



**STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
PO Box 45811, Olympia WA 98504-5811**

DATE: September 1, 2023

TO: RFQQ #2334-829 – Executive Recruitment Services Bidders

FROM: James O'Brien, Solicitation Coordinator
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 2 – Answers to Pre-Bid Conference Questions,
Questions Received to Date, Pre-Bid Presentation

DSHS amends RFP #2334-829 to provide guidance and answers to the questions received at the Pre-Bid Conference held on August 29, 2023, to questions received by the solicitation coordinator as of the close of business on August 31, 2023, and to provide the presentation that was given during the Pre-Bid Conference.

Question #1: May we get a copy of the Power Point presentation?

A: Yes. It is attached at the end of this amendment.

Question #2: Can you share examples of the types of roles that might be needed? What level?

A: Assistant Secretary and Deputy Assistant Secretary level positions will need to be filled by the apparent successful bidder of this solicitation for potentially each administration. Currently, DSHS has seven administrations. DSHS would be looking at several factors to help assist in filling those senior positions such as experience in a particular area.

Question #3: (1) Within IT what kind of positions are you looking to fill? (2) When you say leadership positions, would you consider for example Vice President of Operations or IT Director or similar roles in private practice?

A: (1) DSHS would be looking to fill the same type of roles as described in answer #2 above. IT is now a stand alone administration at DSHS. (2) Yes. Our IT department is divided into distinct business areas. There will be an executive role for each business area – similar to Vice President of Operations or IT Director.

Question #4: Do you expect to convene search committees with outside stakeholders for Assistant Secretary searches?

A: No. We will not convene a search committee with external stakeholders, but what we have done recently for internal search, is that we convene external stakeholders to participate in an information gathering session and we called them focus groups. For example, if we are looking for an assistant secretary position, we may want to hear from the focus group what is the most important knowledge and experience they would like to see in that person, we collect this information and use it in the search process.

Question #5: So it is likely to anticipate that at most the "top 5" roles will be sought with an executive search partner x 6 Administrations - so at most 30 searches if you used the apparent successful bidder for all searches?

A: DSHS has seven administrations. Some administrations are larger than others. DSHS also has many facilities that we are responsible for. The Behavioral Health Administration, for example, has numerous key senior positions at their facilities that may need to be filled at some point in the future. We would estimate that there are between 35 to 40 distinct/separate potential positions that this solicitation could possibly be asked to fill. These senior positions will need to be filled on a rolling basis over time. Also, a changing political structure might cause new vacancies in senior leadership as well. We estimate that DSHS will have approximately two vacancies that we will need to fill per year – but this is just a best guess. Last year we hired 3 or 4 positions. This year we are expecting to hire 2 or 3 senior positions.

Question #6: Do we have to recruit for all positions within any administration, or can we specify an area of focus?

A: The apparent successful bidder (ASB) is expected to recruit for all senior positions that DSHS requests of the ASB for facilities and administrations for those that are vacant or vacated during the time of the contract. Bidders cannot specify only an area they want to focus on. DSHS is looking to select one vendor to handle all needed executive recruitments and to carry out all necessary work to complete the requirements in this contract.

Question #7: Will the internal Talent Acquisition seek candidates first for these positions, or when a need arises, will the awardee be the first to seek candidates?

A: DSHS expects the apparent successful bidder to jump in immediately to perform the search process for the requested hiring project or needed vacancies. Executive recruiting is not a skill or talent that DSHS has the resources to complete in the proper fashion and still maintain all of the other duties and responsibilities our staff has. DSHS is looking to partner with one company that will be able to fill all of the roles that become vacant during the period of the contract.

Question #8: You are looking to award this to a single vendor, correct? Or will you be looking at 2-3?

A: DSHS is looking to award this contract to a single vendor.

Question #9: When you engage the Apparent Successful Bidder for a search, will things like the job description already have been reviewed and set, or will review of things like that need to be done in conjunction with the search firm as part of the search?

A: For most positions, a job description will exist. DSHS will provide the job description that already exists and have conversation with the apparent successful bidder prior to going out to try and fill a vacancy so we are aligned on requirements, qualifications, and expectations for that specific executive position.

Question #10: How many internal Talent Acquisition (TA) members you have? And, what is the average tenure of team? What is the turnover rate of the TA's in general.

A: Currently, DSHS has about 20 recruitment specialists. Typically turnover occurs at the lower level positions. I believe our current Talent Acquisition Administrator has been in that position for the last eight or nine years. We have had about 4 TA members turnover in the last 3 years.

