

Spokane Regional Health District
1101 W. College Ave
Spokane, WA 99201

Addendum No. 1 to All Offerors

Reference – Request for Proposal: RFP2021-150-160-02
Commodity: Recruitment Firm for Health Officer
Date: April 20, 2021
Proposal Due: May 7, 2021

This Addendum 1 to the RFP addresses changes and questions received. The Proposer shall indicate receipt of this Addendum and any previously issued Addenda by signing the form(s) for inclusion with the proposal responses.

- 1. How many people does the health officer oversee directly?**
Currently, the Health Officer position does not have any direct supervision over employees.
- 2. How many are under this role in total?**
Currently, the Health Officer position does not have any direct supervision over employees.
- 3. Has the Spokane Regional Health District previously retained a search firm?**
We have retained a recruitment firm for the following positions: Administrative Officer and Deputy Administrative Officer.
- 4. Do you have a current vendor for recruiting services?**
We have used a recruitment firm in the past, however for the Health Officer recruitment, we are required to do an RFP as required by our Procurement Policy.
- 5. When was the position first posted through SRHD?**
We initially posted the Health Officer RFP in December 2020, however due to legislative bills that were presented to the Governor of Washington, we had to retract our first posting. We have our second posting for the RFP as of April 2, 2021.
- 6. Why is this role vacant? How long has the role been vacant?**
Our Health Officer was terminated as of November 5, 2020. We currently have an Interim Health Officer supporting this role in our agency.
- 7. What is the base salary for this position?**
The annual salary for this position ranges from \$159,000 - \$247,000 commensurate with experience.
- 8. Will out of state search firms be considered?**
We will consider all firms that submit an RFP for this position.

9. In the RFP you request a break down of fees by task categories including an hourly rate. Will you consider firms that se a fixed rate containment model (a percentage of the first-year base salary with an upfront retainer and the balance of the fee due upon successful placement) rather than an hourly rate and fees?

Yes

10. Will SRHD recognize other Minority and Women Owned Business Certifications other than those certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE)?

Yes