Attachment A

|  |  |
| --- | --- |
|  | **JOB ORDER**  Contract Description: STC for Executive Search Services  Solicitation Number: 5400022558 |
| Job Location /Address: |  |
| Using Governmental Unit: |  |
| Contractor: |  |
| Contract Number: |  |
| Position Title: |  |
| Total Job Order Price: (For Example: 20% of the First Year Salary) |  |
| UGU Purchase Order Number: |  |

This Job Order is issued against the Contract identified by number above. Definitions provided in the Contract apply to this Job Order. You agree to comply with all terms of the Contract identified above, the terms of which supersede any terms in this Job Order. The solicitation's Default clause and Termination for Convenience clause shall apply to each Job Order as if it were a separate contract. The terms of this Job Order supersede the terms of any exhibit attached to this document.

Exhibit 1 – JOR, including attachments

By signing this Job Order, you represent that you have read and understand the JOR and that your JOQ was made in compliance with the Solicitation. You agree to perform all work outlined in the Exhibits for the Total Job Order Price stated above. The term of this Job Order shall begin [insert Commencement Date] and conclude on [insert Estimated Project Completion Date].

**Certification**

With regard to this Job Order, you hereby certify that you have complied with Regulation 19-445.2165 (no gifts to agencies) and with the following clauses: “Certification Regarding Debarment and Other Responsibility Matters (Jan 2004),” “Disclosure of Conflicts of Interest or Unfair Competitive Advantage” (Feb 2015),” and “Ethics Certificate (May 2008)”. For purposes of applying these clauses for this certification, your Job Order Quote is an offer, this Job Order is an award of a contract, and the date of this Job Order will be deemed to be the date for the “posting of a final statement of award” and “the Opening Date.”

|  |  |
| --- | --- |
| SIGNATURE OF PERSON AUTHORIZED TO ENTER A CONTRACT ON BEHALF OF JOB ORDER CONTRACTOR:  By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (authorized signature)  (printed name of person signing above)  Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title of person signing above)  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | SIGNATURE OF PERSON AUTHORIZED TO EXECUTE JOB ORDER ON BEHALF OF UGU:  By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (authorized signature)  (printed name of person signing above)  Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title of person signing above)  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Attachment B**

**Executive Search Services Job Order Request Form**

**INSTRUCTIONS:**

1. Using the “Executive Search Services Job Order Request Form (JOR),” the UGU must interview at least two Contractors concerning their ability to satisfactorily fill the requested position.
2. The UGU must complete all entries on the JOR and a separate JOR must be prepared for each Contractor interviewed. If a Contractor refuses to provide a response to the request, the UGU must make a request from another Contractor. A JOR indicating a Contractor refused to provide information, a “blank JOR,” will not be accepted by DSHR.
3. Submit the JORs to DSHR for review.
4. DSHR will approve the use of one of the Contractors or deny the request and send it back to the UGU with an explanation as to why the request was denied, and what the UGU must do to gain approval.

Using Governmental Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title to be Filled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detailed Position Description (from Job Posting): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum Qualifications Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated First Year’s Salary: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contractor References:** Contractor must provide at least three (3) client references for the same, or similar, position filled. References must be within the last three years. (Attach as a separate document)

**Contractor’s Search Strategy**: Contractor must provide a detailed written narrative of the well-defined search strategy that will be employed in the search for suitable candidates for this position. (Attach as a separate document)

**Contractor’s Recruiter(s) that will be assigned to a resulting job Order**: Any recruiter assigned to any job order under this contract must have five-years’ experience recruiting for executive level positions. Attach the resume(s) of the recruiter(s) that will be assigned the resulting job order as a separate document).

**Contractor’s Estimated Time-to-Hire:** **(**Should be 45 days or less. If longer, provide justification)

**Contractor’s Point of Contact for this JOR:** Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_