



REQUEST FOR PROPOSAL

Executive and Professional Recruiting Services

Proposal Due Date: April 16, 2025

Send Proposal to:

rfp@wstip.org

About the Washington State Transit Insurance Pool

The Washington State Transit Insurance Pool (WSTIP) is a public risk pool serving 25 transit agency Members in Washington State. Our largest member is Pierce Transit (Lakewood, WA). Our smallest member is Columbia County Public Transportation (Dayton, WA). WSTIP provides claims management, loss prevention, training, and other services to its Members. See Appendix A for an Organizational Overview of WSTIP. See the WSTIP website for more information regarding WSTIP (www.wstip.org).

WSTIP's vision is to be a transformative and collaborate leader in transit safety and risk management. Our destination: Zero losses! WSTIP's mission is to promote risk reduction with our partners. WSTIP has a Strategic Plan. Our first strategic priority is to reduce the frequency and severity of losses while continually monitoring for emerging risks and threats. Further, the plan calls for the reduction of vehicle/pedestrian and vehicle/bicyclist strikes to zero annually.

Desired Services

WSTIP is soliciting proposals from qualified and experienced professional search firms to provide recruitment services in order to expedite the hiring process for executive and professional level full-time position vacancies. The intent of this Request for Proposal is to partner with a recruiting firm to provide high quality service and deliver highly qualified candidates for WSTIP. The first recruitment project for the firm selected will be to immediately assist with recruitment of a new Executive Director.

Contract Deliverables and Assumptions

Desired recruitment services include but are not limited to:

- Meet with the appropriate stakeholders to obtain information regarding expectations, challenges, requirements, and responsibilities of the position.
- Develop a position profile and advertising plan based on previous successes with similar clients and positions.
- Spearhead a direct networking campaign to attract top talent, executing the advertising plan. This may include national, regional, in-state and local elements as determined during meetings with the WSTIP employees and Board members.
- Contact known potential candidates to encourage application.
- Outreach to others in similar classifications for either application or referral of potential applicants.
- Accept all applications.
- Review and rate applicants.



- Screen applicants, including face to face or video conference with viable candidates. Screening to include background, criminal and credit checks, references, and media checks to ensure finalists have backgrounds of the highest integrity.
- Deliver a list of the top candidates to be interviewed for each recruitment.
- Develop potential interview questions in coordination with WSTIP.
- Coordinate and schedule candidate interviews with WSTIP personnel to include travel arrangements and accommodation.
- Depending on recruited position, provide recommendations for community stakeholder involvement to elicit diversity in process (i.e. interview panel participants and public forums).
- Manage recruitment through the process.
- Assist in contract negotiation including making recommendations regarding the terms of employment.
- With respect to the Executive Director recruitment, work with a recruitment advisory committee as described in the attached Executive Director Advisory Search Committee Charter (Appendix B)

Procurement Schedule

Dates preceded by an asterisk (*) are estimated dates. Estimated dates are for information only.

Activity	Date – 2025
Procurement Request Released	April 4, 2025
Clarification Deadline	April 11, 2025
Submissions Due	April 16, 2025
*Notice of Intent to Award	April 30, 2025
*Estimated Award Date	May 1, 2025
Contract Start Date	May 2, 2025

Questions pertaining to the RFP must be emailed to rfp@wstip.org. Answers will be posted on the WSTIP website. WSTIP does not guarantee a response to questions submitted after the clarification deadline has passed. Submissions are not reviewed or considered after they are due. WSTIP reserves the right to award a contract(s) without a Best and Final Offer. The issuance of a Notice of Intent to Award is not a substitute for a contract and can be revoked.

WSTIP reserves the right to modify the Procurement Schedule through written addenda.

WSTIP **may** invite the top one (1) to three (3) firms (competitive range) for a semifinal interview/presentation. WSTIP provides requirements of the interview when the interview is scheduled. WSTIP will not be responsible for any costs for interviews including but not limited to travel, expenses, preparations, or materials.

Minimum Qualifications

At the time of proposal, Consultants must meet the following **minimum qualifications**. Consultants will not substitute the experience of a sub for their own.

- Have required local government business license(s) and endorsements.



- Not be suspended or debarred with SAM.gov.
- Not be disqualified from bidding under RCW 39.06.010.
- Demonstrate there are no outstanding and/or repetitive violations with Labor and Industries, Department of Revenue, or Employment Security.
- Possess all permits, registrations, and licenses as required by city, state, and Federal ordinances, rules, laws, and regulations. When requested by WSTIP, Consultant shall provide documents confirming that he/she/it has obtained any local business registrations or permits that may be required.
- Is skilled and regularly engaged in the general class or type of work called for under the contract.
- Has a minimum five years of experience performing satisfactorily on other contracts of a similar nature, magnitude and comparable difficulty, and at comparable rates, in particular recruitment of Executive and Professional positions at local government agencies.
- Demonstrate the ability to maintain adequate files and records to meet reporting requirements.

