



**REQUEST for PROPOSAL #922**  
**PROFESSIONAL, TECHNICAL AND EXPERT SERVICES**

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Clark County Washington

RELEASE DATE: WEDNESDAY, APRIL 30, 2025  
DUE DATE: WEDNESDAY JUNE 4, 2025 by 11:00 am

Request for Proposal for:

**JOB DESCRIPTION LIBRARY DEVELOPMENT**

**SUBMIT:**

One (1) Original  
Three (3) Complete Copies

of the Proposal to:

<b><u>Shipping Method of your Choice or Hand Delivery</u></b>	<b><u>United States Postal Service</u></b>
Clark County ATTN: Office of Purchasing 1300 Franklin Street, 6 <sup>th</sup> Floor, Suite 650 Vancouver WA 98660 564-397-2323	Clark County ATTN: Office of Purchasing PO Box 5000 Vancouver WA 98666-5000 564-397-2323

**Office Hours:** 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.  
**No electronic submissions.**

***\*\*Proposals must be delivered to the Purchasing office – No Exceptions***

***\*\*Proposals must be date and time stamped by Purchasing staff by 11:00 am on due date – No Exceptions***

***\*\*Proposal shall be sealed and clearly marked on the package cover with RFP #, Title & Company Name***

**Refer Questions to Project Manager:**

Monique Hunter  
Human Resource Manager / Human Resource  
[Monique.Hunter@clark.wa.gov](mailto:Monique.Hunter@clark.wa.gov)  
360-903-8007

**ADMINISTRATIVE REQUIREMENTS** - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

**AUTHORSHIP** - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

**CANCELLATION OF AWARD** - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

**CONFIDENTIALITY** - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

**CONFLICT OF INTEREST** - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

**CONSORTIUM OF AGENCIES** - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

**COST OF PROPOSAL & AWARD** - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

**DISPUTES** - Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

**DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS** - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

**MUNICIPAL RESEARCH and SERVICE CENTER** - Clark County (WA) contracts with the Municipal Research and Service Center (MRSC) to maintain our Consultant, Small Works and Vendor rosters. To be eligible to participate in this Clark County public solicitation and the resulting contract, your business must be registered with the MRSC Rosters. Failure to register may result in your proposal being marked nonresponsive. Be sure to select Clark County in your application. If you have questions about the registration process, contact the MRSC Rosters at 206-436-3798 or <https://mrscrosters.org/businesses/business-membership/>

**INDEPENDENT PRICE DETERMINATION** - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at

independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

**INTERLOCAL AGREEMENT** - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

**LIMITATION** - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

**LATE PROPOSALS** - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

**ORAL PRESENTATIONS** - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

**OTHER AUDIT/MONITORING REQUIREMENTS** - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

**PRICE WARRANT** - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

**PROTESTS** - Must be submitted to the Purchasing Department.

**PUBLIC SAFETY** - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

**ACCEPTANCE or REJECTION OF PROPOSALS** - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

**SUBCONTRACTING** - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

**VERBAL PROPOSALS** - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

**WORKERS COMPENSATION INSURANCE** – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

**FOR ALTERNATIVE FORMATS**  
**Clark County ADA Office: V: 564-397-2322**  
[ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

