



**COVID-19 RECRUITMENT FOR CRITICAL VACANCIES  
REQUEST FOR PROPOSAL**

**Due 04/23/2021, 5:00 p.m. CST**

## Table of Contents

I.	Background and Purpose	1
II.	Description of Illinois Department of Public Health and Position Types	1
III.	Directions	2
IV.	Key Dates	4
V.	Scope of Work	4
	Overview	
	Services Required for Non-Code Covered Positions	
	Services Required for Code Covered Positions	
	Minimum Qualifications	
VI.	Proposal Contents	6
	Cover letter	
	Statement of Minimum Qualifications	
	Recruitment Methodology	
	Company Organization and Diversity Questionnaire	
	Fee Proposal	
	Use of Subcontractors	
	Proposal Specifications Checklist	
VII.	Additional Requirements	8
VIII.	Attachments:	11
	Attachment A: Job Descriptions for Critical Vacancies	
	Attachment B: Fee Proposal	
	Attachment C: Statement of Minimum Qualifications	
	Attachment D: Company Organization and Diversity Questionnaire	
	Attachment E: BEP Utilization Plan	
	Attachment F: Certified BEP Vendors Associated with RFP NIGP Codes	
	Attachment G: Proposal Specification Checklist Table	

## **I. BACKGROUND AND PURPOSE**

The State of Illinois continues to experience an unprecedented outbreak of COVID-19. While positivity rates have declined from peak periods, the relaxation of mitigation measures increases opportunities for community spread. Additionally, the effectiveness of currently available vaccines against newly identified coronavirus variants is still being studied. As such, the Illinois Department of Public Health (the Department or IDPH) is seeking to fill critical vacancies integral to the Department's COVID-19 response with the assistance of a recruitment firm who has expertise in recruiting public health officials or health care professionals. The Department is soliciting proposals from qualified, experienced professional search firms to provide recruitment services to expedite the hiring process for a current Deputy Director vacancy and Medical Director vacancy. However, additional vacant positions may be added.

## **II. DESCRIPTION OF ILLINOIS DEPARTMENT OF PUBLIC HEALTH AND POSITION TYPES**

The mission of the IDPH is to protect the health and wellness of the people of Illinois through the prevention, health promotion, regulation, and the control of disease and injury. IDPH has more than 200 different programs that benefit each state resident and visitor. With the assistance of local public health agencies and other partners, these essential programs and services make up Illinois' public health system, a system that forms a frontline defense against disease through preventive measures and education. IDPH has provided the foundation for remarkable gains in saving lives and reducing suffering.

IDPH, which is one of the state's oldest agencies, was first organized in 1877 with a staff of three and a two-year budget of \$5,000. Today, IDPH has headquarters in Springfield and Chicago, seven regional offices located around the state, three laboratories, over 1,100 employees, and with COVID, a budget over \$1 billion.

IDPH is organized into the following offices, each of which addresses a distinct area of public health including: Director's Office, Health Care Regulation, Health Promotion, Health Protection, Disease Control, Policy, Planning and Statistics, Preparedness and Response, Women's Health and Family Services, Men's Health, Finance and Administration, Performance Management, and Information Technology. Each office operates and supports numerous ongoing programs and is prepared to respond to extraordinary situations as they arise.

As the State of Illinois and IDPH continue to combat COVID-19 pandemic, it is critical to fill vacancies which assists IDPH execute its mission. IDPH must now evaluate the value added through retaining a professional recruiting firms to locate and identify qualified and talented candidates. The current critical positions are outlined in detail in Attachment A, which includes

the primary duties and responsibilities, position requirements, and additional information associated with the prospective positions the successful responder would be used to assist in securing. IDPH anticipates that the number of critical vacancies that require recruiting assistance will increase over the course of the contracted period.

The Department currently has more than 90 job titles, which vary from at-will, Personnel Code covered positions and union covered positions. The Personnel Code (“Code”) can be found at 20 Illinois Compiled Statutes 415. The Code establishes a system of personnel administration positions under the Governor based on merit principals and scientific methods. 20 ILCS 415/2. The State of Illinois also adheres to the U.S. Supreme Court decision in *Rutan v. Republican Party of Illinois*, 497 U.S 62 (1990). Following the Code and the *Rutan* decision, the Department implements a formal process when hiring individuals covered by the Code or that are in the union. This formal process entails posting the position on the State’s job website for at least 10 days, screening of applicants based on predetermined screening criteria, and conducting a structured interview based on preestablished hiring criteria and questions. The candidate’s overall score is calculated based on a numeric value assigned to each interview question by each interviewer and weighted as determined by the hiring criteria. The candidate with the highest score is selected, or a rationale of why the highest scoring candidate was not selected is provided. Conversely, the Department also has at-will employees which are referred herein as non-code covered positions. The Department can hire individuals into these non-code covered positions without the using the previously described process required for Code covered positions. This RFP differentiates between code covered and non-code covered position recruiting, and requests proposals for both types of positions.

### **III. DIRECTIONS**

The State is seeking competitive proposals from interested and qualified responders with proven experience and established capacity for the provision of recruiting services, particularly those with experience recruiting public health officials and health care professionals.

The proposal must be submitted as two separate packets. The first packet will include the completed documents and attachments of the responder’s proposal including how it will deliver the services required, and it must not include any pricing information. The pricing information must be presented on the attached fee proposal template (see Attachment B) and submitted separately. Expenses are not allowed. Each document will be evaluated separately.

