



## Washington State Gambling Commission

### Non-cost submittals

After reviewing Exhibit C, Scope of work and Exhibit D, work requirements, respond to the following items. Take note of page requirements for each of the sections; pages submitted in excess of maximum page counts listed will not be considered by the scoring panel.

By submitting a proposal in response to this work request, the bidder and team members grant permission to GMB to contact these references and others, who from GMB's perspective, may have pertinent information. GMB may or may not, at GMB's discretion, contact references. GMB may evaluate references at GMB's discretion.

#### Consultant experience

##### 1. Firm experience

Submittal must not exceed **four pages** in length; if additional pages are submitted, only the first four will be considered. Address at least the following items:

- Describe your firm's ability to provide the services and the resources upon request as described in this RFP. Include a high-level work plan and timeline.
- Demonstrated knowledge of, and experience in, the areas of work for which the proposal is being submitted.
- Describe your relevant experience working with public agencies (city, county, or state). Include the agency name, recruitment type, duration, outcome, and your firm's role in the recruitment.
- Provide a description of the proposed resources (individuals/teams) that will be used, including any subcontractors.
- Describe the resources that are available to the firm in the event the proposed resource is not available to perform the contracted work.

##### 2. Resource Qualifications/Experience

###### a. Resourcing plan

i. Plans must not exceed **three pages** in length. If additional pages are submitted, only the first three will be considered. Address at least the following:

1. If proposing more than one recruiter/lead recruiter, clearly state which candidate you are proposing to complete the project, and which is an alternate as backup.
2. **Include if the recruiter(s) being proposed is an employee or a subcontractor (commonly known as a '1099 employee')**.
3. For each recruiter/lead recruiter you are proposing, briefly explain how the person meets the required and desired (if applicable) qualifications above in Exhibit D – Work requirements.

4. Bidder must guarantee the individuals proposed in this procurement will be assigned to this recruitment if a contract is signed within 30 days of proposal scoring.

b. Recruiters

i. Resumes

1. If more than two resumes are received, only the first two resumes will be considered for scoring purposes.
2. Resumes must not exceed **four pages** in length per recruiter/lead recruiter. If additional pages are submitted, only the first four will be considered.
3. Resumes should demonstrate at least the following:
  - a. How the person meets the required and desired (if applicable) qualifications in Exhibit D, Work requirements.
  - b. **Clearly indicate who the proposed recruiter has worked with and for on the resumes by listing both their employer and the project they were assigned to.**

ii. Sample work product

1. For each recruiter/lead recruiter proposed, provide a recruitment plan or similar work product conducted by the recruiter.
2. Sample work product must not exceed twenty (20) pages in length per recruiter. If additional pages are submitted, only the first twenty (20) pages will be considered.