	REQUEST FOR PROPOSAL: Recruitment Firm Information Manager/RHIA	NUMBER: 150-160-005
	RFP COORDINATOR: Carey Weiler cweiler@srhd.org	SUBMITTAL DATE: October 29, 2021
	DIVISION: Administration	

INTRODUCTION:

The Spokane Regional Health District (SRHD) is soliciting proposals for an executive search firm to SRHD Information Technology Manager/RHIA. The successful firm will be awarded a contract in accordance with SRHD’s established procedures.

Spokane County is in Eastern Washington, with a population of 522,798 as of 2019. Spokane is the second largest city in Washington State. Spokane Regional Health District (SRHD) is one of 35 public health agencies serving 39 counties in Washington and is the first accredited through the Public Health Accreditation Board. SRHD operates under a Board of Health which is made up of nine elected officials and three appointed citizens.

RFP COORDINATOR

All communications, including any requests for clarification, concerning this RFP should be addressed in writing to the following:

Carey Weiler
 Executive Assistant
cweiler@srhd.org

CONTRACT TERM

The contract will take effect immediately upon signed agreement.

Spokane Regional Health District shall have the right to terminate the contract at any time by giving a thirty (30) day written notice.

SCOPE OF WORK


SRHD is seeking proposals from experienced executive search firms to assist in all aspects of the recruitment process for the next Spokane Regional Health District Information Technology Manager/RHIA. This position leads the Agency’s Information Technology (IT) function by performing complex professional and administrative work in the planning, development, implementation, and maintenance of information and telecommunications systems and related information resources operations. The IT Manager/RHIA, oversees the creation and use of patient health information, including analyzing that data.

The IT Manager/RHIA is responsible for the management and performance of eight (8) IT staff, and two (2) public records staff, project implementations, infrastructure, networks, communications, telephone systems, websites, SQL databases, office automation systems, IT hardware and management of the portfolio of software systems and technical solutions across the enterprise. IT Manger/RHIA will be responsible to evaluate vendor application services and ensure ongoing compliance with SRHD security and privacy objectives.

Preferred firms will demonstrate familiarity with qualifications required of local government public Information Technology Managers and will propose a plan for scheduling and conducting a national search. The selected firm will work closely with the Deputy Administrative Officer in coordinating all aspects of the search.

The scope of work is presented in reference – the final scope of work will be developed in consult with the SRHD Deputy Administrative Officer (DAO). Services to be provided by the firm include, but are not limited to:

1. The firm will participate in an initial session with the SRHD DAO to establish consensus on the complete hiring criteria and profile, setting forth a schedule of recruitment with a timeline of development of recruitment materials, screening, and interviews.
2. The firm will meet with identified stakeholders to discuss qualifications and desired attributes for the position. For the purpose of calculating a fee proposal, firms should assume a minimum of three (3) meetings may be

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required by this task.

3. The firm will create a detailed position profile.
4. The firm will create a robust advertisement campaign (print, web, social media, targeted calls, etc.) for position and identify specific strategies to encourage applicants from diverse backgrounds to apply. The firm will deliver regular updates and reports on potential candidates.
5. The firm will conduct a professional, confidential, and thorough search of qualified Information Technology Manager/RHIA candidates. Review resumes for relevant education, experience, background, and qualifications followed by preliminary interviews to assess each applicant's and to prepare a written summary outlining relative qualifications of each.
6. The firm will consistently assess all candidates which may include any or all the following:
 - a. Resume screening
 - b. Objective screening tool
 - c. Telephone assessment
 - d. In-person or video-conference interviewing
7. The firm will conduct an applicant screening including:
 - a. Thorough and exhaustive legal background inquiries.
 - b. Collection and analyzing references from current and prior employers, which may include input from any governing boards where applicable.
8. The firm will analyze and present to the SRHD DAO a review of top candidates (minimum number of candidates will be determined by the SRHD Administrative Officer).
9. The firm will design with the SRHD DAO the interview process for top candidates and will facilitate semi- and final interview processes.
10. The firm will facilitate offer and negotiation process with selected candidate.
11. Maintain all correspondence and record-keeping throughout the process. Notify all applicants of final decision.
12. Reinitiate additional search and screening activities, at no/reduced fee to the agency, if the first search effort is unsuccessful or successful candidates leave (via resignation or termination with or without cause) the employment of the agency within one (1) year of placement.

REQUEST FOR PROPOSAL SCHEDULE

SRHD will choose a firm that will, in its judgement, provide the highest quality of recruitment consulting services for a competitive price. Proposals will be evaluated on the firm's qualifications, experience, and approach.


