



**workforce**  
SOUTHWEST WASHINGTON

## **REQUEST FOR PROPOSALS**

**For the period July 1, 2021 through June 30, 2022**

### **RECRUITING PARTNER**

**for**

**Workforce Southwest Washington (WSW)**

**Located at:**

**805 Broadway, Suite 412  
Vancouver, WA 98660**

**RELEASE DATE:**

**March 24, 2021**

**DUE DATE:**

**April 30, 2021**

**5:00 p.m. (Pacific Daylight Time)**

*Workforce Southwest Washington is an equal opportunity employer and provider of employment and training programs. Auxiliary aids and services are available upon request to persons with disabilities.  
Washington Relay 711*



## REQUEST FOR PROPOSALS RECRUITING SERVICE PROVIDER TO SOURCE TALENT FOR QUALITY JOBS (RECRUITING PARTNER)

Workforce Southwest Washington (hereafter, WSW) located at 805 Broadway, Suite 412 in Vancouver, WA, is soliciting proposals for a provider of recruiting services to source candidates and fill local positions identified by the WSW Business Services team. WSW invests in programs and service providers who are responsible for talent development in Clark, Cowlitz and Wahkiakum counties in Southwest Washington.

WSW focuses on talent development and employment placement in four key high-growth, high-demand industries: Healthcare, Construction, Manufacturing and Tech. The COVID-19 pandemic has created an economic environment where it's important to expand talent development and recruiting services outside of these four sectors and to focus on economic recovery for all industries with high-quality job opportunities as defined by livable wages, career development opportunities, safe and respectful work environments and a demonstrated commitment to racial equity.

This project will include two priorities of talent recruitment for placement: (1) Recruitment from the talent pool that our investments work to develop and upskill; (2) Recruitment from outside of the public workforce development system by utilizing provided LinkedIn Recruiter licensing, and other talent sources recommended by the successful bidder.

Funding for this project is from a Department of Labor grant under Workforce Innovation and Opportunity Act (WIOA). Proposals should not exceed a requested budget amount of \$200,000.00.

### **PROJECT SCOPE**

WSW's Business Engagement Team is typically seeking to fill 100 - 200 job openings for employers in Southwest Washington at any given time. The majority of these positions are in Manufacturing, Construction, Healthcare and Tech. Data shows us that these industries are in demand and pay wages that support families. Most of the positions we recruit candidates for are entry- to middle-skill jobs ranging in pay from \$16.00 to \$32.00 per hour. Businesses and industries are chosen based on demand, job quality, career pathway opportunities, and overall criticalness to the region.

WSW invests in talent development through the public workforce development system, our local American Job Centers, known as WorkSource in Washington, as well as other community-based organizations and Next, our Opportunity Youth center that serves young people ages 16-24. We currently have 1,000+ job candidates, of which 120+ have met job qualification standards and should be qualified and ready to be connected to employment. Our public workforce development system continuously adds new job candidates to the talent pool and can also serve as an additional recruitment arm for this project.

The WSW Business Team uses a Customer Relationship Management System (CRMS) called Launchpad, built on the Salesforce platform, to coordinate business engagement throughout our region and to collect information and resumes for qualified job candidates. The successful bidder



must be willing and able to use this system as the priority recruiting method (i.e., the job candidates who are part of the public workforce system should have first priority at jobs brought into the system by WSW). If our candidate pool is exhausted, the Recruiting Partner will be expected to use other methods to fill positions. WSW will provide the successful bidder with LinkedIn Recruiter licenses and is open to other suggestions and methods to attract candidates to fill positions. As candidates are identified from sources other than WSW's CRMS, the Recruiting Partner will add them to the CRMS. All job referrals and job placements will be tracked in WSW's CRMS.

This project will involve working directly with WSW's Business Services Team to understand the variety of job openings and employer partners. Additional information about jobs and employers can be found in the CRMS. The Recruiting Partner will be expected to source talent from WSW's CRMS (first priority), LinkedIn Recruiter, or other outside sources, and provide qualified candidates to WSW's Business Services Team, or directly to the employer.

Work described in the submitted proposal may not be subcontracted without prior approval from WSW.

