



STATE OF WASHINGTON OFFICE
OF FINANCIAL MANAGEMENT

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DATE: 03/15/2024
TO: 23-1900 RFQQ Recruitment Placement Services
FROM: Alexander Bonilla, Solicitation Coordinator Office of Financial Management,
Legal & Contract Services Division
SUBJECT: Amendment No. 04 – Retraction of Scoring Costs

OFM amends RFQQ # 23-1900 in accordance with Section C.3, and will be retracting scoring of cost proposals. **Note: Bidders do not need to resubmit Attachment F.**

E.3. Evaluation Criteria and Scoring of Responses

Following the administrative review, Responses shall be evaluated, and points shall be awarded for the management, and technical ~~and cost~~ proposal components of the Response, as applicable, based upon Bidder's responses to the questions set forth in Attachment ~~D~~ F, Bidder Response Form. Additional evaluation points may be awarded for specific criteria not included in Attachment F, Bidder Response Form only if set forth in this Section.

The maximum number of points available for each Bidder who responds ~~to One Category~~ is Two Hundred and ~~Twenty Seven~~ Two Points (202) ~~and the maximum number of points available for each Bidder who responds to Both Categories is Two Hundred and Fifty Two Points (252).~~ The maximum number of points that may be assigned with respect to specific questions is set forth on Attachment F, Bidder Response form. The overall breakdown for assignment of points in evaluating Responses to this Solicitation is as follows:

Management, Solution & EO Response

Management (Qualifications) Response.....100 maximum points
Bidders Solution & Proposed Approach.....100 maximum points
EO 18-03 Response.....2 maximum points

Total Possible Points Management, Solution & EO Response....202 maximum points

Cost Points Response:	
Cost Proposal First Category.....	25 maximum points <u>not scored</u>
Cost Proposal for Second Category.....	25 maximum points <u>not scored</u>
<u>Total Possible Points Cost Response for One Category</u>	25 maximum points
<u>Total Possible Points Cost Response for Second Category</u>	25 maximum points

<u>Total Possible Points:</u>	
<u>Total Possible Points for One Category</u>	227 maximum points
<u>Total Possible Points for Second Category</u>	252 maximum points

E.4. Evaluation of Cost Proposal/Quotations

The Bidder who offers the lowest cost for each question of 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:

$$\text{low bid} / \text{higher bid} = \% \text{ of avail. points awarded} * \text{avail. points} = \text{total cost points}$$

$$\text{low bid} / \text{higher bid} = \% \text{ of avail. points awarded} * \text{avail. points} = \text{total cost points}$$

Breakdown of total
 Cost component: Category 1: Headhunting Services: (25 Points) _____ \$x,xxx
 Cost component: Category 2: Contract to Hire: (25 Points) _____ \$x,xxx

Attachment F:

<p>4 BIDDER'S PROPOSED PRICING (QUOTATION OR COST RESPONSE)</p> <p>The Bidder who offers the lowest cost for each question of 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:</p> <p>low bid / higher bid = % of avail. points awarded * avail.</p> <p>points = total cost points low bid / higher bid = % of avail.</p> <p>points awarded * avail. points = total cost points</p> <p>Breakdown of total Cost component: Category 1: Headhunting Services: (25 Points) \$x,xxx Cost component: Category 2: Contract to Hire: (25 Points) _____ \$x,xxx</p> <p>Note: Bidders need to provide pricing for each Category they are applying for. If only applying for ONE category respond to the correct category listed below.</p>	<p>MAXIMUM TOTAL POINTS</p> <p>25 points per category</p> <p>Total Available Points for both categories is 50</p> <p><u>NOT SCORED</u></p>
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A	<p>Bidders applying for Category 1: Headhunting Services answer the below:</p> <p>Identify all allocated costs, together with the total charges Bidder is willing to accept in consideration of the full performance of the Contract.</p> <p>Please provide your pricing structure for this type of service. If price varies by type of position, please provide a general range or average that you would anticipate.</p>	<p>25</p> <p><u>NOT SCORED</u></p>
	<p>ANSWER:</p> <p>Bidder is Responding to: __Category 1: Headhunting</p>	
B	<p>Bidders applying for Category 2: Contract to Hire answer the below:</p> <p>Identify all anticipated costs, together with the total charges Bidder is willing to accept in consideration of the full performance of the Contract.</p> <p>Please provide your pricing structure for this type of service. If price varies by type of position, please provide a general range or average that you would anticipate. Please provide any standard fees and conditions for buy- outs, or early termination of contract-to-hire that we need to be aware of.</p>	<p>25</p> <p><u>NOT SCORED</u></p>
	<p>ANSWER:</p>	