



## REQUEST FOR PROPOSALS No. CC0256-GXSEARCH

TITLE EXECUTIVE SEARCH – SENIOR DIRECTOR OF DEVELOPMENT  
ISSUED JANUARY 24, 2024  
DUE FEBRUARY 2, 2024, BY 5:00 PM PACIFIC STANDARD TIME

### **PURPOSE**

The Washington State University (WSU) seeks proposals from executive search firms capable of assisting a search committee in the identifying and recruiting a pool of highly qualified candidates to fill a Senior Director of Development position within the WSU College of Agricultural, Human and Natural Resource Sciences (CAHNRS).

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### **COORDINATOR FOR THE REQUEST FOR PROPOSALS (RFP)**

RFP COORDINATOR	Patty Gropp, C.P.M., Associate Director, Procurement and Contract Services
CONTACT INFORMATION	<a href="mailto:gropp@wsu.edu">gropp@wsu.edu</a>

Respondents are to rely on written statements issued by the RFP Coordinator. Any other communication will be considered unofficial and non-binding by the University. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Respondent.

**ADDENDA TO THE RFP**

If it becomes necessary to revise any part of this RFP, the addenda will be published on the Washington Electronic Business Solutions (WEBS) website at <https://fortress.wa.gov/ga/webscust/>. For this purpose, the posted questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on this website. For more details on registering with the WEBS, go to: <http://des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips>.

**QUESTIONS**

The RFP schedule of events will provide a question-and-answer period. Companies interested in submitting responses may email the RFP Coordinator with RFP CC0256-GXSEARCH questions in the subject line by the established due date for questions. Questions will be answered in an RFP Addendum posted to the Washington State Electronic Business Solutions site (WEBS).

**SCHEDULE OF RFP EVENTS**

EVENT	DATE AND TIME
Request for Proposals issued	January 24 2024
Questions due to RFP Coordinator via email to <a href="mailto:gropp@wsu.edu">gropp@wsu.edu</a>	January 26, 2024, by 5:00 pm PST
Addendum with answers to questions posted.	On or before January 29, 2024, by 5:00 pm PST
Responses due via email to <a href="mailto:purchasing.sealed@wsu.edu">purchasing.sealed@wsu.edu</a>	February 2, 2024, by 5:00 pm PST
Evaluation of Responses: During this period, the evaluation team may ask the finalists clarifying questions.	February, 2024
Proposal Presentations (virtual): during this period, the finalists may be invited to present to the evaluation team.	February, 2024
Announcement of Apparent Successful Respondent	February, 2024
Contract execution	On or about February 23, 2024

Washington State University reserves the right to revise the above schedule. Evaluation of responses, interviews, or presentations, if requested, the announcement of "Apparent Successful Respondent," notifications to unsuccessful proposers, debriefings, and contract negotiations will all be subject to change and the availability of the evaluation team. The University also reserves the right to cancel or reissue the RFP in whole or in part before the execution of a contract.

**REQUIREMENTS FOR RFP RESPONSE**

- A. Format of response: The response shall be presented in a single (searchable) PDF file conforming to these standards:
  1. The limit is 35 pages, including the required WSU response forms, Attachments A and B.  
If printed, the page size shall be 8.5 x 11".
  2. File name must include WSU RFP number and Respondent's company name.  
Example: RFP CC0256-GXSEARCH from Maxwell LLC.pdf
- B. Email address of the RFP Coordinator:
  1. Email RFP responses only to the address [purchasing.sealed@wsu.edu](mailto:purchasing.sealed@wsu.edu).  
Direct all other communication with the RFP Coordinator to [gropp@wsu.edu](mailto:gropp@wsu.edu).
  2. The email subject line must include the WSU RFP number and the respondent's company name.  
Example: CC0256-GXSEARCH from Maxwell LLC
- C. Due date: The Respondent's emailed response must be received by the designated email address by 5:00 p.m. PST. The Respondent assumes the risk for a method of delivery and on-time arrival. Washington State University assumes no responsibility for delays caused by any means. Late responses may be disqualified from further consideration.



