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OF FINANCIAL MANAGEMENT

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DATE: 2/06/2024
TO: 23-1900 RFQQ Recruitment Placement Services
FROM: Alexander Bonilla, Solicitation Coordinators Office of Financial Management, Legal & Legislative Affairs
SUBJECT: Amendment No. 02 – Questions and Answers, and Diverse Inclusion plan Attachment D.

1. OFM amends RQQ # 23-1900 to respond to the questions submitted during the question-and-answer period.

QUESTIONS AND ANSWERS ABOUT THIS RFQQ

1. Question: For searches in Category 1 (Headhunting), do you convene search committees? If so, what has been the past usage of such committees by OFM?

Answer: There has been some form of search committees used for executive level searches that would include peers, employees, and subject matter experts in relation to that role to assist with the screening and interview process. This type of group would not have formal decision-making authority on the final candidate.

2. Question: To what extent is DEIB a priority when filling open leadership positions, and what have been DEIB hiring metrics in the past 24 months?

Answer: DEIB is important to us at OFM and finding someone with the unique qualifications for the roles we are filling. We are looking for partners that also approach recruiting with a DEIB lens (*unable to pull DEIB hiring metrics within the deadline response time*).

3. Question: Is it anticipated that more work would flow toward partners in Category 1 or Category 2?

Answer: It greatly depends on the need. Right now, contract to hire is in high demand by One WA project but that is just the need at this point in time. I don't foresee it being a long-term and normal request, as preference is to hire employees within our organization.

4. Question: What is the focus of search work for the three internal members of the Talent Acquisition team? Will the internal TA team always work on searches first before "turning over" the project to a search partner or are there certain types of searches that they would not attempt?

Answer: Our roles we will attempt to fill on our own and may bring in a vendor if the search failed.

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However, there are some positions like technical or executive searches where we anticipate it being hard to fill based on past recruitment or the qualifications we are looking for. Those factors may be enough to determine that the capacity for extensive searches is not possible for our team at that time.

Question 5: When you engage the Apparent Successful Bidder for a search, will elements like the job description already have been reviewed and set, or will a review of things like that need to be done in conjunction with the search firm as part of the search?

Answer: For the majority of our search requests position descriptions and salary ranges will have been reviewed and set. It is not anticipated that work will be needed from the vendor.

Question 6: How are salary ranges for open positions determined - by position or by department/administration-wide? Do you have salary benchmarking practices?

Answer: Currently have our own compensation structure for our at-will/exempt positions, and we do have classified positions guided by our states job classification structure. Market matches are used to determine the salary range of a position but as we are a state government there are some limitations on how much we are able to match certain markets in WA state.

Question 7: Where are anticipated roles located and is any of the work remote or hybrid? Will OFM support relocation for these roles?

Answer: Our duty station is in Olympia WA, 90% of our position supports hybrid. However, many of our roles may need to come into the office at times (not frequent) and travel reimbursement to come to the duty station is not provided. OFM does have an option for some relocation payment but depends on the role and is mostly used as negotiation option for hard to fill roles.

Question 8: In the bidder call it was mentioned that a similar RFQQ was done 2 – 3 years ago, and it was decided to reopen it versus doing an extension. Why? What different qualities are you looking for that the first group of ASBs did not offer or possess?

Answer: We are redoing the RFQQ as we are wanting to adjust terms to allow more flexibility in selecting a vendor for a role, and to also not have a cap on the lifetime of the contract as costs are very dependent on the need and position.

Question 9: What impact might the newly elected governor (Starting in 2025) have on possible leadership changes for searches falling into Category 1?

Answer: A lot of that is unknown at this time, but it is possible for the Governor's Office to utilize this contract if they want assistance for searches under category 1.

Question 10: We are still unclear on the evaluation and the extra points for cost given to firms who bid on both categories. Please explain how you will treat firms equally whether they apply for one or both categories. (This will help define our offered pricing). Once the information is explained (per the conversation at the bidders call), may we ask additional questions?

Answer: We have updated the evaluation and bidders response in amendment 1 as defined in the solicitation documents. Please visit updated posting in WEBS.

Question 11: Kindly provide us with position titles and descriptions.

Answer: Currently do not have a position identified at this time that will need this service. This RFQQ is to develop an approved pool to be able to utilize when we do have a need and a position identified.

Question 12: May we request details regarding the incumbent or current contractor involved in this project?

Answer: Not applicable to this current.