# Request for Proposals

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### EXHIBITS

- A. None

# Request for Proposal # 922

## Job Description Library Development

### Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>Clark County Human Resources Department is seeking proposals from qualified firms to update job descriptions for all positions at the County with the exception of the elected officials.</p> <p>The selected contractor will review, develop, and design a library of job descriptions. This review should include thorough job analyses to identify minimum qualifications, education requirements, clarify responsibilities, and outline performance expectations.</p> <p>This project will ensure that job duties and responsibilities are clearly outlined and understood by employees, managers, and human resources to help improve productivity, efficiency and performance across the County.</p> <p>Clark County (WA) contracts with the Municipal Research and Service Center (MRSC) to maintain our Consultant, Small Works and Vendor Rosters. To be eligible to participate in this Clark County public solicitation and the resulting contract your business must be registered with the MRSC Rosters. Failure to register may result in your proposal being marked nonresponsive. Be sure to select Clark County in your application. If you have questions about the registration process, contact the MRSC Rosters at 206-436-3798 or <a href="https://mrscrosters.org/businesses/business-membership/">https://mrscrosters.org/businesses/business-membership/</a></p> <p>If your company contact details <u>are not</u> on the Plan Holder List at <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a></p> <p>Attachment B, Letter of Interest must be submitted to participate in this RFP.</p> <p>Proposers shall respond to all sections to be considered.</p> <p>Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34 Interlocal Cooperation Act. The proposer may opt to extend identical services and prices to qualified public agencies. Each contract is between the proposer and individual agency binding only their agency, with no liability to Clark County.</p>
2. Background	<p>Clark County' Human Resources department is dedicated to attracting, developing and retaining a diverse workforce by managing all aspects of the employee lifecycle, including recruitment, onboarding, performance management, training and development, benefits administration, labor relations and employee relations, while fostering a positive and inclusive culture that aligns with organizational goals. Risk Management is also an integral part of the Human Resources team which oversees all areas of risk, safety and worker compensation administration.</p> <p>The County's employee population is made up of primarily full-time employees, but we also employ part-time, project (limited duration) and seasonal employees totaling approximately 1,800. The Human Resources team works in collaboration with the 22 departments within the County, including elected departments.</p> <p>Clark County Human Resources is responsible for the development and maintenance of job descriptions. A majority of the County's job descriptions have not been updated in the last ten (10) years due to a lack of staff capacity to dedicate the resources to this complex and large-scale project.</p> <p>In 2022 the County engaged with a third-party contractor to conduct a full compensation study. As part of the study, position analysis questionnaires (PAQ) were sent to all current employees to be filled out on a voluntary basis. If an employee completed a PAQ, there was a supervisor portion that was filled out as well. The contractor used the data gathered to benchmark compensation against other like positions. This was considered Phase I of this project.</p>

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## Job Description Library Development

	<p>The County has approximately 350 job descriptions for positions ranging from FLSA Exempt to Non-Exempt as well as represented and non-represented. Updating job descriptions is considered Phase II of the overall project.</p>
3. Scope of Project	<p>The project will include:</p> <ul style="list-style-type: none"> <li>• Evaluation of current job description, position analysis questionnaires, and titles.</li> <li>• Engagement with department/employees to complete new position analysis questionnaire to gather up-to-date information.</li> <li>• Using gathered information, develop job descriptions which should include: <ul style="list-style-type: none"> <li>○ About the Position</li> <li>○ Essential Duties and Responsibilities</li> <li>○ Position Requirements</li> <li>○ Supervisory responsibilities</li> <li>○ Education and Experience</li> <li>○ Certificates, Licenses etc.</li> <li>○ Computer Skills</li> <li>○ Physical Demands</li> <li>○ Work Environment</li> <li>○ Supplemental Information: <ul style="list-style-type: none"> <li>▪ FLSA Status</li> <li>▪ Union/Non-Union</li> <li>▪ Travel, if applicable</li> </ul> </li> </ul> </li> <li>• Evaluate jobs and standardize titles that work with Workday/HRIS administration (record management) and workforce planning.</li> <li>• Build a consistent accessible approach of levels, functions, and families.</li> <li>• Create a framework that enables employees and managers to be able to have career conversations around current and future skills and career growth.</li> </ul>
4. Project Funding	<p>One-time funding for 2025 has been approved through the County's general fund and will carry over to 2026 if needed for project completion.</p>
5. Title VI Statement	<p><b><u>Title VI Statement</u></b></p> <p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán</p>

