

WRITTEN RESPONSE SCORING
December 4 - 8, 2023
RFQQ #2334-836
Civil Rights Personnel Investigators

Vendor Name: Equity Leadership Collaborative

Evaluator Number: WE1

General Guidelines:

- Please score each vendor's response without reference to the scores for other vendors. Each score should reflect your score based on the criteria only.
- Please note all scores and comments in the allotted sections. If you change a score, initial the change.
- Please include comments that will assist the vendor in understanding why the response did not get full points. Positive comments are also welcome.
- We would prefer that you leave a comment for each question scored, briefly explaining why you assigned that particular score.
- You may discuss the proposals among the evaluation team, but each evaluator should score independently. **We do not use consensus scoring.**
- Do not downgrade a proposal because it did not address something that was not asked for in the Solicitation.

Scoring of Proposals

The following available points will be assigned to the proposal for evaluation purposes:

Section 5 & 6 Non-Cost Submittal	1330 points
----------------------------------	-------------

If you have questions, please direct them to Caleb Clark, Solicitation Coordinator, phone 360-664-6076. All evaluations must be returned and reviewed by the Solicitation Coordinator at the end of the evaluation.

Score	Description	Discussion
90-100% of available points	Exceptional	Clearly superior to that which is average.
70-80%	Above Average	Better than that which is average.
50-60%	Average	Baseline score for each item with adjustments based upon the evaluator's interpretation of the Bidder's response.
30-40%	Below Average	Substandard to that which is average.
10-20%	Failing	Non-responsive or clearly inadequate to that which is average.
0%	No Experience	Response shows no experience in this skill or capability.

Evaluator Scoresheet for RFX #2334-836

You will be evaluating one part of the bidder's submission: Section 5 and 6 - Non-Cost Submittal. If a question requires Bidders to submit additional documents, they will be included in an attached document.

Section 5. BIDDER Non-Cost Submittal: Desired Experience and Qualifications (1120 Points)		MAX POINTS: 1120	SCORE
I	Please describe the experiences, skills and qualifications your organization possesses that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation. Please ensure that your answer to this question includes all information that you wish DSHS to consider in determining whether you meet the minimum Bidder qualifications set forth in the Solicitation Document. Please include any relevant experience that distinguishes your organization or makes it uniquely qualified for the Contract.	200	125
	COMMENT: Prior EEOC training and experience, but investigation experience is from the early 90's and then possibly some in 2019		
J	Please provide the names of the key team members you will assign to this Contract, if you are the Successful Bidder, and provide their proposed roles and copies of resumes describing the relevant experience they possess. Bidder should note that if awarded a contract, it may not reassign its key personnel from the Project without prior approval of DSHS.	200	100
	COMMENT: Given our caseload more than one team member would be beneficial		
K	Please describe your method for assuring that your services are provided in accordance with high quality standards and for immediately correcting any deficiencies? What data would you propose to report to DSHS which would permit verification of your quality assurance activity, findings and actions?	75	60
	COMMENT: Click here to enter text.		

L	Please describe the measures you employ to assure that your services are provided in a timely, cost effective manner that is consistent with quality outcomes and fair employment practices.	75	40
	COMMENT: Did not provide examples		
M	Please provide one (1) recent sample report that was prepared and submitted for a personnel investigation (please redact the names of the individuals and employer). Sample will be evaluated on the bidders ability to effectively communicate with the customer using the following metrics: clarity in language, accessibility and readability.	300	220
	COMMENT: No identification of applicant as the investigator. This is a simple report, would have liked more detail.		
N	Training: For each investigator who would be assigned to the contract, if awarded, list any extensive trainings regarding employment law, labor law, and/or investigations the investigator has acquired to support the service.	30	15
	COMMENT: Training seems outdated, no mention of Trauma informed interview training		
O	Education. For each investigator who would be assigned to the contract, if awarded, list any education regarding employment law, labor law, and/or investigations the investigator has acquired to support the service.	30	20
	COMMENT: Not an attorney		
P	Certifications. For each investigator who would be assigned to the contract, if awarded, list all relevant certifications pertaining to personnel investigations and the date of such certifications.	30	30
	COMMENT: Click here to enter text.		