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Question 13: Is there a provisional budget allocated for the anticipated contract?

Answer: No, if divisions that choose to utilize a vendor will be responsible for the cost out of their own budget. There is not an allocated budget just for category 1 or 2 services.

Question 14: Could you please disclose the expected number of contract awards resulting from this solicitation?

Answer: There is currently not a number of contract set to be awarded, hope to have 4-5.

Question 15: How many candidates are presently working on this contract?

Answer: 9 vendors were selected in total (from both categories), we have utilized three vendors so far.

Question 16: Could you provide insight into any significant challenges or areas of concern associated with this contract?

Answer: Cost.

Question 17: Could you please provide Pre-bid conference recordings?

Answer: Recording where not complete and cannot do recordings due to Public Records Act.

Question 18: What is the length of this contract?

Answer: Please review RFQQ Solicitation document.

Question 19: What specific background checks and/or drug screens are required of the placements?

Answer: Some positions require background checks, but not all our positions.

Question 20: 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 OFM accept letters of attestation in lieu of actual background check results?

Answer: Few of our IT positions require formal background checks.

Question 21: Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the OFM?

Answer: We are ok with the vendor incorporating the costs for background check within the final bill if needed.

Question 22: Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the OFM?

Answer: No, exceptions will be under review by stakeholders.

Question 23: What is the process when contract is awarded if there are several awardees in sharing the open requisitions?

Answer: The hiring manager may choose to select one of the approved vendors from the pool or execute a tier2 process requesting interest and availability from the pool.

Question 24: Does OFM accept remote online notarized signatures and secure remote online documents?

Answer: This will have to be vetted through Privacy office and OFM ITSD for review.

Question 25: If able to share, what roles/positions are currently open (or are you anticipating) that you would be seeking assistance with under these terms?

Answer: We are anticipating use for IT and ERP related roles will be more of a need for vendor services.

Question 26: Are any other government entities able to utilize this contract?

Answer: This contract is only for OFM HR to utilize for the agencies/Commissions that we support with includes the Office of the Governor, Office of Independent Investigation, and 7 other small, affiliated commissions/offices under the Governor's Office.

Question 27: Will OFM require references as part of our quote?

Answer: Please review solicitation document.

Question 28: Could you list the job titles sought in this RFQQ?

Answer: Do not have specific job titles at this time.

Question 29: Will OFM provide detailed job descriptions for the positions sought in the solicitation?

Answer: Yes, position description will be provided if we have a solicitation we are requesting services on.

Question 30: Attachment F (Bidders Response Form) has questions that require long narrative responses. Can we use a separate document for some of the responses to questions? And, reference that from within Attachment F?

Answer: Yes

Question 31: Will OFM please specifically list all files that are required for the proposal submission?

Answer: Please review solicitation requirements and all updated amendments.

Question 32: Will labor categories or position description (job descriptions) be provided?

Answer: It depends on what our hiring manager needs are at the time we professional administrative based roles at OFM that include IT, contracts, human resources, accounting, budget, forecasting and research, communications, and administrative support. We also support Office of Independent Investigations that provide investigative reviews into law enforcement use of force, which requires senior level investigators that include civilian and law enforcement background.

Question 33: Page 16 of the solicitation speaks to a spreadsheet for presentation of bidders pricing (fee structure) computation of rates and values. Will OFM provide the spreadsheet template or provide a specific format for pricing (Fee Structure)? What specific format do you want to see the pricing in?

Answer: This was in error in document.

Question 34: Will OFM give us an opportunity to ask additional questions later?

Answer: No

Question 35: Can you please share the estimated budget per year for this contract?

Answer: There is not an estimated budget it will depend on the need.

Question 36: Could you please share the current contractor's pricing and Proposals?

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov

Question 37: Can you share details from where we can get old proposal details?

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov

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Question 38: Can you please share the email id/details where we can raise the public record request for old RFP?

Answer: publicdisclosure@ofm.wa.gov

Question 39: Is there any issue with existing contractors?

Answer: There are no issues with existing contractors.

Question 40: When was the existing contract started, and what is the annual spend value of the current contract since inception?

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov

Question 41: Can you please let us know the previous spending on this contract? Please Confirm.

Answer: Please request a Public records request. publicdisclosure@ofm.wa.gov

Question 42: Can you please share the amount of business each Contractor did under this contract in previous years?

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov

Question 43: Please share the minimum estimated hours for all job positions?

