

**STATE OF WASHINGTON**

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

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

DATE: November 6, 2019

TO: RFQQ # 2334-836 Bidders

FROM: Caleb Clark, Solicitation Coordinator

DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 01 – Bidder’s Q & A

DSHS amends the RFQQ # 2334-836 procurement document to include:

* Bidder’s Questions and Answers.

**Bidder’s Questions and Answers**

**RFQQ# 2334-836**

**Question #1:** *Why does the investigator have to have a PI license?*

**A:** DSHS is aware that, pursuant to RCW 18.165.020, an attorney at law while performing their duties as an attorney is exempt from obtaining a Private Investigator license. However, because the State of Washington can only be represented by Attorney Generals, this exemption cannot be applied to a vendor awarded a contract under this solictation.

**Question #2:** *Should the bidder have the PI license at the time the bid is submitted?*

**A:** No. Per the minimum qualifications under Section 4. of the solicitation announcement, a contractor will have up to thirty (30) days after being announced the Apparent Successful Bidder to obtain their Washington State Investigator license pursuant to RCW Chapter 18.165.

**Question #3:** *You mentioned the estimated number of open and pending cases currently. Is there reason to believe there will be more cases added to this quantity by the time this RFQQ is fulfilled? Follow-up: What is the average caseload of past contracts: monthly, yearly?*

**A:** DSHS does not have enough data to accurately predict whether more cases will be added to OJCR’s caseload before the end of this RFQQ. The current number of allegations and outstanding investigations are: 49 allegations, 18 cases waiting to be investigated for a total of approximately 70 this year. DSHS does not expect those numbers to drop in the foreseeable future. Current staff levels at OJCR have been unable to reduce to back log.

**Question #4:** *How much time is typically spent on a case by your current investigators, open to close?*

**A:** 180 days. DSHS goal is to reduce that number to 90 days.

**Question #5:** *What are your 5 year milestones for this department? How much do you want this grow for staffing?*

**A:** Because OJCR is a new office in DSHS, it is currently difficult to implement a lot of data points for meaningful projections of what staffing and caseload will be like in the future. As of now, DSHS has determined that external investigators are beneficial for this office. OJCR does intend to expand upon its current range of services, creating multiple investigation units with combined functions that will include not only providing employee investigations, but also investigations for patients/clients. Currently, this contract is only written for employment but could potentially change in the future as OJCR seeks to expand services so they are more comprehensive.

**Question #6:** *Given the PI license requirements, should I presume all external investigators are essentially employees at existing PI firms or is there something I am missing here as to this requirement?  I own my own solo practice law firm with many years of experience conducting investigations (including for municipal entities), but I am unaffiliated with any PI firm.*

**A:** Attorneys without a Private Investigator license are not qualified. See RCW 18.165.020 for exceptions and guidelines.

**Question #7:** *The estimated number of days given for current cases (180-250 days per case), is the expectation that each will require full-time hours for those days?*

**A:** Currently investigators are working on 7-8 cases, but do not commit full time on one particular case. A contractor awarded under this solicitation will be expected to manage all assigned cases in a manner that helps OJCR reach its goal of 90 day turnaround.

**Question #8:** *Is the expectation to be in-office or can the investigations be conducted remotely?*

**A:** All cases are done remotely. However, if an investigator needs to be onsite or needs an office, DSHS will work with the investigator to provide a facility as needed, and is willing to facilitate the use of additional digital platforms, such as Zoom.

**Pre-Bid Conference Attendance Report:**

* Bernice Johnson Blessing - Blessing HR Law
* Tyler Russell - Pinnacle Investigations Spokane Valley Washington
* Dawn Johnson - DCJ Global Management Solutions, LLC https:/www.dcjsolutions.com, dawnj.dcjsolution@att.net, 347-470-3481

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