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## Job Description Library Development

	la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.																
6. Timeline for Selection	<p>The following dates are the <b>intended</b> timeline:</p> <table> <tr> <td>RFP Released</td><td>April 30, 2025</td></tr> <tr> <td>Deadline for Questions and Answers</td><td>May 23, 2025</td></tr> <tr> <td>Final date for Addendum, if needed</td><td>May 28, 2025</td></tr> <tr> <td>Proposals Dues</td><td>June 4, 2025</td></tr> <tr> <td>Proposal Review/Evaluation Period</td><td>June 5 – 12, 2025</td></tr> <tr> <td>Selection Committee Recommendation</td><td>June 13, 2025</td></tr> <tr> <td>Contract Negotiation/Execution</td><td>June 16 – 30, 2025</td></tr> <tr> <td>Contract Intended to Begin</td><td>August 1, 2025</td></tr> </table>	RFP Released	April 30, 2025	Deadline for Questions and Answers	May 23, 2025	Final date for Addendum, if needed	May 28, 2025	Proposals Dues	June 4, 2025	Proposal Review/Evaluation Period	June 5 – 12, 2025	Selection Committee Recommendation	June 13, 2025	Contract Negotiation/Execution	June 16 – 30, 2025	Contract Intended to Begin	August 1, 2025
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7. Employment Verification	<p>The Proposer, if awarded the Contract, shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program before execution of the Contract. The Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Agreement are eligible to work in the United States. The Contractor shall provide verification of compliance upon County request. Failure by Contractor to comply with this subsection shall be considered a material breach.</p> <p>(Sole Proprietors must submit a letter stating such.)</p>																
<b>Section IB</b>	<b>Work Requirements</b>																
1. Required Services	The Contractor shall provide the services as outlined under the Scope of Project (Section I.A.3).																
2. County Performed Work	<p>County staff shall perform the following work:</p> <ul style="list-style-type: none"> <li>• Develop and monitor the budget and work plans to ensure the deliverable are met.</li> <li>• Provide all data and reference materials to the contractor as needed.</li> <li>• Provide a prioritized list of job descriptions.</li> <li>• Coordinate meetings related to the project to ensure the inclusion of key stakeholders.</li> <li>• Monitor contractor performance</li> </ul>																
3. Deliverables & Schedule	<p>This is a suggested schedule and is subject to change:</p> <p>A summary report of all of the work performed, including updated and creation of job descriptions, methodology/analysis for future classification job description development, and design of job description style including measurement (percentage of time) and job analysis.</p>																

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## Job Description Library Development

4. Place of Performance	Contract performance may take place in the County's facility, the Proposer's facility, a third-party location or any combination thereof.
5. Period of Performance	<p>A contract awarded as a result of this RFP will be for one year and is intended to begin not later than August 1, 2025, and end no later than June 30, 2026.</p> <p>Total value including potential extension is \$120,000.00. Final contract value will be determined by approved funding.</p> <p>Clark County reserves the right to extend the contract resulting from this RFP for a period of one (1) additional year, in one (1) year increments, with the same terms and conditions, with the exception of cost, by service of a written notice of its intention to do so prior to the contract termination date. Cost for additional option year(s) shall be reviewed prior to extension of the contract.</p> <p>The county also reserves the right to terminate the contract, with thirty (30) days written notice, at any time if the requirements of the contract are not being met satisfactorily, solely in the county's judgment.</p>
6. Prevailing Wage Applicable to all public work as defined in RCW 39.04.010(4) Public Works Definition	<p>Pursuant to Washington State RCW 39.12 PREVAILING WAGES ON PUBLIC WORKS all work identified in this project as a public work requires the contractor to pay Washington State prevailing wages and file all affidavits of intent to pay with the WA State Dept of Labor &amp; Industries.</p> <p>Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350 BIDDER RESPONSIBILITY CRITERIA – SWORN STATMENT – SUPPLEMENTAL CRITERIA.</p> <p>For this project select the Clark County rates that apply on the proposal closing date from either of these sites:</p> <p><a href="http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm">http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm</a>  <a href="http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates">http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates</a></p> <p>Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L &amp; I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.</p>
7. Debarred/Suspended	<p>Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.</p> <p>All proposers must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form with their proposal to be eligible to participate.</p>