## **OVERVIEW OF WASHINGTON STATE UNIVERSITY**

Washington State University is a premiere Tier 1 research university and the state's land grant university. The university has a presence across the state and abroad, with five campus locations (Everett, Pullman, Spokane, Tri-Cities and Vancouver); the Global Campus Online; four Research and Extension Centers located throughout the state; Extension offices in every county; one Tribal Extension office; and international research locations. WSU is committed to the principles of practical education for all, scholarly inquiry that benefits society, and the sharing of expertise to positively impact the state and its communities.

WSU's educational mission is to help students become more aware, engaged, and creative. WSU strives to make its expertise available to anyone who seeks to benefit from it, regardless of where they live, where they come from, what they believe, or what their life experiences have been.

WSU's scholarly mission serves the betterment of human existence through the uncovering of new information, the discovery of how to use that information to solve problems, and the creative expression of human experience. We especially seek to address and solve the most pressing issues and challenges facing Washingtonians.

WSU's outreach mission is to serve the needs of Washingtonians by sharing its expertise and helping residents integrate that knowledge into their daily lives.

## **OVERVIEW OF WSU COLLEGE OF AGRICULTURAL, HUMAN AND NATURAL RESOURCE SCIENCES**

The College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) at Washington State University is an expansive and diverse college that includes 14 academic units, four Research and Extension Centers, Extension offices in every county, and one Tribal Extension office distributed across the state. CAHNRS fosters disciplines that serve at the interface of scientific discovery and its application to the advancement of society and improvement of the human experience. Our mission is to provide global leadership in discovering, accessing, and disseminating knowledge that contributes to producing a safe, abundant food and fiber supply; promotes the well-being of individuals, families, and communities; enhances sustainability of agricultural and economic systems; and fosters stewardship of natural resources and ecological systems. CAHNRS personnel embrace the opportunity to fulfill the university's land-grant mission by making groundbreaking research discoveries, utilizing innovative approaches to teaching and learning, and by delivering relevant, progressive Extension programs that synergistically generate outcomes that enhance the quality of life for the people of Washington State, as well as for people around the globe.

For more information, visit <http://cahnrs.wsu.edu>.

## **ABOUT THE SENIOR DIRECTOR OF DEVELOPMENT POSITION**

The Senior Development Director 3 is responsible for developing, implementing, and administering the College of Agricultural, Human, and Natural Resource Sciences development efforts to support the CAHNRS annual fundraising operation while managing a development team, comprised of major gift officers, annual giving, and administrative staff. Responsibilities include developing methods to accomplish fundraising goals, leading and directing a development team in support of philanthropic efforts, and planning and conducting programs designed to promote the public's understanding of CAHNRS activities and research with the aim of cultivating donors and raising money. These efforts may include, but are not limited to annual giving, major gift development, corporate and foundation relations, and planned gift identification and advancement.

The Senior Development Director 3 has a personal fundraising responsibility of \$2,500,000 or more. This position works collaboratively with the Washington State University Foundation development team in support of the College of Agricultural, Human, and Natural Resource Sciences and university strategic development goals.

This position is located on the WSU Pullman campus. While there may be option for hybrid work location, schedule, this position will frequently be on the WSU Pullman campus to support donor efforts and staff.

Monthly Salary: \$8,338.26 - \$12,074.20

Location: Pullman, WA, Spokane WA

**SCOPE OF SERVICES**

- a. Interview key WSU stakeholders and hiring manager to determine key candidate qualifications necessary for success in the role.
- b. Develop qualified candidate pool for presentation to search committee.
- c. Scheduling candidate interviews economically and efficiently.
- d. Schedule follow-up interviews.
- e. Communication with candidates regarding search process and results.
- f. Work with WSU for federal and state recruitment requirements.

**PERIOD OF PERFORMANCE**

The Period of Performance of any Contract awarded by the University shall begin mid-February, 2024, and extend through April 30, 2024.

**MINIMUM QUALIFICATIONS OF THE CONSULTANT**

- a. Availability for immediate engagement.
- b. Proven experience in recruiting senior development staff for a university.
- c. DEI statement explaining evidence of candidate pool reflecting commitment to diversity, equity, and inclusion.