Q	Indicate the number of investigations the private investigator(s) ran within the scope of this contract within a 2-year timeframe. Indicate which investigation and number of projects ran by the investigator(s). <ul style="list-style-type: none"> • Discrimination (race, gender, national origin, religion, veteran status, disability, and age); • Sexual harassment or hostile work environment; • Employee misconduct; • Employee performance issues; • Just cause (i.e., grievance process pursuant to a collective bargaining agreement); and • Retaliation 	50	25
	COMMENT: Not a lot of experience		
R	Indicate the number of investigations done for each individual working on this contract for the following: <ul style="list-style-type: none"> • Public Sector Investigations • Private Sector Investigations • Investigations involving Represented employees • Investigations for the State of Washington 	100	50
	COMMENT: No Washington experience		
S	Please address how staff turnover or significant leave of absences of investigator's assigned to this contract will be handled.	30	30
	COMMENT: Click here to enter text.		

Section 6. BIDDER Non-Cost Submittal: Proposed Solution to Scenario (210 Points)		MAX SCORE: 210	SCORE
A	Work Plan. Please describe the standard Investigator work plan upon receipt of an investigation assignment.	125	60
	COMMENT: Not a lot of detail		
	Time matrix. Indicate the general time frame for completion of investigations.	50	40
	COMMENT: Realistic timeline – but not a good understanding of how it is broken down		
	Please describe the method of transmitting investigation attachments, exhibits, interview transcripts.	25	25
	COMMENT: Click here to enter text.		
	<p>Please provide information regarding when any investigator who would work on this contract has been called upon to testify as a result of an investigation they completed. Please include:</p> <ul style="list-style-type: none"> • Number of times called to testify • Venue for testimony, i.e. grievance, Federal Court, State Court, etc. • The outcome of the litigation and the investigation’s role in the outcome, i.e. did the investigation support the litigation outcome and how so. 	10	5
	COMMENT: None		

Score	Description	Discussion
90-100% of available points	Exceptional	Clearly superior to that which is average.
70-80%	Above Average	Better than that which is average.
50-60%	Average	Baseline score for each item with adjustments based upon the evaluator's interpretation of the Bidder's response.
30-40%	Below Average	Substandard to that which is average.
10-20%	Failing	Non-responsive or clearly inadequate to that which is average.
0%	No Experience	Response shows no experience in this skill or capability.

Evaluator Scoresheet for RFX #2334-836

You will be evaluating one part of the bidder's submission: Section 5 and 6 - Non-Cost Submittal. If a question requires Bidders to submit additional documents, they will be included in an attached document.

Section 5. BIDDER Non-Cost Submittal: Desired Experience and Qualifications (1120 Points)		MAX POINTS: 1120	SCORE
I	Please describe the experiences, skills and qualifications your organization possesses that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation. Please ensure that your answer to this question includes all information that you wish DSHS to consider in determining whether you meet the minimum Bidder qualifications set forth in the Solicitation Document. Please include any relevant experience that distinguishes your organization or makes it uniquely qualified for the Contract.	200	200
	COMMENT: Sole practitioner, 30+ years on point experience, EEO WA HRC, Mass Comm Fair Housing, other		
J	Please provide the names of the key team members you will assign to this Contract, if you are the Successful Bidder, and provide their proposed roles and copies of resumes describing the relevant experience they possess. Bidder should note that if awarded a contract, it may not reassign its key personnel from the Project without prior approval of DSHS.	200	200
	COMMENT: Extensive resume, 30+ years exp, lists current/recent trainings, diverse skill set incl Investigations, DEI, research, HR		
K	Please describe your method for assuring that your services are provided in accordance with high quality standards and for immediately correcting any deficiencies? What data would you propose to report to DSHS which would permit verification of your quality assurance activity, findings and actions?	75	15
	COMMENT: No details on method – not specific, nothing about data		

L	Please describe the measures you employ to assure that your services are provided in a timely, cost effective manner that is consistent with quality outcomes and fair employment practices.	75	10
	COMMENT: Needed to be more specific here – no details		
M	Please provide one (1) recent sample report that was prepared and submitted for a personnel investigation (please redact the names of the individuals and employer). Sample will be evaluated on the bidders ability to effectively communicate with the customer using the following metrics: clarity in language, accessibility and readability.	300	300
	COMMENT: Detailed and well written. Superb organization (parties listed upfront, jursid facts, background, prior management action taken, allegation, response, findings and recommended action)		
N	Training: For each investigator who would be assigned to the contract, if awarded, list any extensive trainings regarding employment law, labor law, and/or investigations the investigator has acquired to support the service.	30	25
	COMMENT: Varied – incl employment, labor law, investigation		
O	Education. For each investigator who would be assigned to the contract, if awarded, list any education regarding employment law, labor law, and/or investigations the investigator has acquired to support the service.	30	20
	COMMENT: Investigations, labor law		
P	Certifications. For each investigator who would be assigned to the contract, if awarded, list all relevant certifications pertaining to personnel investigations and the date of such certifications.	30	20
	COMMENT: WSHRC, PHR, and MCAD - no dates provided		

