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| **Section 1** | **ADMINISTRATIVE RESPONSE – Required; Pass/Fail**Bidder’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, information provided as part of Bidder’s Administrative Response may cause the Bid to be disqualified and may be considered in evaluating Bidder’s qualifications and experience.  |
| 1.A  | From the list below, please identify which BHA Facility or Program you are requesting to serve under a Contract.  |
| Answer 1.A:  |

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| ☐ | Western State Hospital  | ☐ | Child Study and Treatment Center  |
| ☐ | Eastern State Hospital | ☐ | Ft Steilacoom Competency Restoration Program |
| ☐ | Special Commitment Center/SCTFs | ☐ | Office of Forensic Mental Health Services |

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| 1.B | Please elaborate on the reason(s) (e.g., location, type of service) you have selected one or more specific Facilities or Programs, but not all.  |
| Answer 1.B:  |  |
| 1.C  | Please indicate whether you employ or contract with any 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 1.C: |  |
| 1.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 1.D  |  |
| 1.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 text you request to change is found, and state the specific changes you are requesting. 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 that are not identified in response to this question.  |
| Answer 1.E |  |
| 1.F | If you considers any information that is submitted as part of its Response to be proprietary, please identify the items and 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. BIDDERS PLEASE NOTE: RESPONSES ARE SUBJECT TO THE WASHINGTON PUBLIC RECORDS ACT AND DSHS CANNOT GUARANTEE THAT THEY WILL REMAIN CONFIDENTIAL. PLEASE AVOID INCLUDING PROPRIETARY INFORMATION WITH YOUR RESPONSES.  |
| Answer 1.F |  |
| 1.G | Please indicate whether you have had a contract terminated for cause or default within the past five (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 1.G: |  |
| 1.H | Please identify any prior contracts Bidder has entered into with the State of Washington within the past ten (10) years and identify the dates and nature of the contract and primary agency contact for each.  |
| Answer 1.H |  |
| 1.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 1.I |  |
| 1.J | Please describe your proposed plans for the use of Subcontractors in performing this contract, listing each Subcontractor (or type of 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. Note that all Subcontractors must be approved by DSHS. |
| Answer 1.J |  |
| 1.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 so indicate. |
| Answer 1.K  |  |
| 1.L | Bidder confirms they have a minimum of five (5) years’ experience in conducting recruitments of the Positions within the Position Groupings. |
| Answer 1.K  | ANSWER Yes or No: |
| 1.M | Bidder confirms they have successfully placed a minimum of twenty (20) persons in employed Positions within the Position Grouping Bidder desires to contract to recruit for BHA within the last five (5) years |
| Answer 1.M  | ANSWER Yes or No: |
| 1.N | Bidder confirms that each Key Personnel assigned to a position grouping has a minimum of five (5) years ‘a minimum in conducting recruitments of the Positions within the Position Groupings. |
| Answer 1.N  | ANSWER Yes or No: |
| 1.O | Bidder confirms that each Key Personnel assigned to recruit for BHA has successfully placed a minimum of twenty (20) persons in employed Positions within the Position Grouping they are assigned to recruit for BHA within the last five (5) years. |
| Answer 1.O | ANSWER Yes or No: |
| **Section 2** | **BIDDER’S ACKNOWLEDGMENT OF FEE STRUCTURE AND STATEMENT REGARDING TRAVEL AND DIVERSITY PARTICIPATION**  |
| 2.A | Are you willing to accept the recruitment fee structure outlined in the Sample Contract? **Pass/Fail** |
| Answer 2.A  | ANSWER Yes or No: |
| 2.B | Do you have a Washington Office or do you plan to establish one? Please acknowledge that you understand and agree that no Contractor travel expenses, other than those of Candidates traveling to Washington for an in-person interview, are reimbursable under any Contract awarded pursuant to this RFQ.  |
| Answer 2.B |  |
| 2.C | How do you incorporate diversity into your business organization and recruitments? |
| Answer 2.C |  |
| **Section 3** | **BIDDER EO 18-03 CERTIFICATION – Total Points 5 (for answer No)** |
| 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 or No: |
| **Section 4** | **MINUMUM QUALIFICATIONS** – **Required; Total Maximum Points 155** |
|  | **Selected Position Groupings seeking to recruit.** In the list below, please indicate with a check mark, those Position Groups you seek a contract to recruit for BHA. **Note**: Bidder should NOT check a Position Group unless you meet the minimum Bidder qualifications for that Group. **NOTE**: A minimum of 5 years of experience in conducting recruitments and a minimum of 20 successful placements of the Positions within each selected Position Grouping you seek to recruit for is required. Bidders failing to demonstrate in their Bids that they meet these minimum qualifications will be considered non-responsive and will therefore be disqualified from further consideration. "Successful Placement" refers to a recruitment resulting in the commencement of employment by the recruited candidate in the recruited position within the applicable calendar year time period |
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| **Seek to Recruit** | **Position Grouping** | **Positions within Group** |
| ☐ | Group 1 | Psychiatrists, Physicians, Psychologists, Advanced Registered Nurse Practitioners (ARNPs) and Physician Assistants (PAs) |
| ☐ | Group 2 | Nurses (e.g., CNAs, LPNs, Medical Technicians, Mental Health Technicians, and Residential Counselors) |
| ☐ | Group 3 |  Health Professions not in Group 1 or 2 (e.g., Dentists, Pharmacists, Lab Technicians, Physical Therapists, Occupational Therapists, Dental Hygienists) |
| ☐ | Group 4 | Professionals who perform Forensic Mental Health Services including, but not limited to, the professionals listed in Groups 1 -3 and other or overlapping types of professionals such as Neuropsychologists, Counselors, Therapists and Social Workers |
| ☐ | Group 5 |  Other Specialized and Leadership Positions (e.g, Clinical and Health Care Leadership and other roles with expertise utilized in psychiatric hospitals, residential treatment facilities or forensic programs) |
| ☐ | Group 6 |  Janitorial and Food Service Workers |
| ☐ | Group 7 |  Security and Escort Personnel |
| ☐ | Group 8 |  Healthcare-related categories not identified above (Please Specify) |

