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| **\*NOTE TO COORDINATOR: PLEASE RETAIN QUESTIONS IN SECTION 1 UNLESS YOU HAVE INSERTED THEM ELSEWHERE IN THE SOLICITATION DOCUMENT. OTHER QUESTIONS MAY BE ADDED, REMOVED OR MODIFIED WHEN CUSTOMIZING SOLICITATION TO YOUR ADMINISTRATION’S NEEDS. Highlighted sections should be updated by the coordinator.** |
| **ATTACHMENT D: BIDDER RESPONSE FORM** This form is broken into five (5) sections: Section 1. Administrative Response; Section 2. EO 18-03 Response; Section 3. Washington Small Business; Section 4. Certified Washington Veteran-owned Business; and Section 5. Management Response. Bidders must respond to all questions in the order and in the expandable space provided. If a question requires Bidder to submit additional documents, please attach them to this document and label them clearly as part of your response to this Attachment D.  |
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|  | **SELECTED POSITION GROUPINGS** BHA is seeking a Bidder with extensive industry knowledge and experience in providing Recruitment Services for the positions listed below. Please indicate with a check mark, the Position Group(s) you seek a contract to recruit for BHA. | NOT SCORED |
|  | [ ]  **Group 1: Psychiatrists, Physicians, Psychologists, Neuropsychologists, and Physician Assistants (PAs)**[ ]  **Group 2: Nurses (e.g., RNs, LPNs, Medical Assistants, Mental Health Technicians (aka CNA)**[ ]  **Group 3: Other Healthcare Professions including Hospital Leadership not in Group 1 or 2**[ ]  **Group 4: (excluding ESH) Other non-clinical Professions**  |  |
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| 1 | **BIDDER INFORMATION (ADMINISTRATIVE RESPONSE)**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, the 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.  |  |
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| a | Please indicate whether you employ or Contract with 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.  | NOT SCORED |
|  | ANSWER:  |  |
| b | Please list the names and contact information of three 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. | NOT SCORED |
|  | ANSWER: |  |
| c | 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. | NOT SCORED |
|  | ANSWER:  |  |
| d | 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 the 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 not identified in response to this question.  | NOT SCORED |
|  | ANSWER:  |  |
| e | If Bidder considers any information that is submitted as part of its Response to be proprietary, please identify the 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.  | NOT SCORED |
|  | ANSWER:  |  |
| f | 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. | NOT SCORED |
|  | ANSWER: |  |
| g | 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.  | NOT SCORED |
|  | ANSWER: |  |
| h | 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. | NOT SCORED |
|  | ANSWER: |  |
| i | Please describe your proposed plans for the use of Subcontractors in performing this Contract, listing each 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 Washington 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. | NOT SCORED |
|  | ANSWER:  |  |
| J | 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 indicate so. | NOT SCORED |
|  | ANSWER:  |  |
| L | Bidder accepts the recruitment fee structure outlined in the Sample Contract and acknowledges Bidder understands and accepts 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. | NOT SCORED |
|  | ANSWER:  |  |
| **2** | **BIDDER EO 18-03 CERTIFICATION** | MAXIMUM TOTAL POINTS |
|  |  |  |
| EO | [Required Question] 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. | **5 points** |
|  | ANSWER:  |  |
| **3** | **BIDDER CERTIFICATION –WASHINGTON SMALL BUSINESS** | MAXIMUM TOTAL POINTS |
|  |  |  |
|  | [Required Question] Are you a Washington Small Business as defined under **RCW 39.26.010**? According to **Chapter 39.26.010 RCW**, to qualify as a Washington Small Business, Bidder must meet three requirements: * 1. *Location*. Bidder’s principal office/place of business must be located in and identified as being in the State of Washington. A principal office or principal place of business is a firm’s headquarters where business decisions are made and the location for the firm’s books and records as well as the firm’s senior management personnel.
	2. *Size*. Bidder must be owned and operated independently from all other businesses and have either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars ($7,000,000) annually as reported on Bidder’s federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years.
	3. *WEBS Certification*. Bidder must have certified its Washington Small Business status in Washington’s Electronic Business Solution ([WEBS](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx)).
 | **5 points** |
|  | ANSWER:  |  |
| **4** | **BIDDER CERTIFICATION – CERTIFIED WASHINGTON VETERAN-OWNED BUSINESS** | MAXIMUM TOTAL POINTS |
|  |  |  |
|  | [Required Question] Are you a Certified Washington Veteran-Owned Business as defined under **RCW 43.60A.190**?According to **Chapter 43.60A.190 RCW**, to qualify as a Certified Washington Veteran-Owned Business, Bidder must meet four requirements: 1. *51% Ownership. Bidder must be at least fifty-one percent (51%) owned and controlled by:*
2. *A veteran is defined as every person who at the time he or she seeks certification has received a discharge with an honorable characterization or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the capacities listed in RCW 41.04.007;*
3. *A person who is in receipt of disability compensation or pension from the*