Answer: There is currently not a minimum estimated hour.

Question 44: Please share the total number of temporary staff, direct hire placed annually under the ongoing contract?

Answer: 2- direct placements; 5 contract to hires. We requested help on one temp agency hire but there was a lack of interest from vendors at the time, and we filled the role on our own.

Question 45: How will job requests be shared among multiple awarded Contractors? Please confirm.

Answer: The contract manager may select the contractor they chose to work with or choose to share the request/job with the whole vendor pool within that pool for interest/second tier bid.

Question 46: Do we need to provide fully hourly burdened rate? Please confirm.

Answer: Dependent on the what the contract manager selects.

Question 47: How many positions are expected to fill under this contract?

Answer: Positions are open for multiple, not a set number.

Question 48: Is it mandatory to provide government experience? Please confirm.

Answer: No

Question 49: Can we provide commercial experience? Please confirm.

Answer: Yes

Question 50: Is there any negative points if we provide commercial experience? Please confirm.

Answer: No, there are not negative points for commercial experience.

Question 51: Is there any preference given to government client experience over commercial client experience? Please confirm.

Answer: Clients that understand the dynamic and need of state government roles is helpful.

Question 52: Is this a single award or multi-award contract?

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Answer: Multi-award contract.

Question 53: If it is a multi-award contract, how many awards will be made under this contract?

Answer: Hope to have 4-5.

Question 54: Could you please confirm, if we need to provide pricing?

Answer: Yes

Question 55: If yes, kindly provide the pricing form and format.

Answer: Pricing format is in solicitation documents.

Question 56: Is subcontracting mandatory to be responsive for this RFP? Please confirm.

answer: No

Question 57: If yes, could you please share the list of potential subcontractor's directory?

Answer: Please see question 56

Question 58: Could you please share the mode of sharing staffing requirement to supplier?

Answer: We currently do not have documentation to provide.

Question 59: If we are a State of Washington-certified MBE, can we self-satisfy the MWBE goal?

Answer: Yes.

Question 60: The RFP document says the MWBE goal is 6.40% and the Veteran Owned goal is 1%, while Attachment D - Diverse Business Inclusion Plan has different participation goals, could you please help us understand which ones we need to follow in order to stay compliant with the participation goals?

Answer: documentation will be updated with accurate goals, current document not updated.

Question 61: What is the anticipated budget of the contract?

Answer: There is not a budget set.

Question 62: How many awards will be made?

Answer: There is not a determined minimum or max, but 9 vendors were awarded in the last RFQQ between the two categories.

Question 63: Could you please let us know the proposal submission mode, would it be an email submission, hard copy submission, or both? if it involves hard copy submission as well, how many copies would you require, and at what address?

Answer: please email to coordinator: alexander.bonilla@ofm.wa.gov

Question 64: Which attachments do we need to submit as Word and which ones as PDF?

Answer: Can submit in all word or PDF.

Question 65: Would the MWBE and Veteran Owned goals be mandatory?

Answer: No.

Question 66: Could you please share current Supplier's pricing and Proposals?

Answer: Please request a Public records request. publicdisclosure@ofm.wa.gov

Question 67: Is there an existing contract? If so, who is the incumbent(s), and how long have they been providing the requested services? What is the current incumbent's mark-up rate(s)?

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov

Question 68: What is the projected budget/spend on these services?

Answer: there is currently not a projected budget on these services.

Question 69: How much lead time is provided when resources/staff are needed?

Answer: The most lead time we have provided is one month, but in some cases, it was one week.

Question 70: Do you have a list of positions that would be included in Category 1?

Answer: N/A

Question 71: Do you have a list of positions that would be included in Category 2?

Answer: N/A

Question 72: Can you please provide a job description for each position?

Answer: N/A

Question 73: Can you estimate the number of needs for each category?

Answer: N/A

Question 74: Do we have to provide services for all positions within category 2? (since they are unknown – i.e. we are awarded but cannot staff the category 2 position requested)

Answer: N/A

Question 75: How long are the assignments typically in Category 2?

Answer: N/A, please review updated bidder request form.

Question 76: What are the typical working hours for assignments?

Answer: N/A

Question 77: Are work locations located throughout the state? Please specify location areas.

Answer: Depends on position, and office/agency doing the recruitment.

Question 78: For pricing, are you expecting a markup percentage for both categories? We typically provide hourly rates for temporary positions (category 2).

