**REQUEST FOR QUALIFICATIONS**

**INTERNATIONAL STUDENT RECRUITING**



RFQ17-037

Proposals Accepted Indefinitely

Missouri Western State University

4525 Downs Drive

St. Joseph, MO 64507

Dated September 21, 2016

**Background:** Missouri Western State University is a four-year public institution providing a blend of traditional liberal arts and professional degree programs. The University offers associate, baccalaureate and graduate degrees, as well as certificate and graduate certificate programs and has an enrollment of approximately 5,800 students.

**Scope of Services**: Missouri Western State University is searching for individuals or companies who will complete the Request for Qualifications Form in order to recruit international students Missouri Western State University. The following services should be included in the proposal:

1. Assume major responsibility for developing and cultivating a list of qualified students;
2. Provide due diligence on students to ensure their success at Missouri Western State University;
3. Handling of all search-related administrative services in an efficient and confidential manner.
4. Inform students about the University, its history, its opportunities and challenges.

**RFQ Requirements**: Submissions **must** include portfolio of work, whether through the website or other methods to provide examples. If portfolio of work is not included (either by website link or physical samples) the RFQ may not be reviewed. Please include previous work in samples.

**Project Timeline:** Search process will begin immediately upon awarding the vendor.

**Submission of Qualifications**: The Respondent must respond to this RFQ by submitting all required information in order for the proposal to be evaluated and considered for award. Failure to submit such information may cause disqualification of proposal from further consideration for award. **The University reserves the right to declare a proposal as non-responsive if an Applicant fails to respond properly to any part of this RFQ.**

Proposals must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Request for Qualifications Number **(RFQ17-037)** shall also be clearly marked on the outside of the envelope or package. The completed Request for Qualifications Page (Cover Sheet) shall be incorporated into the Respondent’s proposal and shall be signed in ink by an authorized officer of the company. All costs incurred by the Respondent in replying to this RFQ shall be borne by the Respondent. **Proposals may be faxed to 816-271-5972, emailed to** [**purchase@missouriwestern.edu**](mailto:purchase@missouriwestern.edu) **or mailed or hand delivered to Missouri Western State University, Purchasing Department, Room 221, 4525 Downs Drive, St. Joseph MO 64507.**

**RFQ Questions:** RFQ questions and/or requests for clarification should be submitted via email to the Purchasing Manager, Kelly Sloan at [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu). All questions and/or clarifications can be sent at any time regarding this RFQ to the Purchasing Department.

**Submission Materials:**

Respondent shall submit the completed **form and supporting documentation by email, fax or by mail. If sending by mail please include the original, plus two (2) copies for a total of three (3) hard copy documents.**

The Request for Qualifications Number (RFQ17-037) shall also be clearly marked on the email, fax or on the outside of the envelope or package if sent via mail. The following items should be included in the packet.

* Request for Qualifications Form: Complete the required vendor contact information for RFQ17-037.
* Introduction: Briefly introduce your company, indicating whether the company is local, regional, national or international. Provide a profile of the company including, but not limited to, the approximate number of professional staff employed. Indicate the name of the person(s) who will be authorized to make representation for and to bind the company, their titles, addresses and phone numbers. A link to a website that includes this information is also acceptable.
* Indicate the person(s) we may contact for prompt contract administration in the event a contract is executed with your firm as a result of this solicitation.
* References (3) or active agent certification is acceptable.
* Addendum: Include any addendums for verification of receipt.

**Contract Specifications:**

Please refer to contract for specifications on:

* Firm and Fixed Payment Fee (section 2 a & 2 b)
* Length of Agreement (section B, Conditions)

**Non-US Agent:**

1. If the Agent is a foreign entity that does not have an Employer Identification Number assigned by the United States Internal Revenue Service (IRS), in addition to completing the blanks on Page One of the RFQ, the Agent needs to also submit a completed IRS W-8 form with the bid.
   1. The appropriate IRS W-8 Form can be obtained through the internet at the [www.irs.gov](http://www.irs.gov) website.
   2. The Agent should attach the completed IRS W-8 form to the completed Page One of the RFQ.
2. If the Agent is a foreign entity that does have an Employer Identification Number (EIN) assigned by the IRS completing an IRS W-8 form is not necessary. However, be sure to include the Employer Identification Number (EIN) in the appropriate blank on Page One of the RFQ.

**Business Compliance**:

The Agent must be in compliance with laws regarding conducting business in the State of Missouri. The Agent certifies by signing the signature page of this original document and any amendment signature page(s) that the Agent and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance upon request Missouri Western State University. The compliance to conduct business in the state shall include, but not necessarily be limited to:

a. Registration of business name (if applicable)

b. Certificate of authority to transact business/certificate of good standing (if applicable)

c. Taxes (e.g., city/county/state/federal)

d. State and local certifications (e.g., professions/occupations/activities)

e. Licenses and permits (e.g., city/county license, sales permits)

f. Insurance (e.g., worker’s compensation/unemployment compensation)

**Evaluation:** The award of the contract resulting from this Request for Qualifications shall be awarded in response to written proposals based on the best match to our needs at Missouri Western State University. Each proposal will be evaluated using a subjective review of the information presented by the agent to ascertain which proposal provides all required services and are most advantageous to Missouri Western State University. The University will award these contracts based on the following evaluation categories:

Experience

Applicant History and References

The University reserves the right to reject any and all applications received in response to this RFQ and to waive any minor irregularity or informality.

**Notes:** Please provide specific notes/explanations regarding your work if necessary.