



Request for Qualifications and Quotations

Search Consultant Services

Central Washington University

Ellensburg, WA

Reference Bid: RFQQ# F-2023

**Issue Date: July 26, 2019
Proposals Due: August 2, 2019, 3:00 PM**

Return Proposals To:

**Central Washington University
Purchasing Office- Mail Stop 7480
2nd Floor Mitchell Hall
400 E. University Way
Ellensburg, WA 98926-7480**

Note: This RFQQ document and subsequent associated information will be posted on CWU's Internet Site

CWU Procurement: <http://www.cwu.edu/contracts/current-bid-opportunities>

SECTION #1: BIDDERS SUBMITTAL PAGE

The undersigned has carefully examined all instructions and specifications and hereby proposes to furnish the services described herein, in accordance with the bid instructions and specifications. (Note: Signature must be in ink and must be that of an individual authorized to act in such capacity for the firm represented.)

- Respondent is a company in good standing for the services offered _____.(Initial)
- Respondent has responded to all items in Section #4 "Required Responses of all Bidders" _____(Initial)
- The response to this RFQQ has been prepared independently, without consultation, communication or agreement with others for the purpose of restricting competition._____(Initial)
- In preparing this RFQQ, respondent has not been assisted by any current or former employee of the state of Washington whose duties relate to this bid and who was assisting in other than his or her official capacity. Neither does such a person or any member of his or her immediate family have any financial interest in the outcome of this RFQQ. _____(Initial)
- Respondent agrees to certify below (next page) regarding Workers' Rights (EXECUTIVE ORDER 18-03).
- One (1) complete original copy of the proposal is included. _____(Initial)

Any official correspondence related to this Request For Qualifications solicitation shall be directed to the owner, Central Washington University, Purchasing Office, Attn: Lori Hauser, 400 E University Way; MS 7480; Ellensburg, WA 98926-7480; and to the respondent as noted below:

Bidder, within the three-year period immediately preceding the date of this bid solicitation, has not been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW relating to the payment of wages. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Name and Title of Signing Officer (print)

Company Name and Address

Telephone

Fax Number

Tax I.D. Number

Signature

Date

**CONTRACTOR CERTIFICATION EXECUTIVE ORDER 18-03
WORKERS' RIGHTS WASHINGTON STATE GOODS & SERVICES CONTRACTS**

Pursuant to the Washington State Governor's Executive Order 18-03 (dated June 12, 2018), Central Washington University is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

Solicitation Number: RFQQ F-2023

I hereby certify, on behalf of the firm identified below, as follows (check one):

NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Firm Name: _____
Name of Contractor/Bidder – Print full legal name of firm

By: _____
Signature of authorized person Print Name of person making certifications for firm

Title: _____ Place: _____
Title of person signing certificate Print city and state where signed

Date: _____

Return Contractor Certification with Bidder Submittal Page (pages 1 &2) to: lori.hauser@cwu.edu

SECTION #2: GENERAL INFORMATION

2.1 Purpose of Proposal:

Central Washington University (CWU) intends to contract with a qualified firm for a search consultant. The purpose of this competitive procurement process is to assist the university in selecting a vendor who will best meet the university's needs. The RFQQ provides vendors a means to present their services and abilities for an objective review. The University anticipates having one or more additional searches in the near future for which the resulting contract may be extended.

Department Objectives:

CWU is soliciting proposals for a contractor to assist the University in conducting a national search, and identifying high quality, traditional and non-traditional candidates, for the position of Health Center Director.

Desired Scope of Work:

Under the direction of the search committee chair, the consultant manages the search effort from intake through offer, including providing tools for sourcing and screening. The contractor may assist in scheduling and monitoring the interview process.

Communication deliverables include:

- Debriefing of both client and candidate following the interview
- Re-qualification of commitment on behalf of the candidate
- Consultation with the candidates' spouse or family members
- Pre-closing with the candidate prior to offer being made
- Mediating negotiations regarding salary terms, relocation, benefits package and start date
- Counseling the candidate during process of resigning from present position and dealing with counteroffers.