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| **Section 4**  | **BIDDER MINIMUM QUALIFICATIONS. All Bidders must meet the minimum qualifications as outlined below and in Section A. 4, Bidder Minimum Qualifications of the RFQ document for continued consideration.**  |
| A | 1. **Recruitment Firm Experience.** For each position group selected above provide the following:
2. **Years of Experience.** Number of years your firm has provided recruitment services within each Position Group (minimum of 5 years’ experience within each Position Group selected).
3. **Number of Successful Placements within Position Grouping.** Number of Successful Placements your firm has achieved for each Position Grouping within the last 5 years (minimum of 20 successful placements within each selected position group.)

**A minimum of 5 years** of experience in conducting recruitments and a minimum of **20 successful placements** of the Positions within each selected Position Grouping you seek to recruit for is required. Bidders failing to demonstrate in their Bids that they meet these minimum qualifications will be considered non-responsive and will therefore be disqualified from further consideration**.** "Successful Placement" refers to a recruitment resulting in the commencement of employment by the recruited candidate in the recruited position within the applicable calendar year time period.

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| ***Must meet both criteria within Position Group Selected*** |
| **Recruitment Firms number of years’ experience for each Position within Position Grouping** | **Points** | **Number of Successful Placement within Position Grouping within the last 5 years** | **Points** |
| 5-9 years | 10 points  | 20-29 | 10 points |
| 10-14 years | 15 points  | 30-39 | 15 points |
| 15 + Years | 20 points  | 40 + | 20 points |
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| **Position Grouping selected** | **Recruitment Firms number of years’ experience for each Position within Position Grouping** |
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| Answers 4.A.1  |
| Answers 4.A.2 |
| B | 1. **Recruitment Firms Successful Placements within Position Grouping and Behavioral Health Settings in PNW Region including Montana, California and Alaska (WA, OR, ID, MT, CA, AK).** For each Position Group selected, provide the following:

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| **Position Grouping selected** | **Number of Successful Placement within Position Grouping within the last 5 years** |
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1. **Number of Successful Placements** your firm has achieved within the last five years that are within each Position Grouping selected and within Behavioral Health Settings in the PNW Region including Montana, California and Alaska (WA, ID, OR, MT, CA, AK)
2. **Of PNW Placements,** what is the number of Successful Placements within the last five years that are within each Position Grouping selected and within Behavioral Health Settings in WA State

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| ***Must meet criteria within Position Group assigned*** |
| Number of Successful placement within the last five years in BH Facilities in the PNW Region including Montana, California and Alaska. | Points | Number of Successful placement within the last five years in BH Facilities in WA State | Points |
| 1-5  | 5 Points | 1-5 | 5 Points |
| 6-15 | 10 points  | 6-15 | 10 points |
| 16-30 | 15 points  | 16-30 | 15 points |
| 31+ | 20 points  | 31+ | 20 points |

 |
| Answers 4.B.1

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| Position Grouping selected | Recruitment Firms: Number of Successful placements in selected Position Grouping within Behavioral Health Setting in the PNW for the last 5 years. |
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| Position Grouping selected | Recruitment Firms: Number of Successful placements in selected Position Grouping within Behavioral Health Setting in WA State for the last 5 years. |
| Behavioral Health Facility Western WA | Behavioral Health Facility Eastern WA |
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| Answer 4.B.2 |
| C | 1. **Key Lead Personnel and Key Team Member Experience & Successful Placements.** For each Position Group selected, provide the following:

**Note: Key lead personnel that you will assigned to the selected groups must have a minimum of 5 years of talent acquisition experience in the assigned group and have a minimum of 20 successful placements within the assigned Position grouping within the last 5 years.**1. **Years of Experience for Key Personnel.** List the name of each KEY Personnel your firm will assign to provide recruitment services for each Position Group you seek a contract for. Include the Number of years of talent acquisition experience within the Position group they will be assigned possessed by each Key Personnel:

**Note: Score based on the average of total years provided**

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| --- | --- |
| **Number of Successful Placement within Position Grouping** | **Points** |
| 20-29 | 5 points |
| 30-39 | 10 points |
| 40 + | 15 points |

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| --- | --- | --- |
| **Name of Key Personnel Team Member** | **Position Grouping assigned** | **Years of Talent Acquisition Experience in selected Position Group** |
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| Answer 4.C.1 |
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| 1. **Number of Successful Placements for Key Personnel.** For each Key Personnel listed, provide

the total number of Successful Placements achieved by **each Key Personnel for the last 5 years** **within the Position Group(s) they will be assigned.** Indicate which Placements where within a Behavioral Health setting and which Placements were within “other” settings. **Note**: Two people from the same company should not double count the placement of the same person.**Note:** A minimum of 20 Successful Placements must have been achieved by Key Personnel within the Position Group assigned. Bidders failing to demonstrate in their Bids that they meet these minimum qualifications will be considered non-responsive and will therefore be disqualified from further consideration.

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| ***Must meet criteria within Position Group assigned*** |
| **Number of Successful placement in BH Facilities within the last 5 years** | **Points** | **Number of Successful placement in Other Settings within the last 5 years** | **Points** |
| 20-29 | 10 points  | 20-29 | 10 points |
| 30-39 | 15 points  | 30-39 | 15 points |
| 40+ | 20 points  | 40+ | 20 points |

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| **Name of Key Personnel Team Member** | **Position Group Assigned** | **Total number of Successful placements in selected Position Group within the last 5 years** |
| **BH Facilities** | **Other Settings** |
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| Answer 4.C.2 |
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| 1. **Number of Successful Placements within Position Group and Behavioral Health Settings.**

For each Key Personnel listed, provide the total number of Successful Placements achieved withinthe last 5 years that are: 1. within behavioral health facilities located in the PNW Region including Montana, California and Alaska

(ID, OR, MT, CA) excluding WA and2) within behavioral health facilities located in WA State

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| **Number of Successful placement within the last five years in BH Facilities in WA State for the last 5 years** | **Points** |
| 1-5 | 5 Points |
| 6-15 | 10 points |
| 16-30 | 15 points |
| 31+ | 20 points |

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| Answer 4.C.3

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| **Key Personnel Name** | **Position Grouping selected** | **Key Personnel: number of Successful placements in selected Position Grouping within Behavioral Health Setting for the last 5 years.** |
| **Behavioral Health Facility in** **PNW Region \*excluding WA\*** | **Behavioral Health Facility** **Western WA** | **Behavioral Health Facility** **Eastern WA** |
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| **Section 5** | **MANAGEMENT RESPONSE – QUALIFICATIONS - Required; Total Maximum Points 80** |
| A. | **General Question:** Please describe the experience of your firm and how it is distinguished from other recruitment firms. Responses should include the following four information for each Position Group that is applicable to your Responses to this RFQ: 1. A description of your overall approach to the successful recruitment of Positions for each Position Group that is applicable to your Response to this RFQ
2. Information about your firm’s Key Personnel and service locations (please provide service location details)
3. How your firm will help BHA to hire persons whose career goals align with BHA such that they will be placed in a position that is mutually beneficial and endures for a reasonable period.
4. Describe any areas of recruitment that your firm is particularly qualified to provide and explain why.
 |
| Answer A |  |
| B | Based on your response provided in Section 1, Question 1.b, please provide a brief narrative description of your capabilities.  |
| Answer B |  |
| C. | Based on your response provided in Section 1, Question 1.b, please describe any special capabilities you possess that would make your firm successful in spite of these numbers that should merit additional consideration (E.g. your top 5 successful recruitments including the facility name and position over the last 5 years…) |
| Answer C |  |
| D | How will you ensure that your recruitment of a Candidate does not overlap with the efforts of another recruitment firm?  |
| Answer D |  |
| **Section 6.** | **BIDDERS REFERENCE CHECK - Required; Total Maximum Points 30** |
|  | **References.** Please provide the names and contact information for three (3) 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.References provided by the Bidder will be asked three (3) questions. Each question will be scored using a scale of 1 to 10.**Note**: The score will be an average of the score of the three references; if the evaluator only gets two references the total will still be divided by 3 |
| Answer A |  |