**PREFERRED QUALIFICATIONS OF THE CONSULTANT**

- a. Experience recruiting development staff for location in remote or predominately rural area.
- b. Experience recruiting development staff for an agricultural/natural resources NGO or university.
- c. Demonstrated record of obtaining qualified women and underrepresented candidates who evolve as successful candidates appointed to the position.

**REQUIREMENTS OF RESPONSE CONTENT**

Responses shall include completed WSU forms A and B, and be presented in 7 sections, as prescribed below.

SECTION NO.	SECTION TITLE	SECTION DESCRIPTION
SECTION 1	INTRODUCTION	Cover letter of introduction conveying an understanding of the scope of services required and describing how the firm meets the minimum qualifications.
SECTION 2	EXPERIENCE	Describe a relevant consulting experience with projects like that described in this RFP.
SECTION 3	TECHNICAL PROPOSAL	Project approach List the proposed consultant team with description of key roles.
SECTION 4	COST PROPOSAL	Billing terms must not require any payment in advance for services. Progress billings are acceptable.
SECTION 5	REFERENCES	Provide a list of references, no older than 5 years of similar project type, which required services like those described in the RFP. WSU may want to reach out for potential reference checks during the appropriate stage of this RFP. Provide contact name and email address of each.
SECTION 6	STAFF QUALIFICATIONS	Identify by name key staff resources that would be assigned to this engagement. Describe the qualifications and experience of each.
SECTION 7	WSU FORMS	Attachment A Certification & Assurances and Attachment B Business Information



**EVALUATION OF PROPOSALS**

EVALUATION CRITERIA	POSSIBLE POINTS
1. Experience	35
2. Technical Proposal	15
3. Staff Qualifications	35
4. Cost Proposal	15
TOTAL POSSIBLE POINTS	100

The RFP evaluation team may invite any number of Respondents with high scoring Proposals to participate in a virtual interview or presentation.

**LIST OF ATTACHMENTS**

- Attachment A Certificate of Assurances (TO BE SUBMITTED WITH RESPONSE)  
Attachment B Business Information Sheet (TO BE SUBMITTED WITH RESPONSE)  
Attachment C Sample Contract is provided as a Word document

**GENERAL TERMS AND CONDITIONS**

In submitting a response to this RFP, the Respondent agrees to accept the terms set forth in this RFP.

**A. RESPONSIVENESS:**

All responses will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the response as non-responsive. WSU also reserves the right at its sole discretion to waive minor administrative irregularities.

**B. COSTS TO RESPOND:**

Washington State University will not be liable for any costs incurred by any Respondent in preparation of a response submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding.

**C. MOST FAVORABLE TERMS:**

Washington State University reserves the right to make an award without further discussion of the response submitted. Therefore, the response should be submitted initially on the most favorable terms which the Respondent can propose. The University reserves the right to utilize a best and final offer procedure if it is determined to be in the University's best interest, however, Respondents should respond with their most favorable pricing and terms. Washington State University also reserves the right to contact a Respondent for clarification of its response. The Apparent Successful Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Respondent's response. It is understood that the response will become a part of the official procurement file on this matter without obligation to Washington State University.

**D. REJECTION OF QUALIFICATIONS:**

University reserves the right, at its sole discretion, to reject any and all responses received without penalty, and not to award any contracts as a result of this RFP.

**E. NO OBLIGATION TO CONTRACT:**

This RFP does not obligate the state of Washington or Washington State University to contract for services specified herein.

**F. FUNDING CONTINGENCY:**

Any contract awarded as a result of this solicitation is contingent upon the availability of funding.

**G. CONTRACT TEMPLATE WITH TERMS AND CONDITIONS:**

The Apparent Successful Respondent will be expected to enter into a contract which is substantially the same as the sample contract and its general terms and conditions in the attached labeled as Attachment C. In no event is a Respondent to submit its own standard contract terms and conditions in response to this solicitation. The Respondent may submit exceptions as allowed in the Certifications and Assurances form, Attachment A to this solicitation. All exceptions to the contract terms and conditions must be submitted as an attachment to Attachment A, Certifications and Assurances form. Washington State University will review requested exceptions and accept or reject the same at its sole discretion.