Interview management tasks will include:

- Ensuring an expedient interview process;
- Setting up the first interview with the hiring manager;
- Confirming the candidate has completed any application, collect compensation verification, communicate feedback and next steps to the candidate after the interviews.

The contractor also will be asked to provide any or all of the following services:

- Prepare a prospectus describing the university and the position;
- Identify potential contacts and conduct personal outreach recruiting to include posting the position through national channels;
- Review candidate pool, identify each applicant's strengths and weaknesses, identify issues to investigate further; ascertain each candidate's strengths in dimensions consistent with the job description as well as the contractor's interviews with stakeholders;
- Conduct reference checking for finalists before invitations to campus are issued; conduct additional background check on identified finalists after campus interviews;
- Reinitiate a one-time additional executive search in accordance with the specifications set forth above, at no fee to the University, if the successful candidate leaves the employment of the University within one year of placement.

Position Description for Search:

Health Center Director. Primary responsibilities include managing the Medical Clinic, providing leadership/supervision and direction to all the clinic staff, leading quality assurance programs, and maintaining accreditation with AAAHC. This position will also represent, provide guidelines, and develop programs to support and improve the physical health of students and the campus, in collaboration with other members of the Health and Wellness Team. This position will provide direct patient care within a wide range of services according State Licensing, to students at CWU. Works as liaison between the Medical staff and the Counseling staff and the Clinic's Dietitian.

This position manages and directs the medical clinic and is responsible for the supervision of medical staff (dietitian, front office, nurse practitioners, nurses, lab staff, and part-time medical staff). This position coordinates assigned activities with other divisions and departments, and provides complex medical assistance to various programs across campus.

Minimum Qualifications

- Have current credentials that would allow candidate to obtain a valid Washington State license to practice as an Advanced Registered Nurse Practitioner, and a valid Washington State license to practice as a Registered Nurse by start date.
- Eligible for acceptance as required by the AAAHC accreditation requirements.
- Current board certification by American Nurse Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP).
- At least 5 years of experience practicing in a primary care setting.
- Experience mentoring, leading and/or supervising professional medical staff in an ambulatory care setting.
- Experience working with and overseeing electronic medical records and medical insurance billing procedures and processes.
- Demonstrated strategic planning skills and ability to effectively plan, implement and evaluate new and existing programs, functions, and services.
- OR applicable combination of education and/or experience which demonstrates the ability to perform the essential functions of the position.

Preferred Qualifications

- Experience with fiscal/budgetary oversight.
- Experience overseeing a student health center, medical center/unit, doctor's office.
- Demonstrated ability to gather data and analyze reports to make data based decisions.
- Experience working in a primary care setting with diverse populations.
- Experience working in a college medical clinic.
- Experience in primary care in women's health, and/or sexual health.
- Experience working with a multidisciplinary team that includes behavioral health services.
- Experience overseeing grants and/or collaborating with academic departments regarding the provision of occupational health services.

Competencies

- **Accountability/Dependability:** Accepts responsibility for quality of own work; acknowledges and corrects mistakes. Shows up on time, meets standards, deadlines and work schedules.
- **Judgement:** Makes timely, informed decisions. Analyzes options and determines appropriate course of action.

- **Teamwork:** Promotes cooperation and mutual support to achieve goals. Encourages participation and mutual support both as a leader for the clinic, but as a partner within the Health and Wellness unit.
- **Adaptability/Flexibility:** Responds positively to changing business needs and responsibilities. Adapts approach and methods to achieve results; recovers quickly from setbacks and finds alternatives.
- **Commitment to Diversity:** Recognizes the value of diversity and helps create environment that supports and embraces diversity.

