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|  | <b>REQUEST FOR PROPOSAL:</b><br><b>Recruitment Firm for Administrative Officer Search</b> | <b>NUMBER:</b><br><b>2025-150-160-0001</b>        |
|  | <b>RFP COORDINATOR:</b><br><b>Carey Weiler: cweiler@srhd.org</b>                          | <b>SUBMITTAL DATE:</b><br><b>November 5, 2025</b> |
|  | <b>DIVISION: Administration</b>   |   |

## **INTRODUCTION:**

Spokane Regional Health District (SRHD) is one of 35 local public health agencies serving Washington state's 39 counties. The agency was originally established as the Spokane County Health District (SRHD) in January 1970, when the City of Spokane and Spokane County merged their health departments. In 1994, the official name was changed to Spokane Regional Health District to reflect the increased scope of public health services and geographic coverage. The SRHD has approximately 280 employees and serves a population of more than 555,947 in Spokane County.

## **DESCRIPTION OF PROJECT:**


The Spokane Regional Health District (SRHD) is soliciting proposals for an executive search firm to assist with the recruitment of an Administrative Officer. The successful firm will be awarded a contract in accordance with SRHD's established procedures.

## **SCOPE OF WORK**

SRHD is seeking proposals from experienced executive search firms to assist in all aspects of the recruitment process for the next Spokane County Administrative Officer. Preferred firms will demonstrate familiarity with qualifications required of local government executives, public health administrative officers, as well as other public administrative officers and will propose a plan for scheduling and conducting a national search. The selected firm will work closely with the SRHD Board of Health in coordinating all aspects of the search.

Services to be provided by the successful applicant include, but are not limited to:

1. Facilitation of an initial session with the SRHD Board of Health (BOH) members and BOH SRHD designated staff to establish consensus on the hiring criteria and profile.
2. Creation of a recruitment schedule, development of recruitment materials, and timeline of screening and applicant interviews.
3. Meet with identified stakeholders to understand needed qualifications and desired attributes for position. For purposes of calculating a fee proposal, firms should assume a minimum of three (3) meetings may be required by this task.
4. Creation of a detailed position profile.
5. Creation of a robust advertisement campaign (print, web, social media, targeted calls, etc.) for the SRHD Administrative Officer position
6. Identification of specific strategies to encourage applicants from diverse backgrounds to apply.
7. Delivery of regular updates and reports on potential candidates.
8. Conduct a professional, confidential, and thorough search of qualified Administrative Officer candidates with relevant education and experience. Review resumes for background and qualifications followed by interviews to clarify each applicant's experience and credentials and prepare a written summary of preliminary candidates for the position, outlining relative qualifications of each.
9. Consistently assess all candidates which may include any or all the following:
  - a. Resume screening
  - b. Objective screening tool
  - c. Telephone assessment
  - d. In-person or video-conference interviewing
10. Conduct applicant screening including:
  - a. Thorough and exhaustive legal background inquiries.
  - b. Collection and analyzing references from current and prior employers, which include input from any governing boards where applicable.
11. Analysis and presentation to the SRHD BOH and designated SRHD staff a review of top candidates (minimum

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number of candidates will be determined by the SRHD BOH or SRHD designated staff).

12. Design with the SRHD BOH and designated SRHD staff the interview process for top candidates and facilitation of the semi and final interview processes.
13. Facilitation of the offer and negotiation process with selected candidate.
14. Maintenance of all correspondence and record-keeping throughout the process. Notification to all applicants of final decision.
15. Reinitiate additional search and screening activities, at no/reduced fee to the SRHD, if the first search effort is unsuccessful or successful candidates leave (via resignation or termination with or without cause) the employment of the SRHD within one (1) year of placement.

### **RFP COORDINATOR**

All communications, including any requests for clarification, concerning this RFP should be addressed in writing to the following: Carey Weiler, Contracts Specialist, via email at [cweiler@srhd.org](mailto:cweiler@srhd.org). **Questions via telephone will not be accepted.** All questions to this RFP must be received by **October 17, 2025** by 5:00 p.m. Pacific Standard Time. Questions received after this date may not be answered. All submitted questions will be addressed via addendum to the RFP on the SRHD website by **October 21, 2025**.