Required Proposal Format

- **A biography of the business** to include number of full and part-time employees, services it provides, and if the business is veteran-owned or is recognized by the State of Washington as a minority or women-owned business.
- Biographies of primary employees that would be assigned to the contract including **a primary point of contact for contract work**.
- **An outline of how work would be performed** addressing the desired work stated in this RFP.
- **Consultant's experience in delivery of the services requested** to include a relevant example of similar work performed by your company and/or team as evidenced by a written report. (Please redact any confidential information.) A minimum of five years of experience of performing satisfactorily on other contracts of a similar nature, magnitude and comparable difficulty, and at comparable rates.
- **Consultant's availability to perform the work**.
- **Cost** which would be hourly rates of individual employees that would be assigned to the project. Travel costs for consultants will be included in fee proposal.
- **Three professional references** (companies where you have or are performing similar services) to include contact name, company name, phone and/or email address.
- **Proof of general, auto liability, and professional liability insurance**. WSTIP will ask to be named as an additional insured on the general liability and auto liability policies. (Template contract is attached as Appendix B.)



Proposal Evaluation

An initial review of proposals will be conducted by the Executive Director against the following criteria. Proposals that do not receive 3 “Pass” scores will not be reviewed further.

Factor	Score
Conformity with Minimum Proposer Qualifications	Pass/Fail
Complete Package Submission	Pass/Fail
All Exhibits Completed	Pass/Fail

The evaluation team will review Proposals receiving 3 “Pass” scores against the following Initial Evaluation Factor(s), which are listed in the order of importance.

Factor	Points
Proposer Experience in Recruiting Service	0-4
Proposer Capability	0-4
Experience with Risk Pools	0-2
Experience with Government	0-2
Cost	0-2

Committee members will assign a score of 1 – 4 for each factor and it will calculate total points as follows:

- 0 – Proposal did not meet factor requirements = 0%
- 1 – Proposal met less than ½ of factor requirements = 25%
- 2 – Proposal met at least ¾ of factor requirements = 50%
- 3 – Proposal met all of the factor requirements = 75%
- 4 – Proposal exceeded factor requirements = 100%

Rankings are in whole numbers only or rounded down. (e.g. 4.5 will round to 4). Rankings will then be averaged based on how many members of the Evaluation Committee are scoring. The top two proposals (Competitive Range) may be invited for interviews. However, WSTIP reserves the right to select a single proposal for interview at its sole discretion.

A member of the evaluation team and/or the Executive Director will check references and share them with the evaluation team. Proposers may be asked for a Best and Final Offer (BAFO) post-interview. However, WSTIP reserves the right to award a contract without a BAFO.

Nothing in this request for proposal obligates WSTIP to award a contract to the lowest cost Proposer, or any Proposer.



Contract Terms

WSTIP will enter into a two-year agreement with optional extensions that will allow for periodic negotiated rate adjustments, provided a consultant is chosen.

Travel Expenses

WSTIP assumes travel expenses related to project work will be reimbursed on an incurred basis utilizing the GSA.gov travel reimbursement as a schedule of allowable expenses.

Equal Opportunity

Qualified underrepresented businesses under RCW 39.19.010 et. seq. are encouraged to submit a proposal.

Proposals Subject to Public Records Requests

All proposals received shall remain confidential until the apparently successful Consultant, if any, is announced. Thereafter, the proposals shall be deemed public records as defined in RCW 42.56, the Public Records Act.

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 (Public Records Act) must be clearly designated. The page must be identified and the particular exception from disclosure upon which the Consultant is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" or "Proprietary" printed on the lower right-hand corner of the page.

WSTIP will consider a Consultant's request for exemption from disclosure; however, we will decide predicated upon Chapter 42.56 RCW. Marking the entire proposal exempt from disclosure will not be honored. The Consultant must be reasonable in designating information as confidential or proprietary. If any information is marked as confidential or proprietary in the proposal, such information will not be made available until the affected Consultant has been given an opportunity to seek a court injunction against the requested disclosure.

Questions:

Tracey Christianson, Executive Director

tracey@wstip.org

360-786-1628



Appendix A

Organizational Overview of WSTIP

The Washington State Transit Insurance Pool is one of many pools currently operating in the State of Washington. WSTIP was established in 1989. The Pool employs a staff of 13 full-time employees. WSTIP is regulated by the Washington State Risk Manager and audited annually by the Washington State Auditor. The WSTIP building is in west Olympia at 2629 12th Court SW.

