

Recruitment Services

Date of Issue:	May 20, 2024
Applications must be received no later than:	2:00 p.m. June 24, 2024
Submit all RFP-related questions to:	Hans Leach hans.leach@phila.gov

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. The intent of this RFQ is to solicit proposals from all interested recruitment and staffing agencies to support personnel resource needs. The CBH Human Resources department will manage the contracts.

1.2. Project Background

This CBH Request for Qualifications solicits 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 solutions 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 the necessary vendors to provide all the services specified in this RFQ and will close it once our staffing needs have been met.

1.4. General Disclaimer

This RFQ does not commit CBH to award a contract. It and the process it describes are proprietary and 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 vendors who provide recruitment services (contract, contract to full-time employment (FTE), or permanent placement) to support CBH's growing initiatives and workforce needs.

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2.2. Application Eligibility Requirements

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

➔ **Prior Experience**

- » Must have expertise in the following areas: Information Technology, Healthcare, Finance, Facilities Security, Office Administrative, Data Analytics, or Executive Search recruitment.
- » Has an already established vast network of potential candidates within the identified skill gaps necessary for operations and innovation, especially within the arenas mentioned in the prior bullet
- » 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**

The recruitment agency shall explore prospective candidates from its rich database and other sources and 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 candidate sourcing methods.

» **Identifying**

The recruitment agency will analyze profiles identified or received through applications or other sources and identify those who match the position profile.

» **Shortlisting**

The recruitment agency shall then share a shortlist of a maximum of five of the most qualified prospective candidates with Community Behavioral Health for final interviews and selection. If any short-listed candidates do not meet the hiring managers' expectations, Community Behavioral Health may ask for additional candidates to be added to the shortlist.

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- » **Assessing**

The recruitment agency will invite potential candidates to be assessed. The agency may conduct both oral and written assessments aimed at testing each individual's potential. The agency will also coordinate and set up interview appointments with the Community Behavioral Health hiring panel and hiring manager.

- » **Background Checking**

The recruitment agency shall complete background checks based on the position's requirements.

2.3. Monitoring

The CBH Human Resources Department will manage the contracts. An individual from that unit will be identified as the point person for the work to be conducted under the contracts 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 on your understanding of the project's scope and the services to be delivered.

While CBH may award a contract based on the initial offer, an Applicant should make its offer on the most favorable terms. CBH reserves the right, however, to discuss potential consultants within a competitive range, request revised pricing offers from them, and 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, recruitment, or related work. Applicants should include any credentials from any certifying organization that attest to the organization's capabilities or any individuals employed by the organization working on the proposed project.

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3. PROPOSAL FORMAT, CONTENT, AND SUBMISSION REQUIREMENTS; SELECTION PROCESS

3.1. Required Proposal Format

3.1.1. Proposal Cover Sheet

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

3.1.2. Questionnaire and Presentation

Proposals must be prepared simply and economically, providing a straightforward, concise description of the Applicant's ability to meet the RFQ's requirements. 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 responses exceed this limit may have their proposals considered non-responsive and disqualified.

3.2. Operational Documentation and Requirements

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

- ➔ Attachment A: [CBH RFQ Response Cover Sheet](#)
- ➔ Attachment B: [City of Philadelphia Tax and Regulatory Status and Clearance Statement](#)
- ➔ Attachment C: [City of Philadelphia Disclosure Forms](#)
- ➔ Attachment D: [City of Philadelphia Disclosure of Litigation Form](#)
- ➔ Attachment E: [CBH Vendor Procurement Terms and Conditions/Acknowledgement Form](#)
- ➔ Attachment F: [Questionnaire](#)
- ➔ Attachment G: [Attestation of Minimum Requirements](#)

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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
- ➔ MBE/WBE/DSBE Status – For-profit Applicants

3.3. Selection Process

An application review committee will review all responses to this RFQ and make recommendations based on the below criteria concerning the submissions that best meet the RFQ's goals.

Submissions will be reviewed based on the merits of the slide presentation's answers to the questions 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, providing essential information that all Applicants must meet. Failure to meet 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 also involve having the requisite experience and qualifications for 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 concerning 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 regarding financial, technical, and other qualifications and references without notice to the Applicant.

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3.3.2. Scoring by Review Committee

Applicants who 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 the application's overall score in the slide presentation that answers questions in Attachment F: Questionnaire.

3.3.3. M/W/DSBE-Owned and Local Businesses

Special consideration will be given to 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:

<i>RFP Event</i>	<i>Deadline Date</i>
RFP Issued	May 20, 2024
Deadline to Submit Questions	May 31, 2024
Answers to Questions on Website	June 7, 2024
Application Submission Deadline	2:00 p.m. EDT on June 24, 2024
Applicants Identified for Contract Negotiations	June 28, 2024*

** CBH will evaluate applications as they are submitted and will begin contract negotiations with Applicants who are awarded this RFQ before June 28, 2024.*

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

This RFQ is issued on May 20, 2024. To be considered for selection, all applications must be delivered to the email address below by 2:00 p.m. EDT on June 28, 2024.

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- ➔ Application emails should be titled “**Staffing and Recruitment Services RFQ.**” Applications submitted other than submission to the email below will not be accepted.
- ➔ Applicants must submit an electronic version of the application prepared as a PDF document 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 (See Attachment A).

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 May 31, 2024. CBH will respond to questions it considers appropriate to the RFQ and of interest to all Applicants but reserves the right, at its discretion, not to respond to any question. Responses will be posted on the CBH website by June 7, 2024. 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 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.

4.3. Interviews/Presentations

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