Schedule:

- Issue Date: July 26, 2019
- Proposals Due: August 2, 2019, 3:00 PM
- RFQ Review and Interviews: August 7th-9th
- Consultant Selected: ASAP

2.2 Background : Central Washington University (CWU) is a publicly assisted university located in Ellensburg, Washington, 100 miles east of Seattle. The governing board of the university is appointed by the governor. About 11,500 full-time students attend the university, 1700 of whom attend one of eight satellite campuses located in, Everett, Kent, Lynnwood, Moses Lake, Seattle, Steilacoom, Wenatchee, and Yakima. Ninety-five percent of CWU students are Washington residents.

About 80 percent of CWU students are from western Washington, with concentrations in King, Pierce, Snohomish, and Yakima counties. About 25 percent of students are people of color. Sixty-five percent of graduates transferred to CWU from another institution.

The greatest concentrations of CWU's 77,000 alumni are in

- King 15,855
- Pierce 6491
- Yakima 5810
- Snohomish 5419
- Kittitas 3100
- Thurston 2081
- Benton 2032

The university colleges, departments, and development divisions work with advisory boards that include membership of business leaders from throughout the state.

CWU is a master's degree-granting university. Some signature areas of study at CWU include wine business, music, industrial and engineering technology, education, accounting and supply chain management, geology, aviation, paramedics, and field archeology.

2.3 Term of Contract: The contract to be negotiated with the successful firm.

2.4 University Parking: Visitors to campus should stop at the CWU Conference Services desk in Munson Hall for directions and parking information. CWU is not responsible for parking infractions/violations incurred by visitors. The University map can be found here: www.cwu.edu/facility/campus-map.

2.5 WA State Business License Requirement: Business enterprises, whether an individual, partnership or corporation, must obtain a Washington business license in order to do business in Washington State. Application information may be obtained from the Internet site of the Department of Licensing: <https://bls.dor.wa.gov>.

2.6 Minority and Women's Business Enterprises:

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW the State of Washington encourages participation in all its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or as a subcontractor to a Proposer. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. Proposers may contact OMWBE at 866.208.1064 or www.omwbe.wa.gov to obtain information on certified firms for potential subcontracting arrangements.

The following voluntary numerical MWBE participation goals have been established for this bid:
Minority Business Enterprises (MBE's): 10% and Woman's Business Enterprises (WBE's) 8%.

2.7 Workers' Rights (Executive Order 18-03: (Firms without Mandatory Individual Arbitration for Employees): Pursuant to RCW 39.26.160(3) (best value criteria) and consistent with [Executive Order 18-03 – Supporting Workers' Rights to Effectively Address Workplace Violations](#) (dated June 12, 2018), the University will evaluate bids for best value and provide a bid preference in the amount of five (5) points to any bidder who certifies, pursuant to the Bidder Certification on page 3, that their firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver.

2.8 Insurance: Vendor shall obtain and maintain in force at all times during the term hereof:

- (i) Workers' Compensation Insurance in accordance with applicable state laws and Employer's Liability coverage for employees providing services hereunder. Vendor hereby waives any immunity that would otherwise be available against claims under the Industrial Insurance provisions of Title 51 RCW.
- (ii) General liability insurance covering the operations, products completed-operations and activities of Vendor, with minimum limits for bodily injury and property damage of no less than One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) aggregate. Vendor shall provide CWU with certificates of insurance as evidence of such coverage within thirty (30) days of execution of this Agreement. CWU shall be named as an additional insured on the general liability policy. Such insurance will be primary and non-contributory.
- (iii) Automobile liability insurance covering owned, hired and non-owned vehicles used in the operation of Vendor's business, with a **combined single limit** of liability for bodily injury and property damage in the amount of one million Dollars (\$1,000,000). Vendor shall provide CWU with a certificate of insurance as evidence of such coverage within thirty (30) days of execution of this Agreement.