**H. COMMITMENT OF FUNDS:**

The President of Washington State University or his delegates are the only individuals who may legally commit Washington State University to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

**I. ELECTRONIC PAYMENT:**

The University prefers to utilize electronic payment in its transactions. The Contractor will be provided a form to complete with the contract to authorize such payment method.

**J. INSURANCE COVERAGE:**

The successful Respondent is to furnish the Agency with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to the Agency within fifteen (15) days of the contract effective date.

**1. Liability Insurance:**

- a. Commercial General Liability Insurance: Contractor shall maintain commercial general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the "each occurrence" limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the "each occurrence" limit. CGL insurance shall be written on ISO occurrence from CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insureds (cross liability) condition.
- b. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

**2. Business Auto Policy:**

- a. As applicable, the Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of "Any Auto." Business auto coverage shall be written on ISO form CA 00 01, 1990 or later edition, or substitute liability form providing equivalent coverage.

**3. Employers Liability ("Stop Gap") Insurance:**

- a. In addition, the Contractor shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

**4. Additional Provisions for the Above Insurance Policy:**

- a. Additional Insured. The state of Washington, [agency name], its elected and appointed officials, agents and employees shall be named as an additional insured on all general liability, excess, umbrella and property insurance policies. All insurance provided in compliance with this contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the state.
- b. Cancellation. State of Washington, Washington State University, shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications. Insurers subject to 48.18 RCW (Admitted and Regulation by the Insurance Commissioner): The insurer shall give the state 45 days advance notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, the state shall be given 10 days advance notice of cancellation. Insurers subject to 48.15 RCW (Surplus lines): The state shall be given 20 days advance





- notice of cancellation. If cancellation is due to non-payment of premium, the state shall be given 10 days advance notice of cancellation.
- c. Identification. Policy must reference the state's contract number and the agency name.
  - d. Insurance Carrier Rating. All insurance and bonds should be issued by companies admitted to do business within the state of Washington and have a rating of A-, Class VII or better in the most recently published edition of Best's Reports. Any exception shall be reviewed and approved by [Agency Name] Risk Manager, or the Risk Manager for the state of Washington, before the contract is accepted or work may begin. If an insurer is not admitted, all insurance policies and procedures for issuing the insurance policies must comply with Chapter 48.15 RCW and 284-15 WAC
  - e. Excess Coverage. By requiring insurance herein, the state does not represent that coverage and limits will be adequate to protect Contractor, and such coverage and limits shall not limit Contractor's liability under the indemnities and reimbursements granted to the state in this contract.
  - f. Workers' Compensation Coverage
  - g. The Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The state will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract.
- K. CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES:**  
Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Proposers should familiarize themselves with the requirements prior to submitting a response that includes current or former state employees.
- L. MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION:**  
In accordance with chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by 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 on a subcontractor basis. However, no preference will be included in the evaluation of responses, no minimum level of MWBE participation shall be required as a condition for receiving an award and responses will not be rejected or considered non-responsive on that basis. For information on certified firms, Respondents may contact the OMWBE at 360-753-9693 or visit <https://omwbe.diversitycompliance.com/> or <https://omwbe.wa.gov/?refPageViewId=62433d9180498d0f>
- M. PROPRIETARY INFORMATION / PUBLIC DISCLOSURE:**  
Responses submitted in response to this competitive procurement shall become the property of Washington State University. All responses received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Director of Procurement and Contract Services, or his Designee, and the Contractor; thereafter, the responses shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW). Any information in the response that the Contractor desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Contractor is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire response exempt from disclosure or as Proprietary Information will not be honored. If a public records request is made for the information that the Contractor has marked as "Proprietary Information," the Washington State University will notify the Contractor of the request and of the date that the records will be released to the requester unless the Contractor obtains a court order enjoining that disclosure. If the Contractor fails to obtain the court order enjoining disclosure, Washington State University will release the requested information on the date specified. If a Contractor obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, Washington State University shall maintain the confidentiality of the Contractor's information per the court order.
- N. COMPLAINT PROCESS:**  
In compliance with RCW 39.26.170 Washington State University (WSU) has established the following Complaint and Protest Process; which shall apply to University solicitations posted to WEBS (Washington Electronic Business Solutions). The complaint process allows consultants to focus on the solicitation requirements and evaluation process and raise issues with these processes early enough to allow WSU to correct a problem before



bids are submitted and time expended on evaluations. The procurement complaint process will meet the following minimum requirements:

1. Respondents will be given an opportunity to submit a complaint to WSU based on any of the following:
  - a. The solicitation unnecessarily restricts competition;
  - b. The solicitation evaluation or scoring process is unfair or flawed; or
  - c. The solicitation requirements are inadequate or insufficient to prepare a response
2. Respondents will be allowed to submit complaints until the deadline for questions within the solicitation has expired or five (5) business days before the solicitation is due; whichever is earlier. Complaints must meet the following requirements:
  - a. Must be in writing.
  - b. Must be sent to the procurement coordinator, or designee.
  - c. Should clearly articulate the basis for the complaint.
  - d. Should include a proposed remedy.
3. The procurement coordinator will respond to complaints in writing. The response to complaints including any changes to the solicitation will be posted as an amendment on WEBS. The Director of Procurement and Contract Services will be notified of all complaints and will be provided a copy of the response.
4. The complaint may not be raised again during the protest period.
5. The complaint process does not include an appeal process.

**O. DEBRIEFING OF UNSUCCESSFUL RESPONDENTS:**

Any Respondent who has submitted a response and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three business days after the email notification to the Respondent, and not later than 4:00pm, local time, in Pullman, Washington. The debriefing will be held within three business days of the request via telephone. Debriefing conference will be limited to the following:

1. Evaluation and scoring of the Respondent's response.
2. Critique of the response based on the evaluation.
3. Review of Respondent's final score in comparison with other final scores without identifying the other firms.
4. Comparisons between responses or evaluations of the other responses will not be made.

**P. PROTEST PROCEDURE:**

In compliance with RCW 39.26.170 Washington State University (WSU) has established the following Protest Process; which shall apply to University solicitations posted to WEBS (Washington Electronic Business Solutions).

1. Protests may be made only by Respondents who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Respondent is allowed three business days to file a protest of the acquisition with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 4:00pm local time in Pullman, Washington on the third business day following the debriefing. Protests may be submitted by e-mail but must then be followed by the document with an original signature.
2. Respondents protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Respondents under this procurement.
3. All protests must be in writing, addressed to the RFP Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the RFP number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.
  - a. Only protests stipulating an issue of fact concerning the following subjects shall be considered:
    - (a) A matter of bias, discrimination or conflict of interest on the part of an evaluator;





- (b) Errors in computing the score;
    - (c) Non-compliance with procedures described in the procurement document or University policy.
  - b. Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as:
    - (a) an evaluator's professional judgment on the quality of a response,
    - (b) University's assessment of its own and/or other agencies' needs or requirements.
  - c. Upon receipt of a protest, a protest review will be held by the University. The University Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.
4. In the event a protest may affect the interest of another Respondent that also submitted a response, such Respondent will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.
5. The final determination of the protest shall:
- a. Find the protest lacking in merit and uphold the University's action; or
  - b. Find only technical or harmless errors in the University's acquisition process and determine the University to be in substantial compliance and reject the protest; or
  - c. Find merit in the protest and provide the University options which may include:
    - (a) Correct the errors and re-evaluate all responses, and/or
    - (b) Reissue the solicitation document and begin a new process, or
    - (c) Make other findings and determine other courses of action as appropriate.
6. If the University determines that the protest is without merit, the University will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.



