

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE**

**REQUEST FOR PROPOSALS  
for  
PERSONNEL PLACEMENT SERVICES  
DHMH/OPASS 17-17687**

**ISSUED: MAY 5, 2017**

**I. SUMMARY STATEMENT**

The Maryland Department of Health and Mental Hygiene (DHMH) is seeking the services of a firm specializing in human resources and employment placement to provide consulting services to identify individuals who may be suitable candidates for direct employment by DHMH as high-level management personnel. Specifically, DHMH wishes to hire a Chief Information Officer (CIO) and two additional executive position to be determined.

The overall goal of the ensuing contract for Personnel Placement Services are to:

1. Meet with the DHMH Director of Human Resources (HR) to learn and develop specific background and functional specifications for the three executive positions;
2. Conduct a national search for suitable individuals available for hire for the three described executive positions for which DHMH has a need for job placement services;
3. Review and evaluate the experience and qualifications to pre-approve potential hires as State employees for the three described executive positions in advance of DHMH consideration;
4. Determine in advance of DHMH consideration the availability and prospective willingness of the identified individuals to assume State employment for the known compensation available; and
5. Make recommendations to the DHMH Office of Human Resources of candidates to interview and otherwise consider for the three executive positions specified.

**II. DELIVERABLES**

Proposals shall include a work plan indicating the techniques and methodologies planned by the offeror to meet the goals of the project, including a proposed timeline for the completion of each step of the work plan developed and proposed.

During the initial phases of contract performance, the successful offeror will provide personnel placement services including preliminary evaluation of suitable candidates for the three executive director positions described, to be more fully specified, explained, and developed by the proposer working in conjunction with DHMH HR.

The end deliverable expected by DHMH is a list of no fewer than three candidates recommended by the successful offeror for potential hiring for each of the three executive director positions

described. The list shall include identifying information including a summary statement of each candidate's background and experience relevant to the positions to be filled.

### **III. CONTRACT TERM**

The anticipated term of the Contract shall be for a period of sixty (60) days, from the anticipated Contract award date of June 1, 2017, or earlier, to July 31, 2017. The successful awardee shall complete all Section II Deliverables set forth above at the time specified by DHMH and prior to expiration of the term of the contract. In no event shall the maximum amount paid to the contractor exceed a total of \$25,000, per Section IV Procurement Method set forth below.

### **IV. PROCUREMENT METHOD**

This procurement is being conducted as a Small Procurement as described in COMAR 21.05.07. Small Procurement procedures are used for procurements not exceeding \$25,000 in total price.

### **V. SUBMISSION INFORMATION**

Offerors **MUST** submit two separate sealed envelopes as follows: One submission is to be labeled "Technical Proposal" and the other "Financial Proposal". Both are to be identified as Sealed Proposals for this Bid Board Notice and are to contain the Offeror's name, due date of the proposal and time of submission.

**\*\*\*\*\* Proposals that are faxed or e-mailed will not be accepted for this solicitation. \*\*\*\*\***

All proposals must be received at the location shown below by **5:00 p.m., May 15, 2017**.  
Mail or deliver proposals to:

**Dana Dembrow**  
**Procurement Officer**  
**DHMH**  
**201 W. Preston Street, Room 416A**  
**Baltimore, Maryland 21202**  
**Telephone: (410) 767-0974**  
**E-mail: [dana.dembrow1@maryland.gov](mailto:dana.dembrow1@maryland.gov)**

Any inquiry about this RFP should be directed to the attention of the above identified Procurement Officer.

### **VI. MINIMUM QUALIFICATIONS**

1. Prior to the proposal due date for this RFP, the Offeror must have been in business for a minimum of five (5) years, performing professional personnel placement services similar to those described in Section II Deliverables, set forth above.
2. The Offeror must provide the names, addresses, and telephone numbers of at least three (3) business references.

## **VII. CONTENTS OF TECHNICAL PROPOSAL SUBMISSION**

Technical Proposals shall be submitted in the following format and include the following information at a minimum:

- a) Statement of experience and qualifications of the proposer to perform services under the terms of the contract which may include evidence of educational background, professional certifications, publications or other achievements pertinent to the assessment of capability to perform the tasks described herein;
- b) A proposed work plan, including a narrative describing the proposer's understanding of the work required and methodology proposed for providing all deliverables and proposed scheduling of all required tasks;
- c) Examples of comparable completed work with contact names used for reference purposes; and
- d) As applicable, documentation for any certification or eligibility as a minority or woman-owned business, small business, or veteran-owned business.
- f) Three business references per Section VI above.

## **VIII. AWARD DETERMINATION**

A Contract shall be awarded to the offeror whose proposal is determined to be the most advantageous to the State considering price and the evaluation of the proposal using the selection criteria described in Section IX below. The technical factors listed in Section IX will have greater weight than the price (financial factor) in the overall award determination.

## **IX. SELECTION CRITERIA**

The criteria used to evaluate Technical Proposals are listed below in descending order of importance:

- Experience and qualifications of the proposer;
- Proposed Work Plan and scheduling; and
- Examples of comparable work.

## **X. PAYMENT**

Following receipt of the specified deliverables and confirmation of hiring by DHMH, the Contractor shall be paid a single lump sum payment. Invoice shall be directed to:

**Jennifer McMahan**  
**Director of Human Resources**  
**DHMH**  
**201 West Preston St.**  
**Baltimore, MD 21201**  
[Jennifer.mcmahan@maryland.gov](mailto:Jennifer.mcmahan@maryland.gov)

DHMH may withhold and/or reduce payment for unsatisfactory performance.

DHMH liability for payment of the total price proposed by the offeror shall be conditioned upon the ability of DHMH to fill all 3 open positions with individuals recommended by the proposer. In the event that DHMH for any reason is unwilling or unable to hire suitable individuals to fill all 3 positions for which the proposer makes hiring recommendations, the total cost for services provided shall be reduced proportionally by the number of vacant position that remain unfilled after review and consideration of candidates recommended by the offeror to DHMH. For example, if none of the three candidates recommended for a given position is willing to accept the position, or if DHMH is unwilling to offer a position to any of the three candidates recommended for award of that position, the total cost quoted in the proposal shall be reduced by one-third (1/3). If none of the three candidates recommended for two of the given positions is willing to accept the position, or if DHMH is unwilling to offer a position to any of three candidates recommended for award of both of those positions, the total cost quoted in the proposal shall be reduced by two-thirds (2/3).

Before October 1, 2017 DHMH will make hiring determinations at its sole discretion and will promptly notify the successful vendor of such determinations, at which time the vendor's invoice shall be due and payable.

## **XI. ATTACHMENTS**

**ATTACHMENT A** – Price Proposal Form.

**ATTACHMENT B** – The State Contract, provided with this RFP for informational purposes only and is not required at proposal submission time. However, it must be completed, signed and returned by the selected Offeror to the Procurement Officer upon notification of proposed Contract award.

**ATTACHMENT A  
PRICE PROPOSAL FORM  
DHMH  
Personnel Placement Services**

Total Price for all services to be rendered:    \$ \_\_\_\_\_

Bid Price Authorized by:

Name/Title \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Federal ID #: \_\_\_\_\_

eMM# \_\_\_\_\_

Phone Number/Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_