Below is the schedule for the RFP process (which is subject to change):

Date	Description
September 27, 2021	Issue date of RFP and posting to SRHD website
October 12, 2021	Questions Due
October 15, 2021	Addendum posted on website for all questions
October 29, 2021	Proposal submission deadline
November 1 - 5	Review by selection committee
November 8, 2021	SRHD contract award

Evaluation criteria

Proposals will be evaluated according to the following:

1. Experience in recruiting Information Technology Manager/RHIA or other similar chief executive positions.
2. Capacity of firm to generate the necessary outreach materials professional networking,

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- social media and other outreach and candidate evaluation and to fulfill the project schedule.
3. Recruitment strategy and search plan.
 4. Strength of key personnel/completeness of the team.
 5. References.
 6. Competitive fee proposal.
 7. The extent to which the overall proposal meets or is likely to meet SRHD’s objectives.

ADDITIONAL INFORMATION

Spokane Regional Health District reserves the right to make written requests for additional information from a contractor to assist understanding or clarifying a proposal. All responses are to be provided in writing.

All local, state, and federal regulations are to be followed. Any fines assessed to SRHD due to the lack of these regulations being followed will be the responsibility of the recruitment firm.

Contract documents will include a standard SRHD agreement, this RFP, and the proposal. Upon receipt, all proposals become the property of SRHD. In general, materials submitted in response to this RFP will become public records, subject to disclosure.

All responses, if applicable, will be posted to the <https://srhd.org/programs-and-services/purchasing/current-solicitations-1> web page by October 15, 2021.

SUBMISSION REQUIREMENTS

ELECTRONIC SUBMISSION VIA EMAIL

Email subject heading shall read “RFP 2021-150-160-005, Information Technology Manager/RHIA Search, Spokane County” sent to: cweiler@srhd.org.

Proposals will be accepted until 11:00 a.m. (Pacific Time) on October 29, 2021.

DUE DATE

It is the responsibility of the contractor to assure proposals are sent sufficiently ahead of time to be received no later than:
October 29, 2021
11:00a.m. (Pacific Time)

PREPARATION OF PROPOSAL


Submittal requirements are intended to enable SRHD to make an objective comparison of each proposal, and to select partner that best meets SRHD’s stated objectives.

The selected bidder will be expected to execute a consulting service agreement with SRHD immediately following selection.

COVER LETTER & DOCUMENTATION (15 Points)

The cover letter is the proposer’s official letter transmitting the complete proposal to SRHD. The cover letter must include:

1. The full name and address of the proposer’s organization(s).
2. The state of incorporation and states in which it is licensed to operate; and
3. The form of business, and the name and contact information for your organization.

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The cover letter should identify who will be the lead consultant responsible for all aspects of the recruitment and be signed by an individual who is authorized to commit the proposer to the obligations contained in the proposal.

The following documentation is requested:

1. Copy of W-9
2. Copy of DUNS Number (Sam.gov)
3. Washington State UBI Number

FIRM EXPERIENCE AND PERSONNEL (20 Points)

Please include a brief history of your firm and provide details such as number of clients served (including number of local government clients) number of staff, services typically offered, and respective roles, of individuals expected to provide consulting services.

FIRM NARRATIVE & RECRUITMENT APPROACH (40 Points for Narrative/Recruitment approach; 25 Points for Fee Proposal)

Provide a detailed description of your proposal, describing your approach to the scope of service and schedule. Include examples of successful community outreach processes you have incorporated into recruitments, noting approaches to keeping both the community and prospective candidates well informed as to the methodology and progress of the recruitment.

Information to be provided includes but is not limited to:

1. Samples of recruitment materials used in past searches;
2. A proposed timetable for this search;
3. Five (5) references with full contact information. For each client please provide the scope of work performed and size of the client’s organization.
4. Calculation of total, not-to-exceed proposed consulting fee, broken down by task categories (e.g., leadership profile development; preliminary screening; final screening and interviews, etc.) Travel costs and expenses for the firm should itemized separately. Air travel and hotel expenses for candidates will be paid by SRHD directly. Include an hourly rate for services performed beyond those originally contemplated by the agreement.

PROPRIETARY INFORMATION/PUBLIC DISCLOSURE


Materials submitted in response to this competitive procurement shall become the property of SRHD.

All received proposals shall remain confidential until the contract is awarded, accepted, signed, and posted to the SRHD.org website. Thereafter, the proposals shall be deemed public record as defined in RCW 42.56, “Public Records.”

Any information in the proposal that the contractor desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word “Confidential” printed on it. Marking the entire proposal exempt from disclosure will not be honored.