Answer: No markup percentage.

Question 79: Section D, #7, Proposal Submission – “In addition to emailing an electronic copy of their Responses to the Coordinator, Bidders shall submit (x) paper copies of their Responses for use by the evaluation panel.” Are we required to submit a paper copy as well as an electronic version?

Answer: You are not required to submit a paper copy.

Question 80: When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov

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Question 81: How many resources are currently engaged in the current contract?

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov

Question 82: Can you please share the no. of positions served in previous years under this contract?

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov

Question 83: Can you please share the amount of business each vendor did under this contract in previous years?

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov

Question 84: Is there any local preference for this contract?

Answer: No.

Question 85: What will be the estimated annual budget for this project?

Answer: no estimated budget for this RFQQ per solicitation document.

Question 86: Please share the Number of Project Hours.

Answer: Not applicable to this RFQQ.

Question 87: Please share the historical spend of this contract since it has been started. Could you please share the name of Current Suppliers (who are currently providing services to Agency)?

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov

Question 88: Could you please share the name of the Current Supplier(s) (who are currently providing services to the Agency)?

Answer: *list is below for vendors selected between the two categories. –*

Diverse Strategy Partners
iQuasar
Eight Eleven Group
Karras Consulting
Compu-Vision
24 Seven LLC
TEKsystems
Infojini Inc.
West Sound Workforce
Novalink Solutions

Question 89: Could you please share the current Supplier's Cost Proposal and Technical Proposal?

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov

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Question 90: Could you please share the Bid Tabulation and Bid Scoring Sheet?

Answer: Please refer to solicitation documents posted.

Question 91: What is the annual monetary spent value of the current contract since inception?

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov

Question 92: Could you please share a copy of the purchase orders issued to all vendors?

Answer: Currently do not have that to share, would need to work with accounts payable to do so.

Question 93: How many resources are currently engaged in the current contract? Please share titles and count.

Answer: 3 vendors are currently being used right now.

Question 94: Is this an old contract or new contract?

Answer: This is a redo of an old contract.

Question 95: What would be the number of awards you intend to give (approximate number)?

Answer: Hope to have 4-5 vendors per category as some vendors specialize in different types of positions.

Question 96: Please provide us with an estimated NTE budget allocated for this contract.

Answer: It depends on each position, there is no maximum budget for this contract. We will ask for pricing and the budget will be assessed based on position and category of work.

Question 97: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

Answer: No incumbents as there is not one position that does what we are asking the position to do.

Question 98: Are there any pain points or issues with the current vendor(s)?

Answer: No

Question 99: Could you please share the previous spending on this contract, if any?

Answer: In the last 6 months we have spent around \$32,000 for direct placement/outreach services; and \$63,901 in contract-to-hire services so far.

Question 100: Is subcontracting mandatory? If yes, can we replace the subcontractor after an award?

Answer: Subcontracting is not mandatory.

Question 101: How many positions were used in the previous contract?

Answer: 10 vendors were selected last RFQQ for all categories.

Question 102: How many positions will be required per year or throughout the contract term?

Answer: Unknown, it depends on business needs.

Question 103: What are the positions or categories required for this contract?

Answer: Need vendors that can do direct placement/outreach for positions we are recruiting for. We are also looking for vendors for temporary employment or contract-to-hire services.

Question 104: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

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Answer: This is a current initiative. Current vendors selected from last RFQ was – 24Seven, Compu Vision, Diverse Strategy Partners, Eight Eleven Group, Infojini Inc., iQuasar, Karras Consulting, Novalink Solutions, TEK Systems, and West Sound Workforce.

Question 105: Can you please let us know the previous spending of this contract?

Answer: Estimated \$100,000 in the last six months, and total amount spent on the previous contract.

Question 106: Please confirm if we can get the proposals or pricing of the incumbent(s).

Answer: Please request a public records request. publicdisclosure@ofm.wa.gov, however; there are no incumbents.

Question 107: Are there any pain points or issues with the current vendor(s)?

Answer: The vendors that we work with the most are the ones that are immediately available and specialize in IT/ERP positions or executive level.

Question 108: Please confirm the anticipated number of awards.

Answer: Estimated 4-5 per category. There is no set max or minimum.

2. OFM amends RFQQ # 23-1900 to replace and supersede Attachment D. Diverse Inclusion Plan.
See attached updated Attachment D. Diverse Inclusion Plan.