



September 8, 2009

[First, Last Name]

[Title]

[Company or Organization]

[Address]

[City, State, Zip Code]

RE: Executive Search Services and Consulting Services

Dear Mr./Mrs. [Last Name],

Per your 9/3 request, please find enclosed detailed information on our company services.

Since October 2004, we've had the distinct pleasure of supporting client objectives in the areas of diversity consulting, workforce diversity, public relations and recruitment searches, including: Linfield-Good Samaritan School of Nursing (search), Wallace Medical Concern (search), Oregon State University (consulting), and The Oregon Association of Latino Administrators (public relations). Some references:

- Dr. Peggy Wros, Associate Dean and Professor, Linfield College - (503) 413-7180
- Dr. David Groff, former Director of the Portland Campus - Linfield College - dgroff@linfield.edu
- Dr. Larry Roper, Vice Provost of Student Affairs and Professor, OSU - (541) 737-3626
- Dr. Debby Maddy, Associate Provost/Associate Director, OSU Extension Service - (541) 737-2713
- Gustavo Balderas, Deputy Superintendent, Hillsboro School District - balderasg@hsd.k12.or.us

Thank you for your time and consideration. Please don't hesitate to contact me upon review.

Sincerely Yours,

David Molina
Co-Founder/CEO
BilingualHire, Inc.

We advance the careers of bilingual [Spanish+ English] talent.



Executive Summary

About BilingualHire

BilingualHire, Inc. is a bilingual talent solution and consulting company. Based in Fairview, OR, BilingualHire works directly with clients on recruiting bilingual [Spanish+ English] entry-level, mid-management and executive talent. We build long-term relationships with clients, and candidates to support them with career advice and management strategies. Previously known as RED Consulting Group LLP, we're also equally passionate about *our cultura*.

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Leadership

David Molina is the co-founder/CEO of BilingualHire, Inc. a leading bilingual talent solution and consulting company. Mr. Molina's leadership philosophy and professional experience stems from his background as an engaged citizen, patriot and social entrepreneur. His passion to solve problems and address talent development fuels BilingualHire's mission of partnering with clients to deliver cultural and linguistic solutions and solve their most pressing bilingual talent and leadership needs. He has led major assignments for Oregon's only land, sea, sun and space grant university, OSU, and for the areas' leading nursing-preparatory private college, The Linfield-Good Samaritan School of Nursing.

Professional Accomplishments:

- Organized 50+ cultural events, professional forums/seminars, workshops and health conferences
- Trained 500+ staff in statewide professional development curriculum
- Regular blogger on career insights and bilingual talent needs
- Former U.S. Army enlisted, rising to become Aide-de-Camp for General Officer
- Staffed House Committee on Veterans and Emergency Services, Oregon State Legislature '09 session
- Serve on the [OSU Chicano/Latino Alumni](#), [Oregon Commission on Hispanic Affairs](#) and [OSU President's Board of Visitors for Minority Affairs](#)

Mr. Molina holds a B.A. degree in Political Science from Oregon State University and is a graduate of the U.S. Army School of Infantry (Officer) at Fort Benning, Georgia. Mr. Molina was born in Hood River, Oregon and was raised in Mount Vernon, Washington in the Skagit Valley where he lived, grew up and first attended college. He is married to Edith Molina and together they are raising one daughter, Maya.

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Executive Search Services

BilingualHire Executive Search Services delivers high-caliber bilingual [Spanish+ English] talent. We work with our clients on understanding their organizational culture, their passion and vision, the communities and markets they serve, and their long-term objectives. Our client-tailored approaches are designed to provide flexibility for the client.

Exclusive Solution: This arrangement is an exclusivity arrangement contracting BilingualHire as the sole channel for announcing, marketing and managing the assignment from beginning to end. It provides two options: contingency search or retained search. Upon hire:

- We work with the client to define the position, its responsibilities and compensation/benefits, the ideal candidate, the hiring process, and start date and create or refine the job description
- We advertise the position utilizing social media tactics
- We manage all incoming correspondence providing a daily report of results
- We pre-screen candidates through online (ex. social media) and offline (ex. in person, phone) interviews
- We personally interview the top candidates to gauge their written CV, social skills and their passion for the position and provide a report of the results
- We coordinate ideal interview date/times with the client and candidate and secure mutual confirmation
- We support the client and candidates in preparation for the interviews
- We communicate with non-selected candidates with the final client hire decision

Recruitment Options:

Contingency Search: This solution is for clients not on a timeline. A contingency search may provide results within 3-weeks or can take longer to complete. On positions of \$80,000 annual salary or more, the total fee is 20 percent. All positions below \$80,000 is 10 percent. It requires only payment upon successful hire.

Retained Search: This solution is for clients on a timeline. A retained search provides almost immediate results. On positions of \$80,000 annual salary or more, the total fee is 20 percent. All positions below \$80,000 is 10 percent. The retainer fee is 1/3-down and the remaining 2/3-upon successful hire.

Advertising Option: This solution is for clients who require an advertising platform to generate interest to their career home page. The 30-day advertising fee for each job posting is:

- \$99 (1x)
- \$79 (2-5x)
- \$49 (5+)

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Consulting Services

BilingualHire Consulting Services is focused on supporting clients as their partner in program development and 360 degree evaluation, cultural awareness and competency management, and professional development.

Professional Development: We are both passionate in advancing the careers of bilingual [Spanish+ English] talent, as well as ongoing professional development for our clients for sustained growth.

Training Topics-

- *Leadership:* This training covers the elements of inspiring people to lead by example. It lays out the strategic steps to creating leaders from the bottom-up, grooming leaders with character and applying those skills necessary for innovating and improving your products and services.
- *Latino Trends:* This training covers how we got to the current U.S. Latino demographics, the trends and its trajectory. We lay out a blueprint to create understanding of the magnitude of the responsibility, challenges and opportunities. It inspires managers to unleash their organizations to build, sustain and grow enduring relationships with the greater Latino community.
- *Bilingual Talent:* This training covers the benefits of hiring, retaining and cultivating bilingual talent for higher levels of responsibility. It features practical lessons to accelerate the recruitment of bilingual talent in the organization.
- *Workplace Diversity:* This training covers the steps in establishing a welcoming environment that retains diverse staff and culture of inclusivity, and long-range beneficial impacts on the organization and its clients.
- *Latino Intercultural Communication:* This training covers ethnic and cultural communication, trends, nuances and best practices helping non-Latinos more effectively engage Latinos.
- *Search Advocate Diversity Committee:* This training covers workplace diversity, unconscious bias, and best practices focused on diversifying organizations beginning at the root, the hiring committee.
- *Deploying Social Media:* This training covers launching a website/blog, content management, and the art of deploying social media tactics to build and grow community support.

Consulting Options-

Consulting (\$225 p/hr)

1/2 Day Training (\$2,495)

Full Day Training (\$4,995)

**includes educational material for participants, A/V, and travel arrangements (in-state only)

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