SRHD will consider a contractor’s request for exemption from disclosure; however, SRHD will decide predicated upon state law and regulations. If any information is marked as proprietary in the proposal, it will not be made available until the affected contractor has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for information should be directed to the RFP coordinator.

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REVISION TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addendum or addenda will be provided to all who receive the RFP. For this purpose, questions received, and the associated answers shall be provided as an addendum to the RFP.

SRHD also reserves the right to cancel or to reissue the RFP in whole or in part, prior to the final award of a contract.

MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

SRHD encourages participation in all its contracts by contractors certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE). Contractors may contact OMWBE at 360.664.9750 to obtain information on certified contractors.

ACCEPTANCE PERIOD

Proposals shall remain in effect for forty-five (45) days for acceptance by SRHD from the due date for receipt of proposals.

RESPONSIVENESS

The contractor is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

SRHD also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

MOST FAVORABLE TERMS

SRHD reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially with the most favorable terms that can be proposed. There will be no best and final offer procedure. SRHD reserves the right to contact a firm for clarification of its proposal.

The firm should be prepared to accept the RFP for incorporation into a contract. Contract negotiations may incorporate some or all the proposal.

COST TO PROPOSE

SRHD will not be liable for any costs incurred by the firm in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to the responding to this RFP.

REJECTION OF PROPOSALS

SRHD reserves the right at its sole discretion to reject any and all proposals received without penalty and to not issue a contract as a result of this RFP.


AWARD OF CONTRACT

This RFP does not obligate SRHD to award a contract or to contract for services specified herein.

All contracts that are over \$100,000 must be presented to the Board of Health for approval prior to awarding a contract. The Board of Health has the authority to reject and/or approve all contracts for the Spokane Regional Health District.

If SRHD agrees to change the criteria, it must issue an Addendum.

Favoring local businesses in the award of a contract is not allowed.

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NOTIFICATION TO BIDDERS

After an award recommendation has been determined, both successful and unsuccessful firms will be notified via email.

CONTRACT TERMS

Reservation of Rights

SRHD reserves the right to undertake such investigation as it deems necessary to evaluate the proposals.

SRHD reserves the right to request additional information as part of this selection process. SRHD also reserves the right to reject any or all submissions, to waive technical or legal deficiencies, to proceed or not with any proposal or process, and to negotiate such terms and conditions of any proposal or contract that may be in the best interest of the agency. SRHD reserves the right to terminate or amend the process at any time.

Anti-Kickback

No officer or employee of the Spokane Regional Health District having the power or duty to perform an official act or action related to this contract shall have or acquire any interest in the contract, or have solicited, accepted, or granted a present or future gift, favor, service, or other thing of value from or to any person involved in the contract.

Disputes

This contract shall be performed under the laws of Washington State. Any litigation to enforce this contract or any of its provisions shall be brought in Spokane County, Washington.

Non-Discrimination


In the performance of this proposal, the Bidder shall comply with the provisions of Title VII of the Civil Rights act of 1964 (42 USC 20000e), Section 504 of the Rehabilitation Act of 1973 (29 USC 794f), Chapter 49.60 RCW, the Age Discrimination in Employment Act, and the Americans with Disabilities Act (P.L. 101-336), as now or hereafter amended.

Non-discrimination requirements include, but are not limited to:

1. **Non-Discrimination in Employment:** The Bidder shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, sexual orientation, creed, marital status, age, Vietnam era or disabled veterans’ status, or the presence of any sensory, mental, or physical disability. The Bidder shall take affirmative steps to ensure that employees are not discriminated against during employment. Such steps shall include, but are not limited to employment, upgrading, demotion, or transfer; recruitment or selection for training including apprenticeships and volunteers.
2. **Non-Discrimination in Client Services:** The Bidder shall not deny any individual any services to other benefits provided under this Agreement on the grounds of race, color, sex, religion, national origin, sexual orientation, creed, marital status, age, Vietnam era or disabled veterans’ status, or the presence of any sensory, mental, or physical disability.

Liability

The Bidder shall indemnify, defend, and hold harmless SRHD, its officers and employees from all claims, demands, or suits in law or equity arising from the Bidder's negligence or breach of its obligations under the contract. The Bidder's duty to indemnify shall not apply to liability caused by the sole negligence of SRHD, its officers and employees. The Bidder's duty to indemnify for liability arising from the concurrent negligence of SRHD, its officers and employees and the Bidder, its officers and employees shall apply only to the extent of the negligence of the Bidder, its officers, and

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employees. The Bidder's duty to indemnify shall survive termination or expiration of the contract. The Bidder waives, with respect to SRHD only, its immunity under RCW Title 51, Industrial Insurance.