acceptance of bid.**

**Company Name:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Company Representative Signature:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_