Q	<p>Indicate the number of investigations the private investigator(s) ran within the scope of this contract within a 2-year timeframe. Indicate which investigation and number of projects ran by the investigator(s).</p> <ul style="list-style-type: none"> • Discrimination (race, gender, national origin, religion, veteran status, disability, and age); • Sexual harassment or hostile work environment; • Employee misconduct; • Employee performance issues; • Just cause (i.e., grievance process pursuant to a collective bargaining agreement); and • Retaliation <p>COMMENT: May be issue in how Q is worded – within ANY 2 year period vs within MOST RECENT 2 year period? She has 30 for 2018-2019</p>	50	30
R	<p>Indicate the number of investigations done for each individual working on this contract for the following:</p> <ul style="list-style-type: none"> • Public Sector Investigations • Private Sector Investigations • Investigations involving Represented employees • Investigations for the State of Washington <p>COMMENT: Ample in public sector, doesn't reference represented #'s</p>	100	80
S	<p>Please address how staff turnover or significant leave of absences of investigator's assigned to this contract will be handled.</p> <p>COMMENT: Solo, cites prior notice, "approval"</p>	30	25

Section 6. BIDDER Non-Cost Submittal: Proposed Solution to Scenario (210 Points)			MAX SCORE: 210	SCORE
A	Work Plan. Please describe the standard Investigator work plan upon receipt of an investigation assignment.		125	100
	COMMENT:	Covered the basics		
	Time matrix. Indicate the general time frame for completion of investigations.		50	45
	COMMENT:	90 – 120 days falls within our goals/current practice, she mentions variation because of complexity		
	Please describe the method of transmitting investigation attachments, exhibits, interview transcripts.		25	20
	COMMENT:	“secure transmittal porta”		
	Please provide information regarding when any investigator who would work on this contract has been called upon to testify as a result of an investigation they completed. Please include: <ul style="list-style-type: none"> • Number of times called to testify • Venue for testimony, i.e. grievance, Federal Court, State Court, etc. • The outcome of the litigation and the investigation’s role in the outcome, i.e. did the investigation support the litigation outcome and how so. 		10	0
	COMMENT:	none		

WRITTEN RESPONSE SCORING
December 4 - 8, 2023
RFQQ #2334-836
Civil Rights Personnel Investigators

Vendor Name: Equity Leadership Collaborative

Evaluator Number: WE3

General Guidelines:

- Please score each vendor's response without reference to the scores for other vendors. Each score should reflect your score based on the criteria only.
- Please note all scores and comments in the allotted sections. If you change a score, initial the change.
- Please include comments that will assist the vendor in understanding why the response did not get full points. Positive comments are also welcome.
- We would prefer that you leave a comment for each question scored, briefly explaining why you assigned that particular score.
- You may discuss the proposals among the evaluation team, but each evaluator should score independently. **We do not use consensus scoring.**
- Do not downgrade a proposal because it did not address something that was not asked for in the Solicitation.

Scoring of Proposals

The following available points will be assigned to the proposal for evaluation purposes:

Section 5 & 6 Non-Cost Submittal	1330 points
----------------------------------	-------------

If you have questions, please direct them to Caleb Clark, Solicitation Coordinator, phone 360-664-6076. All evaluations must be returned and reviewed by the Solicitation Coordinator at the end of the evaluation.

Score	Description	Discussion
90-100% of available points	Exceptional	Clearly superior to that which is average.
70-80%	Above Average	Better than that which is average.
50-60%	Average	Baseline score for each item with adjustments based upon the evaluator's interpretation of the Bidder's response.
30-40%	Below Average	Substandard to that which is average.
10-20%	Failing	Non-responsive or clearly inadequate to that which is average.
0%	No Experience	Response shows no experience in this skill or capability.

Evaluator Scoresheet for RFX #2334-836

You will be evaluating one part of the bidder's submission: Section 5 and 6 - Non-Cost Submittal. If a question requires Bidders to submit additional documents, they will be included in an attached document.

