

**STATE OF WASHINGTON**

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

**PO Box 45811, Olympia WA 98504-5811**

DATE: June 1, 2023

TO: RFQQ # 2334-825 Bidders

FROM: Caleb Clark, Solicitation Coordinator

DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 01 – Change to the RFX Document and Bidders’ Questions and Answers

DSHS amends the RFQQ # 2334-825 procurement document to include:

* Updates to RFQQ Section E, Subsection 4; updates to RFQQ Attachment D, Bidder Response Form, Section 7; and
* Bidders’ Questions and Answers

**Update to Bidder Qualifications**

**RFQQ 2334-825**

RFQQ Section E Subsection 4 is amended to read:

**Evaluation of Cost Proposal/Quotations**

The Bidder who offers the lowest cost in the Cost Proposal shall receive the maximum number of available Cost Proposal points. Bidders offering higher costs will receive proportionately fewer Cost Proposal points based on the lowest cost as follows:

(lowest bid / higher bid) \* available points = total cost points awarded

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder** | **Low-Cost Calculation**  ***EXAMPLE*** | | | **Calculated Quotation**  **Score** |
| **Quotation**  **Quest. #1** | **Low Cost %** | **Points Available** | **Points Awarded**  **(Max 20 Points)** |
| Bidder A | $40.00 | 1.00 | 20 | 20 |
| Bidder B | $50.00 | 0.80 | 20 | 16 |
| Bidder C | $80.00 | 0.50 | 20 | 10 |

RFQQ Attachment D Bidder Response Form, Section 7 is amended to read:

|  |  |  |
| --- | --- | --- |
| **7** | **BIDDER’S PROPOSED PRICING (QUOTATION OR COST RESPONSE)** | MAXIMUM TOTAL POINTS:  70 TOTAL |
| A | Please provide the maximum hourly rate Bidder will charge for personnel investigator services. | 70 |
|  | ANSWER - BIDDERS HOURLY RATE: |  |
| 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: |  |

RFQQ Attachment D is replaced by RFQQ Attachment D2. Bidders must use Attachment D2 to submit their responses to the RFQQ.

**Bidder’s Questions and Answers**

**RFQQ 2334-825**

**Question #1:** *What have been the typical hourly rates provided on this contract in the past?*

**A:** DSHS is unable to answer this question, asthis will be a new contract for the Department.

**Question #2:** *Is there a timeline that DSHS wants an investigation to occur?*

**A:** Attachment A – Sample Contract states that an investigation will be completed no later than 90 days after the investigator receives a new assignment. That being said, DSHS understands differing circumstances for each investigation may effect the timeliness, and is willing to grant more time on a case by case basis to ensure a quality investigation occurs. Also, in accordance with the Collective Bargaining Agreement, DSHS may require an update from an investigator every 30 days during an investigation.

**Question #3:** *Will the Data Security Requirements Exhibit be necessary for a new contract?*

**A:** DSHS policy requires any contractor being provided access to category 3 or 4 data adhere to the Data Security terms. However, if a successful Bidder does not expect to receive any category 3 or 4 data while performing investigative services pursuant to this solicitation, then those concerns may be addressed during contract negotiations.

**Question #4:** *Do you have a backlog at the moment?*

**A:** Yes. We have over 50 cases in our current backlog.

**Question #5:** *Can an investigator say no to a new assignment while under contract with the agency?*

**A:** Yes.

**Question #6:** *How will new cases be assigned between multiple investigators?*

**A:** DSHS has not developed a specific logistical method at this time, but can say factors may include geographic location of an investigation, and details about each new investigation.

**Question #7:** *If location was a factor, is it reasonable to expect that there would be a DSHS office available to work out of?*

**A:** Yes.

**Question #8:** *Do you think the volume of 50 cases backlogged should be completed in a certain amount of time? How many cases do you expect to do in a year?*

**A:** DSHS has not established a deadline to complete its backlog of cases, but expects each investigator to carry seven cases at one time. At this time, DSHS averages about 118 cases per year with new complaints being received daily.

**Question #9:** *Is the requirement that whoever applies be a licensed private investigator?*

**A:** Yes.

**Question #10:** *What is the model of contract assignment? Is it just reaching out and asking if an individual investigator can take a case on?*

**A:** DSHS is unsure at this time. It will likely depend on how many investigators we have available as a resource.

**Question #11:** *How does the pay rate work? It is part of the evaluation to see what rate you would be asking for?*

**A:** See the amended sections at the beginning of this document for answers concerning how pricing will be evaluated. The global budget for all awarded contracts entered into as a result of this solicitation is $500,000. The maximum consideration for each contract awarded will be lower than the global amount.

**Question #12:** *Do you have separate CBAs by different programs or administrations?*

**A:** No, DSHS has two CBAs that state workers fall under.

Those in attendance during the May 2, 2023 prebid conference included:

1.  Debra Quinn, DSHS

2.  Caleb Clark, DSHS

3.  James O’Brien, DSHS

4.  Keith Tidwell - Owner, Red Keith

5.  Amy Klosterman, Amy Klosterman Law PLLC

6.  Kelli Schmidt, Advance Law Office PLLC, Attorney/Legal Investigator (and owner of Advance Law Office PLLC)

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