

**ST. MARY'S COUNTY HEALTH DEPARTMENT
EXECUTIVE SEARCH FIRM
REQUEST FOR PROPOSALS
FISCAL YEAR 2024
SMCHD RFP 24-03**

OVERVIEW

The St. Mary's County Health Department (SMCHD) is issuing this RFP 24-03 to identify an executive search firm, experienced in the recruitment of higher level executives and difficult-to-recruit-positions, such as clinical positions. Ideal firms will have experience working with government and public health organizations.

ELIGIBILITY REQUIREMENTS

To apply for this RFP, an organization must:

- Be experienced working with clients in understanding organizational needs and design of position roles to meet these needs
- Be experienced and knowledgeable about recruitment and selection of executive or difficult-to-recruit positions
- Be experienced with the development of appealing, understandable job descriptions that accurately depict work involved
- Be experienced with a variety of recruitment and marketing strategies for personnel
- Have the resources and staff needed to fulfill proposed work successfully

PROGRAM EMPHASIS

SMCHD seeks an executive search firm to utilize when a need arises for recruiting an executive level position or positions that have historically been difficult-to-recruit, such as clinical positions. Selected firm(s) will be contracted on an "as needed" basis and will remain uncompensated until they are activated for a position search under agreed upon terms.

For more information, contact:

Sonia Vance
St. Mary's County Health Department
21580 Peabody Street, PO Box 316
Leonardtown, Maryland 20650
sonia.vance@maryland.gov
301-475-4280

PROGRAM BACKGROUND

Located in Maryland, St. Mary's County Health Department is responsible for protecting and promoting the health of all those who live and work in St. Mary's County. St. Mary's County Health Department has 7 divisions that provide a variety of services to the community. These

include the Divisions of Behavioral Health, Clinical Services, Community Engagement and Policy, Environmental Health, Health Promotions and Community Services, Operations and Preparedness and Response.

SMCHD is committed to ensuring community members have access to public health services to help them achieve their best lives. Given the diversity of services provided, SMCHD has many diverse staffing needs. This includes positions for program administration, higher level leadership, clinical services (such as physicians, nurse practitioners, behavioral health providers, and nurses), fiscal operations, information technology support, communications, and other public health services and support services tied to the work of a local health department.

PROPOSAL PROCESS

All responding proposals will be reviewed and graded by the SMCHD Executive Search Firm RFP review team based on organizational capacity and experience, as well as proposed costs.

AUDITING

The Awardee will make documents and records related to the proposed work available for audit/evaluation to entitled Federal, State, and County officials upon request.

INVOICING

Invoices for work, services, and items not on the project timeline and/or not approved by SMCHD may result in denial of further funding.

Invoices are to be submitted monthly as agreed upon in the service contract by the 15th of the month following the end of the invoicing period to:

Sonia Vance at Sonia.Vance@maryland.gov

With a copy to:

Jeanna Plants, Fiscal Services Chief at Jeanna.Plants@maryland.gov

AGREEMENT

The Awardee shall enter into a Service Contract with SMCHD.

Auditing/Monitoring

Auditing/monitoring ensures compliance with applicable regulations, laws, and contract requirements. Selected Awardee agrees as per State of Maryland Department of Health Local Health Department Funding Systems Manual section 2180.04 to be audited upon request by the MDH Chief, Audit Division, or by the St. Mary's County Health Department Fiscal Chief.

Termination for Non-Performance

Any Agreement resulting from this RFP may be terminated by either SMCHD or the Awardee by giving thirty (30) days written notice to the other party.

If the Awardee shall fail to fulfill in a timely and proper manner its obligations under the Agreement, or if the Awardee shall violate any terms of the Agreement, the SMCHD, at its sole discretion, may immediately terminate the Agreement by giving written notice to the Awardee.

APPLICATION DEADLINE AND SUBMISSION

Responding proposals for the Executive Search Firm RFP must be submitted by **5:00 PM eastern standard time on December 15, 2023**. Application instructions are in Attachment 1.

Submit via email: one copy of the cover page, proposal narrative, and any applicable supporting documents with the subject line "Response to RFP 24-03" to sonia.vance@maryland.gov

Proposals received after 5:00 PM eastern standard time on December 15, 2023, will not be considered for review. Faxed or mailed proposals will not be accepted.

REVIEW PROCESS

A panel of reviewers will conduct the application review using the rating scale below. The decision to contract funds of any amount will be final and based on the merits of the application. Applications will be evaluated for:

Category	Points Possible
1 Organization Experience & Capacity	30
2 Scope Of Work	30
3 Budget	40
Total Points Possible:	100

Attachment 1
ST. MARY'S COUNTY HEALTH DEPARTMENT
Executive Search Firm
APPLICATION INSTRUCTIONS

Fiscal Year 2024 Executive Search Firm proposals should not exceed 10 pages. Please provide detailed information in your narrative to address all the elements in the evaluation criteria listed below:

1. **Organization Experience and Capacity:** Description of expertise and organizational capacity to provide services as described.
2. **Scope of Work:** Describe process and strategies to achieve recruitment goals
3. **Line Item Budget and Budget Narrative:** *(may submit as an attachment and does not count towards page count)*
 - a. **Line Item Budget** if contract activated for a recruitment
 - b. **Budget Narrative** describing the funding needed to support the proposed work

Attachment 2
ST. MARY'S COUNTY HEALTH DEPARTMENT
Executive Search Firm
APPLICATION COVER PAGE

Title: _____

Organization: _____

Amount of Funds Requested: _____

(Please indicate amount for each year of contract, if applicable)

Address: _____	Email: _____
Address 2: _____	Phone: _____
City, State, Zip _____	Fax: _____
Email: _____	Phone: _____

Contact Person 1: _____	Title: _____
Email: _____	Phone: _____

Contact Person 2: _____	Title: _____
Email: _____	Phone: _____

Is Your Organization Maryland-Based? (Y/N) _____

Does Your Organization have Nonprofit Status? (Y/N) _____

Date of Nonprofit Status: _____ **Federal Identification No.:** _____

I DO SOLEMNLY DECLARE AND AFFIRM THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Printed Name

Title

Signature

Date

For SMCHD Use Only
Attachment 3
ST. MARY'S COUNTY HEALTH DEPARTMENT
Executive Search Firm
RFP RATING SHEET

Organization Name: _____

<u>Category</u>	<u>Possible Points</u>	<u>Score Given</u>
1) Organization Experience & Capacity	30	_____
2) Scope of Work	30	_____
3) Budget & Budget Narrative	40	_____
	Total:	_____
	100	

Notes

Reviewer Name

Date