The physical mailing address is:

PO Box 11219
Olympia, WA 98508

To submit invoices for payment of services, invoices can be mailed to the address above or emailed to:

pay.me@wstip.org

Here is a list of WSTIP members:

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| 1. Asotin County Public Transportation Benefit Area; | 13. Island County Public Transportation Benefit Area, d/b/a Island Transit; |
| 2. Ben Franklin Transit; | 14. Jefferson Transit Authority; |
| 3. City of Ellensburg, d/b/a Central Transit | 15. Kitsap County Public Transportation Benefit Area, d/b/a Kitsap Transit; |
| 4. Clark County Public Transportation Benefit Area d/b/a C-Tran; | 16. Mason Transit Authority; |
| 5. Chelan/Douglas Transportation Benefit Area Authority, d/b/a Link Transit; | 17. Pacific County Public Transportation Benefit Area, d/b/a Pacific Transit System; |
| 6. Clallam Transit System; | 18. Pierce Transit; |
| 7. Columbia County Public Transportation; | 19. City of Pullman, d/b/a Pullman Transit; |
| 8. Cowlitz Transit Authority, d/b/a River Cities Transit; | 20. Skagit Transit; |
| 9. City of Everett, d/b/a Everett Transit; | 21. Snohomish County Public Transportation Benefit Area, d/b/a Community Transit; |
| 10. Grant Transit Authority; | 22. Spokane Transit; |
| 11. Grays Harbor Transit; | 23. Valley Transit; |
| 12. Intercity Transit; | 24. Whatcom Transportation Authority; and |
| | 25. Yakima Transit. |



Appendix B – Executive Director Search Advisory Committee Charter
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Purpose: At their March 2025 quarterly Board meeting, the Board instructed the Executive Committee (EC) to create a committee for the purpose of assisting with a recruitment and search for a new Executive Director. The Executive Director Search Advisory Committee (EDSAC) is hereby established by the Executive Committee to:

- Work with a recruiting firm selected by the Executive Committee to recommend a Scope of Work and budget for the firm selected, and a recruitment plan to include strategies, milestones, deadlines, stakeholder input, recruitment materials, interview questions, review of application materials, evaluation criteria, and selection of finalists, while maintaining confidentiality to the extent practical and beneficial to WSTIP and the applicants.
- Provide WSTIP input and guidance to the recruiting firm when questions or concerns are raised by the firm in the course of the recruitment process, and it is not beneficial to WSTIP to wait until the next EC or Board meeting.
- Provide input to the Board and the EC as requested or as the EDSAC determines would be helpful.
- Other related tasks that naturally flow from this Charter or as assigned by the EC or Board.

Boundaries:

- The EDSAC is an ad hoc committee, established for the specific purpose of conducting this Executive Director search. The committee's work will conclude upon the successful hiring and onboarding of the new Executive Director, unless otherwise determined by the Board.
- The Board retains ultimate responsibility for the hiring of the Executive Director, unless this responsibility is specifically delegated to the EDSAC. However, consistent with WSTIP's governing policies, the EC will make recommendations to the Board within the EC's areas of responsibility.
- The EDSAC will adhere to all applicable laws, regulations, and organizational policies, including those related to equal opportunity employment and confidentiality.
- The Pool's General Counsel shall advise the EDSAC on these matters and attend EDSAC meetings.
- The EDSAC's authority is limited to the activities outlined in this Charter and is advisory to the Executive Committee and Board, though it is anticipated the EDSAC will primarily advise the EC.

Operating Principles:

- **Committee Makeup:** The EDSAC shall be comprised of members appointed by the Executive Committee. The committee will consist of not more than seven members. No more than four current EC members may be appointed. The Executive Committee shall strive to appoint a committee reflecting the diversity of the organization's perspectives. No WSTIP member may have more than one representative on the EDSAC.
- **Chair:** The current WSTIP President will serve as Chair and will select a Vice Chair to act on the Chair's behalf when the Chair is not available.



- **Meeting Attendance:** Committee members are expected to attend all meetings.
- **Meeting Frequency:** The committee shall meet at least as often as necessary to complete the work. Meetings may be virtual at the discretion of the Chair.
- **Meeting Logistics:** The time and place of meetings shall be determined by the Chair.
- **Consensus Decision-Making:** The Committee shall seek to decide all matters before it by consensus. Lacking a consensus, decisions shall be made by a majority vote of all members of the EDSAC, present or not. Any decisions made by the EDSAC are not binding on the EC or Board and are advisory in nature.
- **Support Staff:** The Pool's Staff shall provide support to the committee. The Pool's General Counsel shall serve as an advisor to the committee. The Chair may exclude from EDSAC discussions, or EDSAC materials any staff that is a likely candidate for the Executive Director position.
- **Chair Responsibilities:** The chair shall be responsible for producing an agenda for each meeting, reporting progress to the EC at the EC's meetings, providing updates to the Board as needed, and completing the EDSAC's assigned tasks.
- **Compliance with Laws:** The committee will ensure that all aspects of the search process comply with applicable federal, state, and local laws and regulations.
- **Confidentiality:** Committee members will maintain the highest degree of confidentiality regarding all candidate information and committee deliberations.
- **Impartiality and Objectivity:** Committee members will make all decisions, and evaluate all candidates, fairly and objectively, based on the established criteria and the organization's needs.
- **Thoroughness:** The committee will ensure the recruiting firm conducts a comprehensive search, ensuring that all qualified candidates are given full consideration.
- **Transparency (with appropriate confidentiality):** The committee will keep the Board informed of the search progress while safeguarding the confidentiality of candidate information.
- **Collaboration:** The committee will work collaboratively with the Board, staff, and any external search partners to ensure a successful search.

Approved by the Executive Committee on ??.