#### **BIDDING CRITERIA AND REQUIREMENTS**

The bidding is open to all qualified recruiting organizations meeting the following minimum criteria:

- Bidder must be licensed to perform work in Washington State
- Bidder must have a minimum of five (5) years of successful experience recruiting and placing job candidates in entry- to mid-level high-demand jobs
- PREFERRED: Knowledge and experience using LinkedIn Recruiter
- PREFERRED: Knowledge of and experience using a CRMS, specifically Salesforce

#### **PROPOSAL REQUIREMENTS AND FORMAT**

Qualified bidders will provide proposals with the following information and in the requested format:

1. Short (one page or less) narrative detailing financial capability, company qualifications and experience providing similar recruiting services.
2. One-page exposé on key staff qualifications, particularly recruiting experience, and experience with pertinent programs and applications (such as Salesforce, LinkedIn Recruiter, etc.).
3. Bidders shall supply a **detailed strategy, budget details or narrative, and timeline** that the Bidder will implement to begin supporting candidate recruitment and job placement beginning July 1, 2021 through June 30, 2022.

Selected proposals may be invited to present their proposal. No costs for these presentations will be covered.



**NOTE: While the initial period of the awarded Recruiting Partner contract for services will be from July 1, 2021 through June 30, 2022, WSW reserves the option to extend this contract to the successful bidder for an additional two (2) years beyond the original contract term. Total anticipated yearly amount of the contract will be negotiated with the successful bidder.**

## **SCORING OF PROPOSALS**

Proposals will be scored on competitiveness and organizational experience and capability.

**Scoring Criteria:** Proposals will be scored using the categories and total possible points listed below.

- Demonstrated experience, ability and track record sourcing candidates to fill similar positions – 30 points possible
- Metrics documenting success for the project – 30 points possible
- Information about your company’s qualifications, specifically financial and administrative capabilities – 20 points possible
- Budget detail (line item and narrative) – 20 points possible

## **PROVISIONS AND DISCLAIMERS**

1. WSW reserves the right to waive informalities or minor irregularities in offers received.
2. This RFP does not obligate WSW to award a contract.
3. This RFP is for WIOA services and other related programs and funding streams which may become available to WSW during this funding period.
4. WSW may select a provider based on initial offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to WSW.
5. WSW reserves the right to request additional data or oral discussion or documentation in support of written offers.
6. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
7. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to WSW and be subject to disclosure under the Freedom of Information Act.
8. Bidder shall comply with all applicable federal, state, and local laws, regulations, and policies. This includes, but not limited to, Public Law 113-128(WIOA), Federal Uniform Administrative Requirements found in 2 CFR 200, both State and Federal Non-discrimination law, and all WIOA Title I.
9. All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity funded in whole or in part by this proposal on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or



- participation of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA). Additionally, bidder must take reasonable steps to ensure that individuals with limited English proficiency have meaningful access to programs.
10. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
  11. WSW encourages the use of informal resolution to address complaints or disputes related to RFP process issues. Written appeals and disputes should be addressed to Workforce Southwest Washington, 805 Broadway, Suite 412, Vancouver, Washington 98660. Any bidder who wishes to contest the award(s) of funding under this RFP must write to WSW within 30 calendar days from the date the funds are awarded. WSW will issue a decision on appeals within 30 days of receipt.
  12. Awarded contract will be subject to annual monitoring from WSW to ensure state, federal and local compliance.

### **BUDGET**

The budget shall not exceed \$200,000.00 and includes the cost to plan, develop, and implement the project as well as provide monthly reports to WSW.

If additional funding becomes available, any contract awarded may be renegotiated to provide for additional related services. Any contract(s) awarded because of this procurement is contingent upon the availability of funding.

### **PROPOSAL DUE DATE**

The bidder's proposal is due **April 30, 2021, by 5 p.m. PDT**. Proposals must be submitted electronically to **Darcy Hoffman** at [dhoffman@workforcesw.org](mailto:dhoffman@workforcesw.org). Proposals received after this time will not be accepted.

### **BIDDER QUESTIONS AND ANSWERS:**

- Questions from bidders will only be accepted via email at [info@workforcesw.org](mailto:info@workforcesw.org); bidders should use "Recruiting Partner RFP" in the subject line.
- Questions will be published "as is" from the bidder and answered publicly for all bidders to view by specific link that will be available on our website at <https://workforcesw.org/investments/investments-funding-opportunities>.
- Answers will be posted each Wednesday and Friday by 5 p.m. PDT.

### **EXPECTED TIMELINE FOR PROPOSAL REVIEW AND AWARD OF CONTRACT:**

*Note: This is an expected timeline only, subject to change without notice.*

- **April 30, 2021 at 5:00 p.m. (PDST):** Proposals due to WSW by electronic submission
- **May 14, 2021:** All proposals reviewed and scored by review committee



- **May 21, 2021:** All qualified proposers are notified of award decision
- **May 31, 2021:** Contract negotiations begin with selected provider
- **June 9, 2021:** Contract presented for approval at WSW Board Meeting
- **June 18, 2021:** Deadline for contract to be executed by WSW and selected provider
- **July 1, 2021:** Contract begins