 *Department of Veteran’s Affairs; or*1. *An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.*
2. *Washington Incorporation/Location. Bidder must be either an entity that is incorporated in the state of Washington as a Washington domestic corporation or, if not incorporated, an entity whose principal place of business is located within the State of Washington.*
3. *WEBS Certification. Bidder must have certified its Veteran-Owned business status in Washington’s Electronic Business Solution (*[*WEBS*](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx)*).*
4. *WDVA Certification. Bidder must have provided certification documentation to the Washington Department of Veterans’ Affairs WDVA) and be certified by WDVA and listed as such on WDVA’s website (*[*WDVA – Veteran-Owned Businesses*](https://www.dva.wa.gov/veterans-their-families/veteran-owned-businesses/vob-search)*).*
 | **5 points** |
|  | ANSWER:  |  |

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| **5** | **DESIRED EXPERIENCE AND QUALIFICATIONS – Required; Total Maximum Points 135****\****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.* | MAXIMUM TOTAL POINTS135 |
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| **a** | **RECRUITMENT FIRM EXPERIENCE, SKILLS AND QUALIFICATIONS** **BHA is seeking a Bidder with extensive healthcare and/or behavioral health industry knowledge and experience in providing Recruitment Services.** Please provide the 1. Number of years of experience your firm has provided healthcare and/or behavioral health recruitment services for each Position Group selected above.
2. Number of Successful Placements your firm has achieved for each Position Group selected above.

Points shall be awarded as follows: Years of Experience: 0-2 years = 10 points, 3-5 years =15 points, 5+years= 20 points. Successful Placements: 10-19 = 10 points, 20-29 = 15 points, 30-39= 20 points, 40+ = 25 points | Up to 45 points |
|  | ANSWER:  |  |
| b | Firm’s industry knowledge and experience in providing Recruitment Services in **a *state run psychiatric setting or state run behavioral health setting.***Please provide the:1. Number of years of experience your firm has provided recruitment services for each Position Group selected above in a *state run psychiatric setting or state run behavioral health setting.*
2. Number of Successful Placements your firm has achieved for each Position Group selected above a *state run psychiatric setting or state run behavioral health setting.*

Points shall be awarded as follows: Years of Experience: 0-2 years = 5 points, 3-5 years = 10 points, 5+ years = 15 points. Successful Placements: 10-19 = 5 points, 20-29 = 10 points, 30-39= 15points, 40+ = 20 points | Up to 35 points |
|  | ANSWER:  |  |
| c | Firm’s industry knowledge and experience in providing Recruitment Services i**n the geographic area(s) listed below, in a *state run psychiatric hospital setting or state run behavioral health facility setting.*** *If your Firm has not achieved a Successful Placement in the any of the locations below, please enter a “0” next to the appropriate location. Do not leave the item blank.*Please provide the:Number of Successful Placements your firm has achieved for **the geographic area(s) listed below, in a *state run psychiatric setting or state run behavioral health setting.**** + Washington
	+ Oregon
	+ Idaho
	+ Eastern Montana
	+ Northern Idaho
	+ California (locations with population under 300k and/or rural locations)

Points shall be awarded as follows: Successful Placements: 1-5 = 5 points, 6-15 = 10 points, 16-29= 15 points, 30+ = 20 points | Up to 20 points  |
|  | Answer: |   |
| d | **KEY LEAD PERSONNEL EXPERIENCE** |  |  |
|  | **BHA is seeking a Bidder with extensive healthcare and/or behavioral health industry knowledge and experience in providing Recruitment Services.** List the name of each KEY Personnel your firm will assign to provide recruitment services for each Position Group you seek a contract for. I**nclude:**1. Number of Successful Placements Key Personnel has achieved for each Position Group assigned to.
2. Number of years of talent acquisition experience within the Position group Key Personnel will be assigned to.

***Minimum acceptable standard\** At a minimum,** list the bidder’s Key Personnel who would be vetting, recommending, and continually recruiting candidates pursuant to this Contract and **who demonstrate at least three (3) *years of cumulative experience specific to providing such candidates*.** Applicable experience across all of bidder’s key personnel gained from any relevant business shall apply. Experience providing medical services, i.e., working as a Registered Nurse, will not qualify towards this minimum. Score based on the average of total years provided. Points shall be awarded as follows: Years of Experience: 0-2 year = 5 points, 3-5 years = 10 points, and then 5+ = 15 points. Successful Placements: 10-19 = 5 points, 20-29 = 10 points, 30-39= 15 points, 40+ = 20 points | Up to 35 points |
|  | ANSWER: |  |
| 6. | **MANAGEMENT RESPONSE . Responses shall not exceed 1 page.** | MAXIMUM TOTAL POINTS15 |
|  |  |  |
| a | Please describe the 1) **experience of your firm**; 2) how it is **distinguished from other recruitment firms; and** 3) a **description of your overall firm’s approach** to the **successful recruitment of Positions for each Position Group** that is **applicable** **to your Response to this RFQ** | 15 |
|  | ANSWER: |  |