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# NOTICE OF COMPETITIVE SOLICITATION

**HCA Solicitation #2022HCA16**

**SOLICITATION TITLE: Criminal Background Check Services**

**SOLICITATION BUDGET:**

**SOLICITATION POSTING DATE:** 12/12/2022

**RESPONSE DUE DATE:** 1/30/2023

**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 | December 12, 2022 |
| Questions Due | January 5, 2023 - 2:00 PM Pacific Time |
| Answers Posted**\*** | January 13, 2023 |
| Complaints Due (if applicable)  | January 23, 2023 |
| Bids Due | January 30, 2023 - 2:00 PM Pacific Time |
| Evaluate Bids**\*** | February 2 – 9, 2023 |
| Conduct Oral Interviews with Finalists, if required | February 16, 2023 |
| Announce “Apparent Successful Bidder” via WEBS\*  | February 23, 2023 |
| Debrief Request Deadline (*3 Business Days after the ASB announcement*) | February 28, 2023 |
| Negotiate Contract | March 2023 |
| Begin Contract Work | April 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 providing Criminal

Background Check Services for HCA’s Human Resources department to screen employment

candidates, interns, and volunteers.

HCA intends to award one (1) contract to provide the services described in this RFQQ.

**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.

**Solicitation Coordinator**

|  |  |
| --- | --- |
| Name | **Kavya Pendakur** |
| E-Mail Address | HCAProcurements@hca.wa.gov  |

**WEBS Commodity Codes**:

961-30 - Employment Agency and Search Firm Services (Including Background Investigations and Drug Testing for Employment)

946-36 - Credit Investigation and Reporting

952-31 - Discrimination Investigation

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