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8. Americans with Disabilities Act (ADA) Information	Clark County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing <a href="mailto:ADA@clark.wa.gov">ADA@clark.wa.gov</a> or by calling 564-397-2322.
9. Public Disclosure	<p>This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.</p> <p>If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.</p>
10. Insurance/Bond	<p><b><u>A. Waiver of Subrogation</u></b> All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of subrogation prior to a loss. Contractor hereby waives its own right of subrogation against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.</p> <p><b><u>B. Proof of Insurance</u></b> Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail to the County. It is the Proposers responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.</p> <p><b><u>C. Worker's Compensation</u></b> As required by the industrial insurance laws of the State of Washington.</p> <p><b><u>D. Automobile</u></b> If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.</p> <p><b><u>E. Commercial General Liability (CGL) Insurance</u></b> Written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one-year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$2,000,000. This policy must renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording</p>



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## Job Description Library Development

	<p>total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.</p> <p><b>F. Professional Liability (aka Errors and Omissions)</b>  The Proposer shall obtain, at Proposers expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$1,000,000 per occurrence. The deductible will not be more than \$25,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Proposers liquidity and ability to pay from its own resources. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.</p> <p><b>G. Umbrella Liability Coverage</b>  Umbrella Coverage in the amount of \$1,000,000 shall be provided and will apply over all liability policies without exception, including Commercial General Liability and Automobile Liability.</p> <p><b>H. Additional Insured</b>  Clark County, its officers, employees and agents, will be named on all policies of contractor and any subcontractors as an additional insured, with no restrictions or limitations concerning products and completed operations. This coverage shall be primary coverage and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this agreement. Clark County reserves the right to require complete, certified copies of all required insurance policies at any time. All insurance shall be obtained from an insurance company authorized to do business in the State of Washington.</p> <p>All policies must have a Best's Rating of A-VII or better.</p>
11. Plan Holders List	<p>All proposers are required to be listed on the plan holders list.</p> <ul style="list-style-type: none"> <li>✓ Prior to submission of proposal, confirm your organization is on the Plan Holders List below:</li> </ul> <p>To view the Plan Holders List, click on the link below or copy and paste into your browser.  Clark County RFP site: <a href="https://clark.wa.gov/internal-services/purchasing-overview">https://clark.wa.gov/internal-services/purchasing-overview</a></p> <ul style="list-style-type: none"> <li>• If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.</li> <li>• Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.</li> </ul>

**Request for Proposal # 922**  
**Job Description Library Development**

**Part II      Proposal Preparation and Submittal**

<b>Section IIA</b>	<b>Pre-Submittal Meeting / Clarification</b>
1. Pre-Submittal Meeting	There are no plans to hold a pre-submittal meeting.
2. Proposal Clarification	<p>Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.</p> <p>The deadline for submitting such questions/clarifications is May 23, 2025, by 3:00 p.m.</p> <p>An addendum will be issued no later than May 28, 2025, to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions &amp; Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.</p> <p>Clark County RFP site: <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a></p>
<b>Section IIB</b>	<b>Proposal Submission</b>
1. Proposals Due	<p>Sealed proposals must be received no later than the date, time and location specified on the cover of this document.</p> <p><b>The outside of the envelope/package shall clearly identify:</b></p> <p><b>1. RFP Number and;</b></p> <p><b>2. TITLE and;</b></p> <p><b>3. Name and Address of the Proposer.</b></p> <p>Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.</p> <p>Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.</p>
2. Proposal	<p>Proposals must be clear, succinct and not exceed twenty-five (25) pages, excluding resumes, coversheet and debarment form. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered.</p> <p>For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are <u>readily recyclable</u>.</p> <p>The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.</p>

## Request for Proposal # 922

### Job Description Library Development

	<p>Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, should not be included with each copy unless otherwise specified.</p>
<b>Section IIC</b>	<b>Proposal Content</b>
1. Cover Sheet	This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A
2. Project Team	Provide an organizational chart that clearly delineates responsibility, authority, and chain of command within the organization. Provide resume(s) of the key project individual(s).
3. Management Approach	Describe how your organization manages projects including planning, implementation, monitoring and control, completion of deliverables and project closeout.
4. Respondent's Capabilities	<p>Proposers are to show their capabilities by providing the following:</p> <ul style="list-style-type: none"> <li>• A description of your organization's ability, qualifications, capacity, and interest to perform the work requested in this RFP.</li> <li>• A work history describing at least three (3) related/similar projects completed by your organization.</li> <li>• An example job description.</li> <li>• Describe your organization's ability to work with government to serve the public.</li> <li>• An example invoice.</li> <li>• Three (3) references for similar projects including the reference's name, organization, and email address.</li> </ul>
5. Project Approach and Understanding	Using the Deliverables and Schedule in Section 1.B.3 as a basic outline to start from, briefly describe your approach in managing this project. The is approach should be sufficiently broad in scope so as to accomplish the key deliverables.
6. Proposed Cost	<p>Provide a proposed budget that details:</p> <ul style="list-style-type: none"> <li>• Team hourly rates;</li> <li>• Estimated hours and total personnel fees;</li> <li>• Travel expenses; and</li> <li>• Estimated equipment and supply cost.</li> </ul>

