



Washington State Gambling Commission

Scope of work

Any work order resulting from this work request is for Works for Hire agreement; any documents or work products created, developed, or modified are not copyrighted, not proprietary, and can be reproduced and/or modified by GMB at GMB discretion.

The entity selected for this contract is expected to provide executive search services for GMB. Activities include, but are not limited to:

1. Meeting with GMB leadership to better understand the agency organizational structure, culture, and key challenges
2. Developing and executing a recruitment plan, including at least:
 - a. Recruitment timeline
 - b. Development of candidate success profiles – one for highly qualified and one for qualified candidates
 - c. Development of job announcement and information regarding where it will be posted
 - d. Planned candidate sourcing / networking activities
 - e. Development of interview questions
 - f. Initial candidate evaluation
 - g. Conducting initial interviews
 - h. Reference checks on candidates being referred to GMB after first round of interviews;
 - i. Negotiation of terms of employment for final candidate
3. Providing weekly status updates via email or other agreed upon delivery method
4. Meet with GMB staff throughout the process

Subcontractor reporting requirements

If the contractor utilizes subcontractors to provide the scope of work in this contract, Contractor is obligated to complete the vendor registration in Access Equity. Access Equity is a secure online vendor management system (B2GNow). Confidential information (Tax ID, etc.) will not be published. Contractors that have previously registered with B2Gnow for any public entity, must verify the system has updated information. Contractors can access the system at <https://omwbe.diversitycompliance.com/> or through a direct link on the Office of Minority and Women's Business Enterprises (OMWBE) website at: <https://omwbe.wa.gov/>.

Each month during the contract, the Contractor will report payments to ALL Subcontractors through the Access Equity system. This monthly reporting information includes total payment

Exhibit C – Scope of Work

in dollars made to the Subcontractor, payment dates, and any additional information required to verify payment to Subcontractors. The Contractor will enter this payment information into the Access Equity system, and the Subcontractors will verify this payment information in the system. Online training is available through the Access Equity/B2Gnow system. This requirement applies to both Contractors and Subcontractors.