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| **ATTACHMENT D: BIDDER RESPONSE FORM** This form is broken into six sections: Section 1. Administrative Response; Section 2. EO 18-03 Response; Section 3. Certified Washington Small Business; Section 4. Certified Washington Veteran-Owned Business; Section 5. Quotation/Cost Response; Section 6. Written Response. Bidders must respond to all questions in the order and in the expandable space provided. If a question requires Bidder to submit additional documents, please attach them to this document and label them clearly as part of your response to this Attachment D.  |
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| 1 | **ADMINISTRATIVE RESPONSE (BIDDER INFORMATION)** – Required; Pass/FailBidder’s response to the questions in this Section 1, combined with the information provided in Bidder’s Submittal Letter and Certifications and Assurances, comprise Bidder’s Administrative Response to this Solicitation. While the Administrative Response is not given a number score, the information provided as part of Bidder’s Administrative Response may cause the entire Response to be disqualified and may be considered in evaluating Bidder’s qualifications and experience. |
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| 1.A  | From the list below, please identify your firm’s recruiting experience specialty (to include, if applicable, use of subcontractors). See RFQQ Section A.2. for specific descriptions. |
| Answer 1.A:  |

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| ☐ | Aging and Long-Term Support | ☐ | Economic Services |
| ☐ | Behavioral Health | ☐ | Facilities, Finance and Analytics |
| ☐ | Developmental Disabilities | ☐ | Information Technology |
| ☐ | Vocational Rehabilitation  | ☐ | Only Executive Recruitments (experience not within a specialty listed above) |

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| B | Please indicate whether you employ or contract with current or former state employees. If the answer is yes, provide the following information with respect to each individual: 1. name of employee or contractor; 2. the individual’s employment history with the State of Washington; 3. a description of the Individual’s involvement with the response to this Solicitation; and 4. the Individual’s proposed role in providing the services under this any Contract that may be awarded. |
|  | ANSWER:  |
| C | Please list the names and contact information of three individuals you agree may serve as Bidder references and may freely provide information to DSHS regarding the reference’s experience and impressions of Bidder. In providing these names, Bidder represents that it shall hold both DSHS and the organizations and individuals providing a reference harmless from and against any and all liability for seeking and providing such reference. |
|  | ANSWER: |
| D | Please indicate whether your Response contains any variations from the requirements of the Solicitation Document. If the answer is yes, list each variation with specificity and include the pertinent page numbers containing the variation. |
|  | ANSWER:  |
| E | Please indicate whether you are requesting that DSHS consider any exceptions and/or revisions to the sample contract language found in Attachment A. If so, state the page of Attachment A on which the text you request to change is found, and state the specific changes you are requesting and why. DSHS shall be under no obligation to agree to any requested changes and will not consider changes to contract language or negotiate any new language not identified in response to this question. |
|  | ANSWER: |
| F | If Bidder considers any information that is submitted as part of its Response to be proprietary, please identify the numbered pages of Bidder’s Response containing such information and place the word “Proprietary” in the lower right-hand corner of each of these identified pages. |
|  | ANSWER:  |
| G | Please indicate whether you have had a contract terminated for cause or default within the past 5 years. If so, please provide the terminating party’s name, address and telephone number and provide a summary describing the alleged deficiencies in Bidder’s performance, whether and how these alleged deficiencies were remedied and any other information pertinent to Bidder’s position on the matter. “Termination for Cause” refers to any notice to Bidder to stop performance due to Bidder’s asserted nonperformance or poor performance and the issue was either a) not litigated; b) litigated with a resulting determination in favor of the other party; or c) is the subject of pending litigation. |
|  | ANSWER: |
| H | Please identify any prior contracts Bidder has entered into with the State of Washington within the past 10 years and identify the dates and nature of the contract and primary agency contact for each.  |
|  | ANSWER: |
| I | Please indicate whether Bidder has been the subject of a lawsuit or administrative proceeding alleging a failure to comply with laws relating to the types of services Bidder proposes to provide pursuant to this Competitive Solicitation. If the answer is yes, please list the nature of the allegations, docket number, disposition and date (if applicable) and Bidder’s explanation of how it has changed its practices or operations relative to any alleged deficiencies since that proceeding was filed. |
|  | ANSWER: |
| J | Please describe your proposed plans for the use of Subcontractors in performing this contract, listing each Subcontractor, its proposed role and the estimated percentage of the Contract that will be performed by each Subcontractor. Please indicate whether each subcontractor self-identifies or is certified as a small business, a minority-owned business, a woman-owned business, a disadvantaged business enterprise, or a veteran-owned business. If the answer is yes, please identify the type of organization(s) and provide details of any certifications. Prior to issuing the awarded contract, please note that all Subcontractors must be approved by DSHS. |
|  | ANSWER:  |
| K | Please describe any programs, policies or activities of your organization that support human health and environmental sustainability in your business practices. If a program, policy or activity is specifically applicable to this Contract, please indicate so. |
|  | ANSWER:  |
| L | How do you incorporate diversity into your business organization and recruitments? |
|  | ANSWER: |
| M | Please describe any factors that may limit your firm’s ability to perform anticipated work as described in this RFQQ? |
|  | ANSWER: |
| N | Confirm your firm has a well-developed nationwide recruitment referral network; a proven successful recruitment strategy; and access to highly qualified executive level candidates. |
|  | ANSWER (Yes/No): |
| O | Confirm your firm and your presented Key Personnel have demonstrable experience successfully recruiting professionals and executives from diverse backgrounds, preferably for large public agency or large private firm.  |
|  | ANSWER (Yes/No): |
| P | Confirm your Key Personnel will be available to meet the scope of work identified to continue through the contract end date.  |
|  | ANSWER (Yes/No): |
| Q | Confirm your Key Personnel, who would be assigned to this Contract, have a good working knowledge of the recruitment industry, and the challenges of recruitment and retention of employees. *Please note* that any Key Personnel substitution during the Contract must have the prior written approval of DSHS. |
|  | ANSWER (Yes/No): |
| R | Provide information on up to 3 recruitment searches your firm has performed within the past two years: |
|  | ANSWER:

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| **Client’s Size** (provide number of staff) | **Position Title**  | **Brief Description of the Duties/Responsibilities** | **Number of Qualified Candidates Presented** | **Was this a Successful Placement?** (Yes/No) |
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| **2** | **BIDDER EO 18-03 CERTIFICATION RESPONSE** – Required, Scored; Points available: 50 (for a No Answer to this question) |
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| EO | Are your employees required to sign, as a condition of employment, a mandatory individual arbitration clause and/or a class or collective action waiver?**Please Note:** Points for this question will be awarded to Bidders who respond that they do not require these clauses and waivers. If you certify here that your employees are NOT required to sign these clauses and waivers as a condition of employment, and you are the Successful Bidder, a term will be added to your contract certifying this response and requiring notification to DSHS if you later require your employees to agree to these clauses or waivers during the term of the contract. |
|  | ANSWER (Yes/No): |
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| **3** | **BIDDER CERTIFICATION – CERTIFIED WASHINGTON SMALL BUSINESS** – Required; Scored,Points available: 100 |
| SB | Are you a Washington Small Business as defined under **RCW 39.26.010**?According to **Chapter 39.26.010 RCW**, to qualify as a Washington Small Business, Bidder must meet three (3) requirements: * 1. *Location. Bidder’s principal office/place of business must be located in and identified as being in the State of Washington. A principal office or principal place of business is a firm’s headquarters where business decisions are made and the location for the firm’s books and records as well as the firm’s senior management personnel.*
	2. *Size. Bidder must be owned and operated independently from all other businesses and have either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars ($7,000,000) annually as reported on Bidder’s federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years.*
	3. *WEBS Certification. Bidder must have certified its Washington Small Business status in Washington’s Electronic Business Solution (*[*WEBS*](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx)*).*
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|  | ANSWER (Yes/No):  |
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| **4** | **BIDDER CERTIFICATION – CERTIFIED WASHINGTON VETERAN-OWNED BUSINESS** – Required; Scored, Points available: 100 |
| VB | Are you a Certified Washington Veteran-Owned Business as defined under **RCW 43.60A.190**?According to **Chapter 43.60A.190 RCW**, to qualify as a Certified Washington Veteran-Owned Business, Bidder must meet Four (4) requirements: 1. *51% Ownership. Bidder must be at least fifty-one percent (51%) owned and controlled by:*
2. *A veteran is defined as every person who at the time he or she seeks certification has received a discharge with an honorable characterization or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the capacities listed in RCW 41.04.007;*
3. *A person who is in receipt of disability compensation or pension from the Department of Veteran’s Affairs; or*
4. *An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.*
5. *Washington Incorporation/Location. Bidder must be either an entity that is incorporated in the state of Washington as a Washington domestic corporation or, if not incorporated, an entity whose principal place of business is located within the State of Washington.*
6. *WEBS Certification. Bidder must have certified its Veteran-Owned business status in Washington’s Electronic Business Solution (*[*WEBS*](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx)*).*
7. *WDVA Certification. Bidder must have provided certification documentation to the Washington Department of Veterans’ Affairs WDVA) and be certified by WDVA and listed as such on WDVA’s website (*[*WDVA – Veteran-Owned Businesses*](https://www.dva.wa.gov/veterans-their-families/veteran-owned-businesses/vob-search)*).*
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|  | ANSWER (Yes/No): |

