

# **REQUEST FOR QUALIFICATIONS**

**For**

**Recruitment Services**

**issued by**

**COMMUNITY BEHAVIORAL HEALTH**

**Date of Issue:**

**October 18, 2021**

**This RFQ will remain open until CBH has received a sufficient number of Applicants to meet our needs, at which time we will post that this RFQ has been closed.**

**All questions related to this RFQ should be submitted via e-mail**

**to: Hans Leach at [hans.leach@phila.gov](mailto:hans.leach@phila.gov)**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER – WOMEN,  
MINORITY INDIVIDUALS AND PEOPLE WITH DISABILITIES ARE  
ENCOURAGED TO RESPOND**

<b>Table of Contents</b>	<b>Page Number</b>
1. Project Overview .....	3
1.1. Introduction/Statement of Purpose .....	3
1.2. Project Background.....	3
1.3. Request for Qualifications .....	3
1.4. General Disclaimer .....	3
2. Scope of Work .....	3
2.1. Project Details.....	3
2.2. Application Eligibility Requirements .....	3
2.3. Monitoring .....	4
2.4. Compensation/Reimbursement.....	4
2.5. Organization and Personnel Requirements .....	5
3. Proposal Format, Content, and Submission Requirements; Selection Process .....	5
3.1. Required Proposal Format .....	5
3.1.1. Format Structure .....	5
3.1.1.1. Proposal Cover Sheet.....	5
3.1.1.2. Questionnaire and Presentation.....	5
3.2. Operational Documentation and Requirements .....	5
3.3. Selection Process .....	6
3.3.1. Threshold Requirements .....	6
3.3.2. Scoring by Review Committee .....	6
3.3.3. MBE-/WBE-/DSBE-owned and Local Businesses .....	7
4. Proposal Administration .....	7

## **1. Project Overview**

### **1.1. Introduction/Statement of Purpose**

Community Behavioral Health (CBH) is issuing this Request for Qualifications (RFQ) to contract with a qualified recruitment and staffing agencies. It is the intent of this RFQ to solicit proposals from all interested recruitment and staffing agencies to support a need for personnel resources. The CBH Human Resources department will be managing the contracts.

### **1.2. Project Background**

The purpose of this CBH Request for Qualifications is to solicit proposals from Information Technology recruitment solutions for employees in staff and leadership level positions in departments: network/infrastructure, architecture, security, software development and applications with emphasis on cloud based technology and application design. Although most of CBH's need lies in the IT sector, the need for recruitment solutions for other lines of business may also arise. All the requirements are specified in the scope of work section (Section 2.2. Application Eligibility Requirements).

### **1.3. Request for Qualifications**

CBH anticipates selecting 10 vendors to provide all the services specified in this RFQ and will close this RFQ once our staffing needs have been met.

### **1.4. General Disclaimer**

This RFQ does not commit CBH to award a contract. This RFQ and the process it describes are proprietary and are for the sole and exclusive benefit of CBH. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFQ, shall become the property of CBH and may be subject to public disclosure by CBH.

## **2. Scope of Work**

### **2.1. Project Details**

The overall objective of this RFQ is to identify 10 vendors who support recruitment services (contract, contract to full-time employment (FTE), or permanent placement) to support CBH's growing initiatives, pandemic response, and overall workforce needs.

### **2.2. Application Eligibility Requirements**

More specifically, Community Behavioral Health's ideal recruitment vendors will:

- Prior Experience
  - Must have expertise in Information Technology recruitment.
  - Other areas of expertise (healthcare, finance, executive search) a plus.

- Has an already established vast network of potential candidates within the identified skill gaps necessary for operations and innovation, especially within the Information Technology arena
- Has substantial experience recruiting for positions within the non-profit sector, healthcare or human services industries
- Have experience placing positions for non-profit, managed care, healthcare, or social services companies
- Required activities:
  - **Searching and headhunting.** Recruitment agency shall explore prospective candidates from its rich database, other sources, and/or by headhunting to match the skills and qualifications required by the specific job description. To achieve this, the agency may be required to undertake labor market analysis, tap networks of professional affiliations, and leverage social media and other non-traditional methods of candidate sourcing.
  - **Identifying.** Recruitment agency will analyze profiles identified or received through applications or other sources and identify the ones who match the position profile.
  - **Shortlisting.** Recruitment agency shall then share a shortlist of a maximum of five of the most qualified prospective candidates to Community Behavioral Health for final interviews and selection. If any of the shortlisted candidates do not meet the hiring managers' expectations, Community Behavioral Health may ask for additional candidates to be added to the shortlist.
  - **Assessing.** Recruitment agency will invite potential candidates to be assessed. Recruitment agency may conduct both oral and written assessments aimed at testing each individual's potential. Recruitment agency will coordinate and setup interview appointments with the Community Behavioral Health hiring panel and hiring manager.
  - **Reference Checking.** Recruitment agency shall perform reference checks of two to three referees provided by the prospect candidates. References checks may be performed for one to three of the top interviewed candidates per position.

### 2.3. Monitoring

The CBH Human Resources Department will be managing the contracts. An individual from that unit will be identified as the point person for the work to be conducted under the contracts that are developed through this RFQ and will monitor those activities for the duration of the contracts.