Question #11: In regards to the pricing, it looks like you are requesting for a single percentage rate for each recruitment but for it to remain the same. Will you please confirm you are seeking an all-inclusive percentage rate (i.e. 25%) of the annual base salary for each recruitment? what is the estimate range of hi/lo salaries, obviously different levels of role like a Full, Assistant, Associate Director (etc.)

A: Yes. DSHS is looking for your firm's Commission Percentage Rate as described in the RFQQ document and pasted below.

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

Question #12: Do you feel that a contingent or retained partner would best fit your needs?

A: DSHS is looking for a retained partner to complete all aspects of this RFQQ.

Question #13: Will consideration be provided for firms currently / past search history with DSHS entities?

A: No.

Question #14: How are salary ranges for open positions determined - by position by position or by department/administration wide? Do you have a salary benchmarking practice?

A: Salary bands are set through the state process. Most positions are exempt, but we have a grid that is established by State Human Resources.

Question #15: Is there a current vendor list, or vendor, for these services? if YES, can you tell us how many firms / which firm you currently contract with?

A: No.

Question #16: How many roles did you release to vendors over the past 12 months?

A: None.

Question #17: How many roles do you anticipate releasing in the next 12 months?

A: Approximately 2 or 3.

Question #18: What was the total spend in the past 12 months on executive recruiting services?

A: Zero.

Question #19: Are there aspects to executive recruiting services that DSHS would like to see improve going forward?

A: DSHS wants to receive a group of well-qualified, diverse candidates for any hiring project they work on.

Question #20: RFQQ Section A, 4. Period of Contract Performance - The RFQQ states that DSHS "intends to award one Contract for the Services described in this Competitive Solicitation". Does this mean you intend to select one (1) vendor through this RFQQ? Or will DSHS add a number of vendors to a pre-qualified list?

A: DSHS intends to select one vendor through this solicitation process.

Question #21: Where, physically, are the positions likely to be located? Are they in-office only, or hybrid?

A: The positions could be located at any of the DSHS offices or facilities across the state. The majority of positions at this level would be primarily in-office with an opportunity for Telework as appropriate and approved.

Question #22: Does DSHS anticipate covering costs for finalists coming into town for last round of interviews, should they be out of the area (i.e., airfare, hotel, transportation)?

A: Yes, if DSHS determined that an in-person interview was preferred, DSHS would cover travel costs for the candidate(s) as allowable.

Question #23: Does DSHS offer relocation stipend/reimbursement for selected candidates moving from out of the area? If so, what are the geographic boundaries where that benefit would apply?

A: Relocation compensation will be considered within state guidelines for employees hired in a permanent executive level position who must move to accept state employment. This payment will not exceed 10% of the annual salary. There is not a boundary or minimum distance required, just the requirement that the candidate must move.

Question #24: What would be the number of awards you intend to give(approximate number)?

A: One

Question #25: Please provide us with an estimated not to exceed (NTE) budget allocated for this contract.

A: At this time DSHS does not have a not to exceed limit for the budget for this solicitation. The expectation is to fill between one and two vacancies per year. Should that need increase significantly over that expectation DSHS would have to address their fiscal position at that time to see what priorities and options may be available to the Department.

Question #26: Is this an old contract or new contract?

A: This will be a new contract.

Question #27: What is the tentative start date of this engagement?

A: 12.1.2023.

Question #28: What is the work location of the proposed candidates?

A: The positions could be located at any of the DSHS offices or facilities across the state. The majority of positions at this level would be primarily in-office with an opportunity for some Telework as appropriate and approved.

Question #29: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

A: This is a new contract. There is not an incumbent.

Question #30: Are there any pain points or issues with the current vendor(s)?

A: There is not a current vendor.

Question #31: Could you please share the previous spending on this contract, if any?

A: There is no previous spend on this contract as this will be a new contract for DSHS.

Question #32: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

A: There is no mandatory requirement for subcontracting. Any subcontractor that the ASB wishes to use must be approved by DSHS per the terms of the contract.

Question #33: How many positions were used in the previous contract?

A: There was not a previous contract.

Question #34: How many requisitions will be required per year or throughout the contract?

A: Requisitions for positions will be filled on an as needed basis.

Question #35: Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

A: The work of the recruitment firm is expected to be performed remote/virtual.

