



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

DATE: September 11, 2023

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

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

SUBJECT: Amendment No. 3 – Questions and Answers Part 2, Clarification to RFQQ Section D, Page 14, Concerning Attachment D

DSHS amends RFP #2334-829 to answer questions received not answered with Amendment #2 to this solicitation.

Additionally, DSHS wishes to clarify the RFQQ document.

Section D on page 14 states: "Please note that Section 4 of Attachment D should be submitted separately."

Section D on page 14 should read: "Please note that Section 6 of Attachment D should be submitted separately." This aligns with what Attachment D currently requests and what has been posted with respect to Attachment D.

Question #36: If applicable, who are the incumbents for these services and for how long have they served DSHS in this capacity?

A: There are no incumbents.

Question #37: What is the anticipated annual and total spend for this contract?

A: That depends on the number and specific details for individual hiring projects performed in a given year.

Question #38: What specific background checks and/or drug screens are required of the placements?

A: It varies by position- some may require fingerprint criminal history (which would be conducted by DSHS), others more typical reference type checks.

Question #39: To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will DSHS accept letters of attestation in lieu of actual background check results?

A: DSHS does not perform credit checks on applicants.

Question #40: Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to DSHS?

A: No. DSHS would perform any fingerprint or drug screens necessary.

Question #41: Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to DSHS?

A: No. Exceptions to the draft contract (Attachment A) are requested to be posted as part of Attachment D – the Bidder Response Form. Any questions or concerns regarding the solicitation process and procedures should be directed to the solicitation coordinator, James O'Brien, as listed in the RFQQ document.

Question #42: What is the process when contract is awarded if there are several awardees in sharing the open requisitions?

A: There will be one apparent successful bidder selected.

Question #43: Does DSHS accept remote online notarized signatures and secure remote online documents?

A: Yes.

Question #44: If able to share, what roles/positions are currently open (or are you anticipating) that you would be seeking assistance with under these terms?

A: None at this time.

Question #45: Are any other government entities able to utilize this contract?

A: No.

Question #46: Will DSHS provide detailed job descriptions for the positions sought in the

solicitation?

A: Yes.

Question #47: Are there any mandatory subcontracting requirements? If so, what are they?

A: No. Any subcontractors would need to be approved by DSHS as outlined in the sample contract provided and posted as Attachment A to this solicitation.

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