SECTION #3: GENERAL INSTRUCTIONS TO ALL BIDDERS

3.1 Applicable Dates:

Requests for Proposals issued	July 26, 2019
Proposals due	August 2, 2019, 3:00 PM

3.2 Amendments to Specifications: Any amendment(s) to or error(s) in the specifications called to the attention of the university will be added to or corrected and furnished to all those holding specifications.

3.3 Preparation of Responses: Responses must be prepared on university forms where provided and standard 8.5" x 11" paper for additional submittals. The response should be stapled or bound. Tabs to separate and identify portions of your response are encouraged. The respondent's name must appear on each page. Responses to the 'Requirements of Proposals' must be formatted to correspond numerically to the requirements listed in Section #4.

3.4 Cost of Preparation: The university will not pay respondent costs associated with preparing or presenting any response to this request.

3.5 Number of Copies: One complete response must be submitted prior to the time and date stated in section 3.1 (Applicable Dates). All materials become the property of the university upon receipt.

3.6 Multiple Responses: Respondents who wish to submit more than one proposal may do so, provided that each proposal stands alone and independently complies with the instructions, conditions and specifications of the request. If multiple responses are submitted, the university reserves the right to select the most advantageous proposal to the university.

3.7 Proprietary Information: Any information contained in the RFQQ response that is proprietary must be clearly designated. Marking of the entire response as proprietary will neither be accepted nor honored. The university cannot guarantee that all such material noted remains proprietary, particularly if it becomes a significant consideration in contract award. Information will be kept confidential only to the extent allowed by Public Disclosure Law.

3.8 Questions and Communication via Designated Contact: All communications and/or questions in regard to this request must be in writing. Respondents are encouraged to either email or fax questions to the Purchasing Office at (509) 963-2871, or e-mail them to lori.hauser@cwu.edu. If mailed, the address is as follows: Central Washington University, Purchasing Office, Attn: Lori Hauser, 400 E University Way, M/S 7480, Ellensburg WA 98926-7480. In any case, please reference the RFQQ number found on the cover page of this solicitation. VERBAL REQUESTS FOR INFORMATION OR CLARIFICATION WILL NOT BE HONORED.

3.9 Submitting Responses: Respondents must submit their responses to the Central Washington University Purchasing Office by Email, mail or hand-delivery (not by Fax). **Emailed responses must use university forms where provided and should be formatted for 8.5 x 11 paper, signed, and saved and submitted as PDF documents.**

Regardless of the method of delivery, the response must arrive at the Purchasing Office no later than the date and local Ellensburg time identified in section 3.1 (Applicable Dates) of these instructions. Late responses will not be reviewed. The method of delivery will be at the discretion of the respondent and will be at the respondent's sole risk to assure delivery at the designated office. Generally, UPS and Federal Express deliver

daily to the Purchasing Office. The university does not take responsibility for any problems in the mail or delivery services, either within or outside the university. Receipt by any other office or mailroom is not equivalent to receipt by the Purchasing Office.

If Delivery is by Email (preferred) send to:

lori.hauser@cwu.edu

Note: All emailed Proposals will be confirmed with a return email. It is the bidder's responsibility to verify that their proposal has been received by the CWU – Purchasing Office.

If delivery is by mail the address is:

Central Washington University
Purchasing Office
M/S 7480
400 E University Way
Ellensburg WA 98926-7480

If hand-delivered, the physical location is:

Central Washington University
Purchasing Office
Mitchell Hall, 2nd Floor
Ellensburg WA 98926-7480

3.10 Public Opening: A formal bid opening will not be held. Bid information, including price sheets, will not be available for public disclosure until after award of the contract.

3.11 Clarification of Responses: As part of the evaluation process, respondents may be asked to clarify specific points in their response and make themselves available for a telephone interview or campus interview as desired. However, under no circumstances will respondents be allowed to make any changes to their responses after the deadline for submission.