WSU RFP No. CC0256-GXSEARCH  
Attachment A - CERTIFICATIONS AND ASSURANCES

TO BE SUBMITTED WITH RESPONSE

I/we make the following certifications and assurances on behalf of \_\_\_\_\_ (legal name of entity) as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer and will remain valid until \_\_\_\_\_, and it may be accepted by the University without further negotiation (except where obviously required by lack of certainty in key terms) at any time prior to \_\_\_\_\_.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
5. I/we understand that the University will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the University, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant the University the right to contact references and other, who may have pertinent information regarding the ability of the Respondent and the lead staff person to perform the services contemplated by this RFP.
10. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.
11. **Washington Wage Law Certification:** Prior to awarding a contract, institutions of higher education in the state of Washington are required to determine that a bidder is a "responsible bidder." See RCW 39.26.160(2) & (4). Pursuant to legislative enactment in 2017, the responsible bidder criteria include a contractor certification that the contractor has not willfully violated Washington's wage laws. I/we hereby certify, under penalty of perjury under the laws of the State of Washington, that I/we are not currently debarred from doing business with the State of Washington. **INITIAL ONE:**

\_\_\_\_\_ **NO WAGE VIOLATIONS.** I/We have NOT been determined by a final and binding citation and notice of assessment issued by the Washington 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 RCW chapters 49.46, 48.48, or 49.52 within three (3) years prior to the date of signing this Certifications & Assurances form below.

**OR**

\_\_\_\_\_ **VIOLATIONS OF WAGE LAWS.** I/We have been determined by a final and binding citation and notice of assessment issued by the Washington 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, a provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced procurement solicitation date.

**12. Terms and conditions of Washington State University. INITIAL ONE:**

\_\_\_\_\_ NO EXCEPTIONS ARE TAKEN TO THE TERMS OF THE MODEL CONTRACT

\_\_\_\_\_ EXCEPTIONS OUTLINED ON THE ATTACHED PAGE ARE TAKEN TO THE TERMS OF THE MODEL CONTRACT.

**ON BEHALF OF THE RESPONDENT SUBMITTING THIS PROPOSAL, MY NAME BELOW ATTESTS TO THE ACCURACY OF THE ABOVE STATEMENTS.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
DATE

WSU RFP No. CC0256-GXSEARCH  
Attachment B - BUSINESS INFORMATION

TO BE SUBMITTED WITH RESPONSE

CONSULTANT (LEGAL NAME OF ENTITY)	
ADDRESS FOR THE PRINCIPAL PLACE OF BUSINESS	
CITY, STATE, ZIP:	
TELEPHONE	

STRUCTURE (CORPORATION, PARTNERSHIP, SOLE PROPRIETORSHIP, ETC.)	
YEAR ESTABLISHED	

FEDERAL EMPLOYER ID	
WASHINGTON UBI (REVENUE REGISTRATION NUMBER)	

NAME, TITLE AND CONTACT INFORMATION FOR INDIVIDUAL AUTHORIZED TO SIGN CONTRACT, IF AWARDED

NAME AND TITLE	
ADDRESS:	
CITY, STATE, ZIP	
PHONE:	
FAX:	
E-MAIL	

OTHER REQUESTED BUSINESS INFORMATION

REQUESTED INFORMATION	RESPONSE
<p>WEBS REGISTRATION (Washington Electronic Business Solution)</p> <p>Vendor registration and bid notification system. <a href="https://pr-webs-vendor.des.wa.gov/">https://pr-webs-vendor.des.wa.gov/</a></p>	<p>__ YES __ NO</p>
<p>Washington Small Business</p>	<p>__ YES __ NO</p> <p><b>STATE OF WASHINGTON SMALL BUSINESS CLASSIFICATION - Vendor meets the definition of a “small business” as defined by RCW 39.26.010</b></p> <p>Small business" means an <b>in-state business</b>, including a sole proprietorship, corporation, partnership, or other legal entity Is owned and operated independently from all other businesses and has either (check which applies)</p> <p>_____ Fifty or fewer employees; or</p> <p>_____ A gross revenue of less than seven million dollars annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years</p>
<p>Washington Certification by the Office of Minority and Women-owned Business Enterprises</p>	<p>Submit <a href="#">WSU Bid Attachment M</a> with response if certified.</p>
<p>Willing to provide other public institutions of higher education executive coaching services under an interlocal agreement?</p>	<p>Submit <a href="#">WSU Bid Attachment W</a> with response if willing.</p>

# WSU RFP No. CC0256-GXSEARCH

## Attachment C - MODEL CONTRACT

Attachment C is provided as a Word document posted on WEBS for registered vendors, and  
at <https://purchasing.wsu.edu/public-notices/>