**Request for Proposal # 922**  
**Job Description Library Development**

**Part III Proposal Evaluation & Contract Award**

Section IIIA	Proposal Review and Selection												
1. Evaluation and Selection:	Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may require presentation to an appropriate advisory board prior to the consent process with the Clark County Council.												
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p><b>A one hundred (100) point system will be used, weighted against the following criteria:</b></p> <table border="1" data-bbox="402 653 1421 1031"> <tr> <td>Proposal Approach and Understanding</td><td>35</td></tr> <tr> <td>Experience</td><td>20</td></tr> <tr> <td>Work History / Examples</td><td>15</td></tr> <tr> <td>Cost</td><td>10</td></tr> <tr> <td>References</td><td>20</td></tr> <tr> <td>Total Points</td><td>100</td></tr> </table>	Proposal Approach and Understanding	35	Experience	20	Work History / Examples	15	Cost	10	References	20	Total Points	100
Proposal Approach and Understanding	35												
Experience	20												
Work History / Examples	15												
Cost	10												
References	20												
Total Points	100												
Section IIIB	Contract Award												
1. Consultant Selection	<p>The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights, the attributes of the Proposers and the overall responsiveness of the Proposal. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and begin negotiations with the next qualified Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>Clark County reserves the right to accept or reject any or all proposals received, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP. Clark County reserves the right to award the contract based on the best interests of the County.</p>												
2. Contract Development	<p>The proposal and all responses provided by the successful Proposer may become a part of the final contract.</p> <p>The form of contract shall be the County's Contract for Professional Services.</p>												
3. Award Review	The public may view Request for Proposal documents by submitting a public records request at <a href="http://www.clark.wa.gov">www.clark.wa.gov</a>												
4. Orientation/Kick-off Meeting	Human Resources intends to complete negotiations by June 24, 2025. Following Clark County Council approval of the contract, a kickoff meeting with the Human Resources team will be scheduled.												

Request for Proposal # 922  
Job Description Library Development

Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm	
Street Address	
City   State   Zip Code	
Contact Person   Title	
Phone	
Program Location (if different than above)	
Email Address	
Tax Identification Number	

**ADDENDUM:**

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None ☐      1 ☐      2 ☐      3 ☐      4 ☐      5 ☐      6 ☐

***NOTE: Failure to do so, shall render the proposer non-responsive and therefore be rejected.***

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

\_\_\_\_\_  
Authorized Signature of Proposing Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Request for Proposal # 922**  
**Job Description Library Development**

**Attachment B: LETTER OF INTEREST**

Legal Name of Proposing Firm	
Street Address	
City   State   Zip Code	
Contact Person   Title	
Phone	
Program Location (if different than above)	
Email Address	

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the ‘Letter of Interest’ to ensure your inclusion.

Email Letter of Interest to: [Koni.Odell@clark.wa.gov](mailto:Koni.Odell@clark.wa.gov) and [Misty.Davis@clark.wa.gov](mailto:Misty.Davis@clark.wa.gov)

Clark County web link: <https://clark.wa.gov/internal-services/request-proposal-1>

**This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.**

**Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.**

**Request for Proposal # 922**  
**Job Description Library Development**

**Attachment C**



Clark County, Washington

**Certification Regarding  
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

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Company Name

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Typed Name & Title of Authorized Representative

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Signature of Authorized Representative

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Date

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☐ I am unable to certify to the above statements. My explanation is attached.