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| **5** | **BIDDER’S QUOTATION/COST RESPONSE** – All Quotation Answers are required; Question 5.A. is the only question Scored, Points available: 100 |
| A | Provide your firm’s Commission Percentage Rate (based on the vacant position’s highest possible salary) that you are willing to accept in consideration for each recruitment. Bidder to only provide one rate. Please note that DSHS expects that the recruited positions’ highest possible salaries may range between $129,000 and $215,000. |
|  | ANSWER: \_\_\_\_\_\_% for all recruitments |
| B | Please fully describe any assumptions Bidder has made that affect its proposed total charges, if those assumptions are not explicitly addressed in Attachment A, Sample Contract. (not scored) |
|  | ANSWER:  |
| C | Propose a schedule of payments corresponding to its charges for successfully performing the tasks necessary to accomplish identified milestones corresponding to project objectives and performance measures within each phase. Bidders are required to collect and pay Washington State sales tax, if applicable. (not scored) |
|  | ANSWER:  |

***SECTION 6: BIDDER’S WRITTEN RESPONSE SHOULD BE***

***SUBMITTED SEPARATELY FROM ALL OTHER SECTIONS OF THIS FORM***

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| **6** | **BIDDER’S WRITTEN RESPONSE** – Required, Scored, Maximum Total Points Available: 900 |
| A | Describe the experience of your firm and how it is distinguished from other firms in your industry. |
|  | ANSWER:  |
| B | Describe your firm’s approach to successful executive level recruitments. |
|  | ANSWER:  |
| C | Describe how your firm will help DSHS to hire individuals whose values and career goals align with the agency.  |
|  | ANSWER:  |
| D  | Describe your firm’s active sourcing strategy to identify and attract a diverse candidate pool. |
|   | ANSWER: |
| E | Please provide information for each recruitment professional(s) that will be assigned to work with DSHS should your firm be awarded the contract. Include a resume as well as completing the following for each staff. Bidder should note that if awarded the contract, it may not reassign key personnel without prior approval of DSHS.  |
|  | ANSWER:

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| --- | --- | --- | --- |
| Name of Staff |  | Years with firm |  |
| Staff’s experience and specialty expertise |  |
| Staff’s Education and/or Certifications |  |
| Staff’s experience with nationwide Executive Recruiting |  |

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| F | Describe your method for assuring that your services and deliverables are provided in accordance with high quality standards and for immediate correction of deficiencies.  |
|  | ANSWER: |
| G | Describe how your firm’s recruiting efforts have changed in the last few years (post-COVID-19). |
|  | ANSWER:  |