### 2.4. Compensation/Reimbursement

A fee schedule must be provided based upon your best understanding of the scope of the project and the services to be delivered.

While CBH may award a contract based on the initial offer, an Applicant should make its initial offer on the most favorable terms available. CBH reserves the right, however, to have discussions with those potential consultants falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

## **2.5. Organization and Personnel Requirements**

CBH is seeking a vendor with the requisite skills and abilities to perform the work being sought through this RFQ. The selected vendor must have at least three (3) years of experience in placement and recruitment, or related work. Applicants should include any credentials from any certifying organization that attest to the capabilities of the organization or of any of the individuals employed by the organization that will be working on the proposed project.

## **3. Proposal Format, Content, and Submission Requirements; Selection Process**

### **3.1. Required Proposal Format**

#### **3.1.1. Format Structure**

##### **3.1.1.1. Proposal Cover Sheet**

The cover sheet (see Attachment A) should be completed with the Applicant's information and included with the complete proposal.

##### **3.1.1.2. Questionnaire and Presentation**

Proposals must be prepared simply and economically, providing a straightforward, concise description of the Applicant's ability to meet the requirements of the RFQ. Each proposal must provide all the information detailed in this RFQ using the format described below.

**Please prepare a PowerPoint or similar slide presentation in response to the attached Questionnaire (see Attachment F). Applicants are required to limit their presentations to 20 slides. Applicants whose response exceeds this limit may have their proposals considered non-responsive and be disqualified.**

### **3.2. Operational Documentation and Requirements**

Please make sure to include completed and signed (where applicable) attachments with your submission:

- Attachment A: CBH Administrative RFQ Response Cover Sheet
- Attachment B: City of Philadelphia Tax and Regulatory Status and Clearance Statement
- Attachment C: City of Philadelphia Disclosure Forms (forms attached separately as a .pdf)
- Attachment D: City of Philadelphia Disclosure of Litigation form
- Attachment E: Acknowledgement of CBH Administrative Procurement Terms and Conditions

Additionally, in this section, please include the following information, either within the section itself or by reference to an attachment to your proposal:

- Tax Identification Number
- Letter attesting that all required federal, state and local taxes (including payroll taxes) for the past twelve (12) months have been paid
- In the case of for-profit organizations, group or individual practices, disclosure of any person or entity holding any shared ownership or controlling interest of 5% or more.
- MBE/WBE/DSBE Status – For-profit Applicants

### **3.3. Selection Process**

An application review committee will review all responses to this RFQ. Based on the criteria detailed below, the committee will make recommendations concerning the submissions that are best able to meet the goals of the RFQ.

Submissions will be reviewed based upon the merits of the slide presentation in answering the questions put forth in Attachment F: Questionnaire.

Specific scoring criteria upon which the review will be based include:

#### **3.3.1. Threshold Requirements**

Threshold requirements provide a baseline for all proposals, which means they provide basic information that all Applicants must meet. Failure to meet all of these requirements may disqualify an Applicant from consideration through this RFQ. Threshold requirements include timely submission of a complete application with all sections outlined in 3.2. completed. Threshold requirements include having the requisite experience and qualifications to staff positions, and being a vendor in good standing with the City and CBH.

Threshold requirements also include consideration of the Applicant's financial status, including any potential delinquencies to the City and CBH. Proposals may be rejected, if, in CBH's judgment, the Applicant has failed to provide all information required by this RFQ; has been delinquent or unfaithful in the performance of any contract with CBH or others; is delinquent, and has not made arrangements satisfactory to CBH with respect to the payment of City taxes or taxes collected by the City, or other indebtedness owed to the City or other taxing authorities; is not in compliance with regulatory codes applicable to Applicant; is financially or technically incapable; or is otherwise not a responsible Applicant.

***CBH reserves the right to conduct investigations with respect to financial, technical and other qualifications, and references without notice to the Applicant.***

#### **3.3.2. Scoring by Review Committee**

Applicants that do not meet all the threshold requirements may have their proposals disqualified. For Applicants meeting the threshold requirements, the scoring criteria for this

RFQ upon which the review will be based are on the application's overall score in the slide presentation that answers questions in Attachment F: Questionnaire.

### **3.3.3. MBE-/WBE-/DSBE-owned and Local Businesses**

Special consideration will be given for the following:

- Businesses owned and controlled by minorities, women, and disabled persons
- Philadelphia based Applicants

## **4. Proposal Administration**

This RFQ is issued on **October 18, 2021**. CBH will close this RFQ once it has received an adequate number of responses to fill its current needs.

- Application e-mails should be titled “**Staffing and Recruitment Services RFQ**” Applications submitted by any means other than submission to the e-mail below will not be accepted.
- Applicants must submit an electronic version of the application, including all operational documentation and a PowerPoint or similar slide presentation– please e-mail to [hans.leach@phila.gov](mailto:hans.leach@phila.gov).
- Applications submitted after the closure of this RFQ will be returned.
- The individual Applicant or an official of the submitting agency, authorized to bind the agency to all provisions noted in the application, must sign the cover sheet of the application (See Attachment A).