Section 5. BIDDER Non-Cost Submittal: Desired Experience and Qualifications (1120 Points)		MAX POINTS: 1120	SCORE
I	Please describe the experiences, skills and qualifications your organization possesses that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation. Please ensure that your answer to this question includes all information that you wish DSHS to consider in determining whether you meet the minimum Bidder qualifications set forth in the Solicitation Document. Please include any relevant experience that distinguishes your organization or makes it uniquely qualified for the Contract.	200	160
COMMENT:	Lists relevant, above average experience		
J	Please provide the names of the key team members you will assign to this Contract, if you are the Successful Bidder, and provide their proposed roles and copies of resumes describing the relevant experience they possess. Bidder should note that if awarded a contract, it may not reassign its key personnel from the Project without prior approval of DSHS.	200	165
COMMENT:	Resume lists investigative experience and other relevant experience.		
K	Please describe your method for assuring that your services are provided in accordance with high quality standards and for immediately correcting any deficiencies? What data would you propose to report to DSHS which would permit verification of your quality assurance activity, findings and actions?	75	45
COMMENT:	Response is a bit general.		

L	Please describe the measures you employ to assure that your services are provided in a timely, cost effective manner that is consistent with quality outcomes and fair employment practices.		75	40
	COMMENT:	Response is a bit general.		
M	Please provide one (1) recent sample report that was prepared and submitted for a personnel investigation (please redact the names of the individuals and employer). Sample will be evaluated on the bidders ability to effectively communicate with the customer using the following metrics: clarity in language, accessibility and readability.		300	245
	COMMENT:	Sample report was well organized. Writing was clear with minor grammatical errors.		
N	Training: For each investigator who would be assigned to the contract, if awarded, list any extensive trainings regarding employment law, labor law, and/or investigations the investigator has acquired to support the service.		30	22
	COMMENT:	Click here to enter text.		
O	Education. For each investigator who would be assigned to the contract, if awarded, list any education regarding employment law, labor law, and/or investigations the investigator has acquired to support the service.		30	22
	COMMENT:	Click here to enter text.		
P	Certifications. For each investigator who would be assigned to the contract, if awarded, list all relevant certifications pertaining to personnel investigations and the date of such certifications.		30	20
	COMMENT:	Click here to enter text.		

Q	<p>Indicate the number of investigations the private investigator(s) ran within the scope of this contract within a 2-year timeframe. Indicate which investigation and number of projects ran by the investigator(s).</p> <ul style="list-style-type: none"> • Discrimination (race, gender, national origin, religion, veteran status, disability, and age); • Sexual harassment or hostile work environment; • Employee misconduct; • Employee performance issues; • Just cause (i.e., grievance process pursuant to a collective bargaining agreement); and • Retaliation <p>COMMENT: Response indicated experience in investigations, but did not specifically note the numbers for each type of investigation.</p>	50	35
R	<p>Indicate the number of investigations done for each individual working on this contract for the following:</p> <ul style="list-style-type: none"> • Public Sector Investigations • Private Sector Investigations • Investigations involving Represented employees • Investigations for the State of Washington <p>COMMENT: Click here to enter text.</p>	100	80
S	<p>Please address how staff turnover or significant leave of absences of investigator's assigned to this contract will be handled.</p> <p>COMMENT: Click here to enter text.</p>	30	25

Section 6. BIDDER Non-Cost Submittal: Proposed Solution to Scenario (210 Points)		MAX SCORE: 210	SCORE
A	Work Plan. Please describe the standard Investigator work plan upon receipt of an investigation assignment.	125	80
	COMMENT: Answer was responsive, but lacked detail.		
	Time matrix. Indicate the general time frame for completion of investigations.	50	40
	COMMENT: Click here to enter text.		
	Please describe the method of transmitting investigation attachments, exhibits, interview transcripts.	25	17
	COMMENT: Response is a bit general.		
	<p>Please provide information regarding when any investigator who would work on this contract has been called upon to testify as a result of an investigation they completed. Please include:</p> <ul style="list-style-type: none"> • Number of times called to testify • Venue for testimony, i.e. grievance, Federal Court, State Court, etc. • The outcome of the litigation and the investigation's role in the outcome, i.e. did the investigation support the litigation outcome and how so. 	10	5
	COMMENT: Response is average		

Score	Description	Discussion
90-100% of available points	Exceptional	Clearly superior to that which is average.
70-80%	Above Average	Better than that which is average.
50-60%	Average	Baseline score for each item with adjustments based upon the evaluator's interpretation of the Bidder's response.
30-40%	Below Average	Substandard to that which is average.
10-20%	Failing	Non-responsive or clearly inadequate to that which is average.
0%	No Experience	Response shows no experience in this skill or capability.

Evaluator Scoresheet for RFX #2334-836

You will be evaluating one part of the bidder's submission: Section 5 and 6 - Non-Cost Submittal. If a question requires Bidders to submit additional documents, they will be included in an attached document.

