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# NOTICE OF COMPETITIVE SOLICITATION

**HCA Solicitation #RFQQ 2023HCA9**

**SOLICITATION TITLE: Leadership Development Services to the Medicaid Services Administration**

**SOLICITATION POSTING DATE:** 5/3/2023

**RESPONSE DUE DATE:** 6/1/2023

**Find the full solicitation on** [Washington’s Electronic Business Solution (WEBS)](https://pr-webs-vendor.des.wa.gov/). Vendors not registered in WEBS will not receive updates or amendments to the solicitation, which may put them at a disadvantage.

**Estimated Schedule of Procurement Activities**

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| Issue Request for Qualifications and Quotations | May 3, 2023 |
| Questions Due | May 11, 2023 by 2:00pm Pacific Time |
| Answers Posted**\*** | May 18, 2023 |
| Complaints Due (if applicable) | May 25, 2023 |
| Bids Due | June 1, 2023 by 2:00pm Pacific Time |
| Evaluate Bids**\*** | June 6, 2023 through June 21, 2023 |
| Conduct Oral Interviews with Finalists, if required | June 27, 2023 |
| Announce “Apparent Successful Bidder” via WEBS\* | July 5, 2023 |
| Debrief Request Deadline (*3 Business Days after the ASB announcement*) | July 10, 2023 |
| Negotiate Contract | July 10, 2023 through July 25, 2023 |
| Begin Contract Work | August 1, 2023 |

**Purpose and Objectives**

The Washington State Health Care Authority, hereafter called “HCA,” is initiating this Request for Qualifications and Quotations (RFQQ) to solicit Bids from firms interested in participating on a project to provide leadership development services to the Medicaid Services Administration. The contractor will provide coaching on leadership development and succession planning specific to HCA’s Medicaid program. HCA is expecting to gain clarity on talent needs, identifying high-potential leaders within HCA, and improving alignment between leaders and their strategies.

**Minimum Qualifications**

The following are the minimum qualifications for Bidders:

1. Licensed to do business in the state of Washington or provide a commitment that it will become licensed in Washington within 30 calendar days of being selected as the Apparent Successful Bidder.
2. 10 years’ experience in Medicaid.
3. Experience advising Medicaid leaders on team development.
4. Experience providing coaching and training to Medicaid leaders.
5. Experience with organizational management, change management, and succession planning.

**Solicitation Coordinator**

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| Name | **Kevin Jiles** |
| E-Mail Address | [HCAProcurements@hca.wa.gov](mailto:HCAProcurements@hca.wa.gov) |

**WEBS Commodity Codes**:

918-06 – Administrative Consulting, 924-35 – In-Service Training (For Employees), 918-20 – Business, Consulting, Small, 918-38 – Education and Training Consulting, 918-78 – Medical Consulting, 918-83 – Organizational Development Consulting, 958-74 – Personnel Management Services, 961-56 – Program / Project Development and Management Services, 958-68 – Support Services Management

Submit any questions or concerns regarding this solicitation to the Solicitation Coordinator shown above.