### **ELECTRONIC SUBMISSION VIA EMAIL**

Final proposals shall be emailed with the subject heading "RFP Recruitment Firm for Administrative Officer Search" to [cweiler@srhd.org](mailto:cweiler@srhd.org)

**The deadline for this RFP is November 5, 2025, by 5:00 p.m. (PST). Earlier responses are welcome.**

Below is the schedule for the RFP process (which is subject to change):

| Date                 | Description   |
|----------------------|---|
| October 2, 2025      | Issue date of RFP and posting to SRHD website         |
| October 17, 2025     | Questions Due   |
| October 21, 2025     | Addendum posted on website for all questions          |
| November 5, 2025     | Proposal submission deadline                          |
| November 10-14, 2025 | Review by selection committee                         |
| November 20, 2025    | Board of Health Budget and Finance Committee approval |
| December 4, 2025     | Board of Health Contract Award Approval               |
| December 4, 2025     | SRHD Contract Award                                   |


### **PROPOSAL SUBMISSION REQUIREMENTS:**

#### **A. COVER LETTER – Maximum one page**

The cover letter is the applicant's official letter transmitting the complete proposal to SRHD. The cover letter must include:

1. The full name and address of the applicant's firm(s).
2. The state of incorporation or it which it is licensed to operate; and
3. The form of business, and the name and contact information for your firm.

The cover letter should identify who will be the lead consultant responsible for all aspects of the recruitment and be signed by an individual who is authorized to commit the applicant to the obligations contained in the proposal.

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- B. The answering of the following questions may not exceed five (5) pages. The five (5) page response will not include any of the required addendum items. Any response which exceeds the requirements may be marked as nonresponsive and eliminated from the evaluation process.

### 1. **EXPERIENCE**

Please provide a brief history of your firm and provide details such as number of clients served (including number of local government clients) number of staff, services typically offered, resumes, and respective roles of the individuals expected to provide consulting services.

### 2. **NARRATIVE & RECRUITMENT APPROACH**

Provide a detailed description of your firm's approach to the scope of service and schedule. Include examples of successful community outreach processes you have incorporated into recruitments, noting approaches to keep both the community and prospective candidates well informed as to the methodology and progress of the recruitment.

The narrative should also include:

1. Provision of samples of recruitment materials used in past searches (any materials provided will not be included in the five (5) page response limit) and
2. A proposed timetable for this search.

### 3. **REFERENCES**

Please provide five (5) references of chairs of past search committees of comparable communities, conducted within the last 3 years, with full contact information for each client. Please provide the scope of work performed and size of the client's organization.

### 4. **FINANCIAL RESPONSIBILITY & FEE CALCULATION**


Submit a statement regarding your firm's solvency and ability to conduct business in a professional manner throughout the life of the contract. Please provide a statement that your firm is not debarred, suspended or ineligible to enter into a contract with a public agency.

Provide a total, not-to-exceed proposed consulting fee, broken down by task categories (e.g. leadership profile, development; preliminary screening; final screening and interviews, etc.) Travel costs and expenses for the firm should itemized separately. Air travel and hotel expenses for candidates will be paid by the SRHD directly. Include an hourly rate for services performed beyond those originally contemplated by the agreement. Fee proposals should set forth in an addendum not included in the five (5) page limit.

### **EVALUATION CRITERIA:**

A panel of SRHD staff members will review the submitted qualifications based on the evaluation factors listed below:

- a. **Experience** .....**Points: 25**  
The firm's experience in recruiting an Administrative Officer or other similar chief executive positions.

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**b. Narrative and Recruitment Approach..... Points: 25**

The proposal demonstrated a successful approach in providing the scope of services. The proposal provided examples of successful community outreach and how the outreach was incorporated into recruitment. Recruitment materials and proposed timeline for the search were provided. Recruitment approach and proposal met SRHD's expectations.

**c. References.....Points: 25**

Contact information was provided for five (5) references of chairs of past search committees of comparable communities, conducted within the last 3 years. Also included were scopes of work performed and size of the client's organization.

**d. Financial Responsibility & Fee Calculation.....Points 25**

A solvency statement was filed. The firm is not debarred or suspended. The consulting fee proposal is broken down and is reasonable for the work to be performed.

**PROPRIETARY INFORMATION/PUBLIC DISCLOSURE:**

Materials submitted in response to this competitive procurement shall become the property of SRHD.

All received proposals shall remain confidential until the contract is awarded, accepted, signed, and posted to the SRHD.org website. Thereafter, the proposals shall be deemed public record as defined in RCW 42.56, "Public Records."

Any information in the proposal that the applicant desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire proposal exempt from disclosure will not be honored.

SRHD will consider an applicant's request for exemption from disclosure; however, SRHD will decide predicated upon state law and regulations. If any information is marked as proprietary in the proposal, it will not be made available until the affected applicant has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for information should be directed to the RFP coordinator.

**REVISIONS TO THE RFP:**

In the event it becomes necessary to revise any part of this RFP, addendum or addenda will be provided to all who receive the RFP. For this purpose, questions received, and the associated answers shall be provided as an addendum to the RFP.