Section 5. BIDDER Non-Cost Submittal: Desired Experience and Qualifications (1120 Points)		MAX POINTS: 1120	SCORE
I	Please describe the experiences, skills and qualifications your organization possesses that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation. Please ensure that your answer to this question includes all information that you wish DSHS to consider in determining whether you meet the minimum Bidder qualifications set forth in the Solicitation Document. Please include any relevant experience that distinguishes your organization or makes it uniquely qualified for the Contract.	200	200
COMMENT:	Full points were provided as the response described experiences, skills and qualifications.		
J	Please provide the names of the key team members you will assign to this Contract, if you are the Successful Bidder, and provide their proposed roles and copies of resumes describing the relevant experience they possess. Bidder should note that if awarded a contract, it may not reassign its key personnel from the Project without prior approval of DSHS.	200	200
COMMENT:	Full points were provided as the response provided the names of the key team member.		
K	Please describe your method for assuring that your services are provided in accordance with high quality standards and for immediately correcting any deficiencies? What data would you propose to report to DSHS which would permit verification of your quality assurance activity, findings and actions?	75	0
COMMENT:	Nonresponsive. No points were given as this was not responsive to the request (e.g., no data or methodology provided)		

L	Please describe the measures you employ to assure that your services are provided in a timely, cost effective manner that is consistent with quality outcomes and fair employment practices.		75	0
	COMMENT:	Nonresponsive. No points were given as the answer given was not responsive to the request (e.g., no measures specifically noted)		
M	Please provide one (1) recent sample report that was prepared and submitted for a personnel investigation (please redact the names of the individuals and employer). Sample will be evaluated on the bidders ability to effectively communicate with the customer using the following metrics: clarity in language, accessibility and readability.		300	0 (possibly 150)
	COMMENT:	Zero points initially provided as no attachments were submitted on a timely basis. However, after inquiring, a writing sample was submitted and it could have been more thorough. Partial points were granted, if allowed.		
N	Training: For each investigator who would be assigned to the contract, if awarded, list any extensive trainings regarding employment law, labor law, and/or investigations the investigator has acquired to support the service.		30	30
	COMMENT:	Full points provided for training noted.		
O	Education. For each investigator who would be assigned to the contract, if awarded, list any education regarding employment law, labor law, and/or investigations the investigator has acquired to support the service.		30	30
	COMMENT:	Full points granted; however, no investigations training noted.		
P	Certifications. For each investigator who would be assigned to the contract, if awarded, list all relevant certifications pertaining to personnel investigations and the date of such certifications.		30	30
	COMMENT:	Full points granted.		

Q	<p>Indicate the number of investigations the private investigator(s) ran within the scope of this contract within a 2-year timeframe. Indicate which investigation and number of projects ran by the investigator(s).</p> <ul style="list-style-type: none"> • Discrimination (race, gender, national origin, religion, veteran status, disability, and age); • Sexual harassment or hostile work environment; • Employee misconduct; • Employee performance issues; • Just cause (i.e., grievance process pursuant to a collective bargaining agreement); and • Retaliation <p>COMMENT: Partial points granted as there was ambiguity regarding which types of investigations were completed.</p>	50	15
R	<p>Indicate the number of investigations done for each individual working on this contract for the following:</p> <ul style="list-style-type: none"> • Public Sector Investigations • Private Sector Investigations • Investigations involving Represented employees • Investigations for the State of Washington <p>COMMENT: Full points awarded.</p>	100	100
S	<p>Please address how staff turnover or significant leave of absences of investigator's assigned to this contract will be handled.</p> <p>COMMENT: Full points awarded.</p>	30	30

Section 6. BIDDER Non-Cost Submittal: Proposed Solution to Scenario (210 Points)		MAX SCORE: 210	SCORE
A	Work Plan. Please describe the standard Investigator work plan upon receipt of an investigation assignment.	125	75
	COMMENT: This is an abbreviated response that doesn't provide sufficient detail to fully understand the approach that would be taken.		
	Time matrix. Indicate the general time frame for completion of investigations.	50	50
	COMMENT: Full points granted.		
	Please describe the method of transmitting investigation attachments, exhibits, interview transcripts.	25	25
	COMMENT: Full points granted.		
	<p>Please provide information regarding when any investigator who would work on this contract has been called upon to testify as a result of an investigation they completed. Please include:</p> <ul style="list-style-type: none"> • Number of times called to testify • Venue for testimony, i.e. grievance, Federal Court, State Court, etc. • The outcome of the litigation and the investigation's role in the outcome, i.e. did the investigation support the litigation outcome and how so. 	10	0
	COMMENT: No points provided due to the response (e.g., "None-Cases were resolved through mediation and/or attorney's		