

ATTACHMENT: QUESTIONNAIRE

Purpose

CBH is inquiring about recruitment and staffing vendor resources for identified skill gaps that are necessary for operations and innovation. This questionnaire is to serve as a guide to better direct and assess vendors' qualifications and to complement the CBH's needs with resources the vendor can provide.

Format

Please clearly answer the questions below with a PowerPoint or similar presentation of no more than 20 slides.

Questions

1. Please provide a full synopsis of your organization.
 - ➔ HQ/Locations
 - ➔ Years of operation
 - ➔ Services/Solutions
2. Please provide information regarding areas of specialty.
 - ➔ Locations
 - ➔ Types of careers/jobs/arena
 - ➔ Services/solutions
3. Please provide recruitment strategies.
 - ➔ Recruitment pipeline
 - ➔ Recruitment capabilities
 - » How many recruiters provided to services?
 - » List of resources to services CBH recruitment needs (e.g., ATS, job boards, strategies)
 - » Sourcing and screening process?
 - ➔ Selection
 - ➔ Account management
 - ➔ Project outlines

4. Please provide 2-3 previous or current client references.
5. Please provide previous client success stories.
 - ➔ What was the project?
 - ➔ What was the timeline? Were you able to meet timeline?
 - ➔ How did you support the project?
 - ➔ What were some challenges, and how did you overcome those challenges?
6. CBH employees must be Philadelphia residents (Philadelphia, PA address) within the first six months of hire. Are you capable/willing to assist with this requirement? Please explain your response.
7. Please provide a cost proposal of services:
 - ➔ Recruitment Services
 - » Permanent and temporary placement solutions
 - » Will your MSA offer a sliding scale based on hours worked?
 - » Consulting solutions and pricing
 - » Bill rates for applicable positions
 - Security Guards
 - Administrative Assistants
 - Accountants
 - Psychiatrists
 - Network Engineers
 - Developers (Python, DevOps, Web, Front/Back, etc.)
 - Security Analysts
 - Data Analysts
 - Research Analysts
 - Business Intelligence Analysts
 - Business Analysts