



# Washington State Gambling Commission

## Work requirements

### Required qualifications and experience

The firm must be licensed in Washington state OR provide written intent to become licensed in Washington state within 30 calendar days of being selected as the apparent successful vendor.

Additionally, the firm must have at least the following:

- Six years of recent (within the last 10 years) experience recruiting in the public sector; and
- Successful fulfillment of at least five public sector executive level positions in the last three years. Executive level is defined as Director, Deputy Director, or Assistant Director, or the equivalent titles.

AND

The individual assigned as recruiter, or the lead individual on a recruitment team, must have at least the following:

- Participated in six (6) public sector recruitments in the last three (3) years; and
- Successful fulfillment of at least two public sector executive level positions in the last five years. Executive level is defined as Director, Deputy Director, or Assistant Director, or the equivalent titles.

### Desired experience

Additional consideration will be given to consultants with experience in one or more of the areas below:

- Consultants whose required experience, as listed above, has been with Washington state agencies
- Consultants with understanding of the structure of Washington state agencies and government operations
- More than 75% of recent (within the last 5 years) recruitments successfully filled.

All resources should be available to travel to GMB's Lacey, Washington office for occasional meetings.

### Deliverables

Deliverables for this work request include:

1. Recruitment plan
2. Job announcement
3. Interview questions
4. Presentation of the best qualified candidates to GMB for further consideration. Information for each candidate should include at least:

## Exhibit D – Work requirements

- a synopsis for each candidate
  - an overview of how the candidate meets position qualifications, how well they are suited for the position
  - candidate profile that details their qualifications and results of reference checks
5. Draft, collate, and distribute interview panel packets
  6. Status updates

### **Acceptance Criteria**

Acceptance criteria of deliverables will be defined and agreed upon as part of contract development.

### **Additional Expectations**

In addition to being able to provide recruitment duties, all contractor staff assigned to this contract must sign a non-disclosure agreement.

Contractor staff assigned to this contract will be required to review, attest to reviewing, and abide by applicable GMB policies.