

**ATTACHMENT G: PROPOSAL SPECIFICATION CHECKLIST TABLE**

<b><u>Mandatory Criteria</u></b>	<b><u>Vendor's Proposal Page Reference</u></b>
The responder's key professionals and/or organization does not have material conflicts with IDPH.	Section Page(s)
The responder has a minimum of five years' experience in the professional recruiting field.	Section Page(s)
The responder has a proven history of engagements of similar size and scope, with other government public sector clients.	Section Page(s)
The responder has experience with medical professional or public health recruitment.	Section Page(s)
The responder has at least three (3) references from prior engagements of similar size and scope of the services being requested by IDPH.	Section Page(s)
<b><u>Evaluation Criteria</u></b>	<b><u>Vendor's Proposal Page Reference</u></b>
A detailed work plan that includes the proposal for both Code covered employees and non-Code covered employees.	Section Page(s)
An estimated timeline for the completion of the requested services as it pertains to the positions listed in Attachment A.	Section Page(s)
A summary of the retention of placed candidates after one year.	Section Page(s)
A description of the most significant engagements performed in the last three (3) years that are similar to the engagement listed in this RFP.	Section Page(s)
Identification and explanation of the number of staff that are dedicated to performing the duties as identified in the recruitment methodology and Scope of Work.	Section Page(s)