3.12 Reserved Rights : Subject to the provisions of Chapter 69, Laws of 1996 (SSB 6572), the state reserves the right to:

1. Waive any informality as per WAC 236-48-124.
2. Reject any or all proposals, or portions thereof. WAC 236-48-094 allows the state to "accept any portion of the items proposed" unless the bidder stipulates all or nothing on the proposal.
3. Reissue an IFB, RFQ, or RFP, or negotiate under provisions outlined under RCW 43.19.1911.
4. Award on an all or none basis, taking into consideration reduction in administrative costs as well as unit proposal prices.

3.13 Invoicing: The original and one copy of each invoice must be sent to Central Washington University; Accounts Payable; 400 E University Way; Ellensburg, WA 98926-7470. **All invoices must reference the correct Central Washington University purchase order number.**

SECTION #4 REQUIRED RESPONSES OF ALL BIDDERS

NOTE: All respondents must provide the required information requested in this section. Information must be presented in a clear, concise and complete format. Responses are to be formatted to correspond numerically with items listed below. Failure to respond to all items in this section may be deemed as sufficient reason to disregard any response.

Respondents must complete, sign in ink, and include 'SECTION #1 BIDDERS SUBMITTAL PAGE'.

ON SEPARATE COMPANY LETTERHEAD, respondent must reply to each of the following questions in the order presented:

4.1 Company Profile:

Describe the proposing organization including size, areas of specialization and expertise, client base and any other pertinent information in such a manner that the evaluation committee may reasonably formulate a determination about the stability and strengths of the proposing organization.

4.2 Company Personnel

State the name, the title or position, and telephone number of the individuals who would have primary responsibility for the project resulting from this RFQQ. Disclose who within the firm will have prime responsibility and final authority for the work under this contract. Attach a current resume for each individual.

4.3 Experience:

Indicate the experience the respondent has in the area of consulting identified in section 2.1. Describe any additional experience that would substantiate and enhance the qualifications of the respondent in regard to the performance of a contract resulting from this solicitation.

4.4 References:

Provide a list of at least three (3) contracts of a size and scope similar to the work described herein that respondent has performed during the last three years. Include a brief description of the project, the contract period, the name of contact person(s) directly involved in the project along with an e-mail address and phone and fax numbers.

4.5 Cost:

Identify all costs and/or hourly rate to be charged for performing the tasks necessary to accomplish the objectives of the contract as stated herein. Additionally, provide any applicable discount information if the university decides to utilize your firm for multiple searches.

4.6 Workers' Rights - Executive Order 18-03:

Pursuant to the Bidder Certification on page 3, certify that your firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver.

SECTION #5: PROPOSAL AWARD CRITERIA

5.1 Selection Criteria: The following criteria will be used to evaluate the proposals received:

- 5.1.1 Demonstrated understanding of issues related to consulting for institutions of higher education.
- 5.1.2 The experience and level of commitment of the firm and/or proposed key individual(s).
- 5.1.3 Accessibility of key individual(s).
- 5.1.4 Responsiveness of the written proposal to the purpose and scope of service.
- 5.1.5 Ability and history of successfully completing contracts of this type, meeting project deadlines and experience in similar work.
- 5.1.6 All costs, fees, and other expenses associated with the project.
- 5.1.7 Any other relevant factors.

5.2 Lowest Responsive Bidder: In determining the “lowest responsive bidder” as per RCW 43.19.1911, the following items shall also be given consideration:

- 5.2.1 The quality of the articles proposed to be supplied, their conformity with specifications, the purposes for which required and the times of delivery.
- 5.2.2 The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- 5.2.3 The character, integrity, reputations, judgment, experience, and efficiency of the bidder;
- 5.2.4 Whether the bidder can perform the contract within the timeframe specified;
- 5.2.5 The quality of performance on previous contracts or services;
- 5.2.6 The previous and existing compliance by the bidder with laws relating to the contract or services;
- 5.2.7 Such other information as may be secured having a bearing on the decision to award the contract such as life cycle costing.