SRHD also reserves the right to cancel or to reissue the RFP in whole or in part, prior to the final award of a contract.

**MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION:**

SRHD encourages participation in all its contracts by contractors certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Applicants may contact OMWBE at 360.664.9750 to obtain information on certified contractors.

**ACCEPTANCE PERIOD:**

Proposals shall remain in effect for forty-five (45) days for acceptance by SRHD from the due date for receipt of proposals.

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### **RESPONSIVENESS:**

The applicant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. SRHD also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

### **COST TO PROPOSE:**

SRHD will not be liable for any costs incurred by the firm in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to the responding to this RFP.

### **REJECTION OF PROPOSALS:**

SRHD reserves the right at its sole discretion to reject any and all proposals received without penalty and to not issue a contract as a result of this RFP.

### **AWARD OF CONTRACT:**

This RFP does not obligate SRHD to award a contract or to contract for services specified herein.

All contracts that are over \$50,000 must be presented to the Board of Health for approval prior to awarding a contract. The Board of Health has the authority to reject and/or approve all contracts for the Spokane Regional Health District.

### **NOTIFICATION TO APPLICANTS:**

After an award recommendation has been determined, both successful and unsuccessful firms will be notified via email.

### **DEBRIEFING OF UNSUCCESSFUL APPLICANTS:**

Upon request, a debriefing conference will be scheduled with an unsuccessful Applicant. Discussion will be limited to a critique of the requesting applicant's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed

### **CONTRACT TERMS:**

#### **Business Registration Requirement**

Spokane Regional Health District will not award an agreement with any business that does not have a valid Washington State business license. The Applicant shall be responsible for contacting the State of Washington Business License Services at <https://dor.wa.gov/manage-business/run-business/get-or-renew-your-business-license> or 1-800-451-7985 to obtain a business registration.

#### **Anti-Kickback**


No officer or employee of the Spokane Regional Health District having the power or duty to perform an official act or action related to this contract shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

#### **Disputes**

This contract shall be performed under the laws of Washington State. Any litigation to enforce this contract or any of its provisions shall be brought in Spokane County, Washington.

#### **Non-Discrimination**

In the performance of this proposal, the applicant shall comply with the provisions of Title VII of the Civil Rights act of

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1964 (42 USC 20000e), Section 504 of the Rehabilitation Act of 1973 (29 USC 794f), Chapter 49.60 RCW, the Age Discrimination in Employment Act, and the Americans with Disabilities Act (P.L. 101-336), as now or hereafter amended.

Non-discrimination requirements include, but are not limited to:

1. **Non-Discrimination in Employment:** The applicant shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, sexual orientation, creed, marital status, age, Vietnam era or disabled veterans' status, or the presence of any sensory, mental, or physical disability. The applicant shall take affirmative steps to ensure that employees are not discriminated against during employment. Such steps shall include, but are not limited to employment, upgrading, demotion, or transfer; recruitment or selection for training including apprenticeships and volunteers.
2. **Non-Discrimination in Client Services:** The applicant shall not deny any individual any services to other benefits provided under this Agreement, on the grounds of race, color, sex, religion, national origin, sexual orientation, creed, marital status, age, Vietnam era or disabled veterans' status, or the presence of any sensory, mental or physical disability.

#### Liability


The applicant shall indemnify, defend, and hold harmless SRHD, its officers and employees from all claims, demands, or suits in law or equity arising from the applicant's negligence or breach or its obligations under the contract. The applicant's duty to indemnify shall not apply to liability caused by the sole negligence of SRHD, its officers and employees. The applicant's duty to indemnify for liability arising from the concurrent negligence of SRHD, its officers and employees and the applicant, its officers and employees shall apply only to the extent of the negligence of the applicant, its officers and employees. The applicant's duty to indemnify shall survive termination or expiration of the contract. The applicant waives, with respect to SRHD only, its immunity under RCW Title 51, Industrial Insurance.

#### Insurance Coverage

During the term of the contract, the applicant shall maintain in force at its own expense, each insurance coverage noted below:

1. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000.
2. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,500,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that SRHD, its officers and employees are additional insureds but only with respect to the Firm's services to be provided under this contract; and
3. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.
4. Professional Liability Insurance with a combined single limit of not less than \$1,000,000 each claim, incident, or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for at least three (3) years after the contract is completed.

NOTE: There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without forty-five (45) days written notice from the applicant or its insurer(s) to SRHD.

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As evidence of the insurance coverages required by this contract, the applicant shall furnish acceptable insurance certificates to SRHD at the time it returns the signed contract. The certificate shall specify all parties who are additional insured, and include applicable policy endorsements, and the deductible or retention level, as well as policy limits.