

Recruitment Services

Date of Issue:	June 13, 2025 <i>Updated July 15, 2025</i>
Applications must be received no later than:	2:00 p.m. ET on July 18, 2025 <i>July 25, 2025</i>
Submit all RFQ-related questions to:	Hans Leach at <u>hans.leach@phila.gov</u>

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

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1. PROJECT OVERVIEW

1.1. Introduction/Statement of Purpose

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

1.2. Project Background

The purpose of this RFQ is to solicit proposals from recruitment and staffing agencies for employees in staff and leadership level positions in the following departments: Information Technology, Healthcare, Data Analytics, Finance, and Executive Search. CBH's recruitment solution needs for other lines of business may also arise. All requirements are specified in the scope of work section (Section 2.2. Application Eligibility Requirements).

1.3. Request for Qualifications

CBH anticipates selecting needed vendors to provide all the services specified in this RFQ.

1.4. General Disclaimer

Though this RFQ does not commit CBH to award a contract, CBH anticipates that contract(s) resulting from this RFQ would have a one-year term, with the option to renew for three additional one-year terms.

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.

* Please be advised that any [Applicant for CBH's 2024 Recruitment Services RFO](#) is precluded from participating in this RFQ.

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2. SCOPE OF WORK

2.1. Project Details

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

2.2. Application Eligibility Requirements

More specifically, CBH's ideal recruitment agencies require the following:

- ➔ Prior experience
 - » Have expertise in the following areas: Information Technology, Healthcare, Finance, Facilities Security, Office Administrative, Data Analytics, or Executive Search recruitment
 - » Have established, vast networks of potential candidates within the identified skill gaps necessary for operations and innovation, especially within the arenas mentioned above
 - » Have substantial experience recruiting for positions within the non-profit sector, health care, or human services industries
 - » Have experience placing positions for non-profit, managed care, health care, or social services companies
- ➔ Activities including:
 - » **Searching and headhunting.** Recruitment agencies shall explore prospective candidates from their rich databases, other sources, and/or by headhunting to match the skills and qualifications required by specific job descriptions. To fulfill these searches, agencies 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.

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- » **Identifying.** Recruitment agencies shall analyze profiles identified or received through applications or other sources and identify ones that match the position profiles.
- » **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.
- » **Background Checking.** Recruitment agency shall complete background checks based on a position's requirements.

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

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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: [CBH RFQ Response Cover Sheet](#)
- ➔ Attachment: [City of Philadelphia Tax and Regulatory Status and Clearance Statement](#)
- ➔ Attachment: [City of Philadelphia Disclosure Forms](#)

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- ➔ Attachment: [City of Philadelphia Disclosure of Litigation Form](#)
- ➔ Attachment: [CBH Vendor Procurement Terms and Conditions/Acknowledgement Form](#)
- ➔ Attachment: [Questionnaire](#)
- ➔ Attachment: [Attestation that Applicant Meets Minimum Requirements](#)

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 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.
- ➔ M/W/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 the Questionnaire attachment.

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.

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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 the Questionnaire attachment.

3.3.3. M/W/DSBE 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

4.1. Procurement Schedule

The anticipated procurement schedule is as follows:

RFQ Event	Deadline Date
RFQ Issued	June 13, 2025
Deadline to Submit Questions	11:00 a.m. ET, June 18, 2025
Answers to Questions on Website	July 15, 2025

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RFQ Event	Deadline Date
Application Submission Deadline	2:00 p.m. ET on July 25, 2025
Applicants Identified for Contract Negotiations	August 1, 2025

CBH reserves the right to modify the schedule as circumstances warrant.

This RFQ is issued on June 13, 2025. In order to be considered for selection, all applications must be delivered to the e-mail address below by 2:00 PM ET on July 25, 2025.

- ➔ 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 prepared as a PDF document – please e-mail to hans.leach@phila.gov.
- ➔ Applications submitted after the deadline date and time 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.

4.2. Questions Relating to the RFQ

All questions concerning this RFQ must be submitted in writing via email to Hans Leach at hans.leach@phila.gov by 11:00 AM ET, June 18, 2025. CBH will respond to questions it considers appropriate to the RFQ and of interest to all Applicants, but reserves the right, in its discretion, not to respond to any question. Responses will be posted on the CBH website by July 15, 2025. Responses posted on this website become part of the RFQ upon posting. CBH reserves the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question by any CBH employee or agent shall be binding on CBH or in any way considered to be a commitment by CBH. Contact regarding this RFQ with CBH or related staff other than the individual named above is not permitted and failure to comply with this restriction could result in disqualification.

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4.3. Interviews/Presentations

Applicants may be required to make an oral presentation concerning various aspects of their application to CBH. Such presentations provide an opportunity for Applicants to clarify their application to ensure a thorough and mutual understanding. CBH will schedule such presentations on an as-needed basis.