Attendees at the August 29, 2023 Pre-Bid Conference included the following:

1. James O'Brien, DSHS
2. Amel Alsalman, DSHS
3. Tammy Wood, DSHS
4. Terry Aguilar – Alera Connect HR
5. Lora Kelly – West Sound Workforce
6. Yoo-Jin Hong
7. Steve Leatherman – AMN/B.E. Smith
8. Amanda Trammell
9. Amy Stephens – Medical Edge Recruitment
10. Mansi Jain – Serenity Infotech, Inc.
11. Shannon Schulz
12. Joey Reasor – Troy Consulting
13. Monica Blackwood – West Sound Workforce

14. Vaishnavi Sharma - COGENT Infotech Corporation
15. Erin Franks – Troy Consulting
16. Christopher Estrada - A1Gov
17. Bryce Nelson - Medasource
18. John Ganaba
19. Heather Eddy - KEES
20. Jitender Sharma
21. James Pound, TEEMA Group
22. Ted Ford Webb (Guest)

All other terms and conditions in this Solicitation remain the same.

Welcome to the Bidder Conference

DSHS/HRD Request for Qualifications and
Quotations #2334-829

Executive Recruiting Services

August 29, 2023

1:00 to 2:00 p.m. Pacific Time

via Teams

Agenda

- Introductions and Ground Rules
- Opening Remarks
- Project Scope and RFP Goals
- Proposal Requirements
- Important Reminders & Key Dates
- Q&A

Introductions and Ground Rules

- DSHS Introductions
- Presentation, followed by Q&A
 - Please hold questions until end
 - Questions must be sent to the RFQQ Coordinator via Chat
- Quiet cell phones and place yourself on Mute
- List of attendees may become a public record
- Focus on general issues related to RFQQ instructions, requirements, etc.
- Verbal responses to questions are unofficial
- Official responses to be posted as a RFQQ amendment

Opening Remarks

Human Resources Division
Tammy Wood, Office Chief



Background



Project Scope

This competitive solicitation is issued to assist the Human Resources Division (HRD) of the Washington State Department of Social and Health Services (DSHS) in seeking highly qualified contractor for DSHS executive level recruiting services. The awarded Contractor will provide professional recruitment services for agency leadership positions on an as-needed basis. The awarded Contract will be used on a project by project basis.

Procurement Goals

- Fair, open and competitive procurement process
- DSHS is a public entity and subject to state procurement rules and regulations
- To obtain the services of a qualified organization, who will collaborate with DSHS, to assist with executive level recruiting services

Request for Qualifications and Quotations

Developed by DSHS Human Resources
Division and DSHS Headquarters' Central
Contracts & Legal Services Office

Bidders' Proposals

- Based on the terms, conditions and deliverables set forth in the RFQQ and Attachment A: Sample Contract
- Provide clear, concise, direct, detailed and specific responses
- Ensure responses are accurate, without assumptions
- Apparent Successful Bidder's Proposal may become part of the Contract

Submitting a Proposal that does not follow the RFQQ requirements will be deemed non-responsive

Submission Requirements



Attachment B: Sample Submission Letter

Attachment C: Certifications & Assurances

Attachment D: Bidder Response Form

- Section 1: Administrative Response
- Section 2: EO 18-03 Response
- Section 3: Bidder Certification (Certified Washington Small Business)
- Section 4: Bidder Certification (Certified Washington Veteran Owned Business)
- Section 5: Cost Response
- Section 6: Bidder's Written Response (submitted separately)

Attachment E: Bidder Inclusion Plan

Important Reminders

- As Amendment are posted to WEBS, these should be carefully reviewed and downloaded by the Bidders
- DSHS is committed to ensuring a fair and open competitive process
- To ensure that all Bidders receive a fair and open opportunity, it is vital that all interested parties abide by the requirements
- **All questions and information regarding this RFQQ should be directed to the Solicitation Coordinator and to no one else, unless otherwise directed in writing by the Solicitation Coordinator**



Bidders may submit written questions or requests for change in Contract Requirements until 1:00 p.m. Pacific Time	September 6, 2023
DSHS intends to post responses to written questions	September 11, 2023
Bidders must submit Proposals by 1:00 p.m. Pacific Time	October 9, 2023
Optional Oral Evaluations	November 1, 2023
Announcement of Apparent Successful Bidder on WEBS	November 8, 2023
Contract Execution/Start Date	December 1, 2023



- Please send questions to James O'Brien and Amel Alsalman directly via Teams Chat
- **Verbal responses to questions are unofficial**
- Official responses shall be posted on WEBS and the DSHS website as an RFQQ Amendment
- For questions that we do not get to today, please submit these via email to the RFP Coordinator at:
james.obrien2@dshs.wa.gov

Final Questions are due via email no later than September 6, 1:00PM PT

Transforming
Lives

DSHS appreciates your time and
interest in this solicitation!



Washington State
Department of Social
& Health Services

Transforming lives