Proposals should include the following as specified in the Scope of Work and Proposal Contents:

- Name of responder, responder’s address, and contact person, including work phone, cell phone, and email address;

- Cover letter and brief history of the responder’s organization including years in business (see also Proposal Content);
- Completed Statement of Minimum Qualifications (Attachment C);
- Operational Plan (not to exceed 10 pages total) that describes the responder’s Recruitment Methodology,
  - Include a timeline for the completion of the requested services;
- A minimum of at least three (3) business references from prior engagements of similar size and scope of the services being requested by IDPH. Reference checks will be conducted for each finalist. Please list the most significant engagements performed in the last three (3) years that are similar to the engagement listed in this RFP. References for public health officials or health care professionals and/or similar professional recruitments are desirable;
- Completed Company Organization and Diversity Questionnaire (Attachment D);
- Completed Fee Proposal (submitted as a separate and clearly labeled Attachment B);
- A statement regarding the use of subcontractors, if applicable;
- Completion of the Business Enterprise Program (BEP) Utilization Plan (Attachment E);
- Completed Proposal Specification Checklist Table (Attachment G).

The initial term of the contract will be twelve (12) months from the date of contract execution. The term may be extended at the State’s discretion.

The State will evaluate the proposals and make one award for recruiting services both code covered and non-code covered positions (see Section Scope of Work). The selected firm must be able to fulfill all the required recruiting services requested. Partial awards will not be considered. However, the firm may engage subcontractors to perform part of the services. If subcontractors will be engaged, the firm must include a complete list of all subcontractors intended to be used, their addresses, and a description of the work each subcontractor will be performing in the proposal.

Any responder requiring clarification of any section of this Request for Proposal (RFP) or wishing to comment on any requirement of the RFP must submit specific questions in writing no later than the deadline for questions indicated in the “Key Dates” section of this RFP. Questions may be emailed to the point of contact for this RFP and listed below. Questions or comments not raised in writing on or before the deadline to submit questions are thereafter waived. At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State’s web site shown below. Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions.

This RFP is neither a contract nor meant to serve as a contract and does not create any obligation on the State or IDPH to affirmatively engage with any particular firm or applicant. It is anticipated that one of the proposals submitted in response to this RFP may be selected as the basis for negotiation of a contract with the responder. Such a contract is presently contemplated to contain, at a minimum, the terms of the proposal submitted, as finally negotiated and approved by IDPH. IDPH reserves the right to negotiate additions, deletions or modifications to the terms of proposals submitted.

Proposals must be submitted via email not later than 5:00 p.m., Central Standard Time on 4/23/2021 to:

William Smith  
Illinois Department of Public Health  
William.Smith@illinois.gov

The State reserves the right to award to the firm that has the best overall proposal within the State's timelines and to issue supplemental solicitations as warranted.

#### **IV. KEY DATES**

4/09/2021	RFP Released
4/15/2021	All questions from prospective responders due via email to <a href="mailto:William.Smith@illinois.gov">William.Smith@illinois.gov</a> not later than 5:00 p.m. CST
4/21/2021	Release answers to questions, available: <a href="https://www.dph.illinois.gov/rfp/covid19-recruitment-firm-rfp">https://www.dph.illinois.gov/rfp/covid19-recruitment-firm-rfp</a>
4/23/2021	Submissions due via email to <a href="mailto:William.Smith@illinois.gov">William.Smith@illinois.gov</a> not later than 5:00 p.m. CST
5/05/2021	Contract award (estimated)
5/12/2021	Start date (estimated)

#### **V. SCOPE OF WORK**

##### **Overview**

Responder will recruit critical vacant positions at the Department that are integral to the State's COVID-19 pandemic response.

##### **Services Required for Non-Code Covered Positions**

1. Identify a primary point of contact who will serve in the role as a project manager for each specific recruitment.

2. Meet with IDPH leadership and management to obtain information regarding expectations, challenges, requirements and responsibilities of the position;
3. Develop a position profile and advertising plan based on previous successes with similar clients and positions;
4. Spearhead a direct networking campaign to attract top talent and execute the advertising plan. This may include regional, in-state and local elements as determined during initial meetings with IDPH;
5. Contact known potential candidates to encourage application;
6. Outreach to others in similar classifications for either application or referral of potential applicants;
7. Accept all applications;
8. Review and rate applicants based on qualifications, experience and work history;
9. Screen applicants, including face-to-face or video conference with viable candidates. Screening to include background, criminal and credit checks, references, and social media and other media checks to ensure finalists have backgrounds of the highest integrity;
10. Deliver a list of the top candidates to be interviewed for each recruitment;
11. Coordinate and schedule candidate interviews with IDPH and other relevant State personnel;
12. Manage and oversee all recruiting personnel throughout the process;
13. Provide regular weekly status updates and written reports on services performed or other reporting as required by the Department.
14. Other additional tasks as deemed necessary by the responder and IDPH. Any additional services shall be compensated as agreed upon in the resulting contract with IDPH.

### **Services Required for Code Covered Positions**

1. Identify a primary point of contact who will serve in the role as a project manager for each specific recruitment.
2. Meet with IDPH to obtain information regarding expectations, challenges, requirements and responsibilities of the position;
3. Develop a position profile and advertising plan that may include regional, in-state and local elements as determined during initial meetings with IDPH and based on previous successes with similar clients and positions;
4. Executing the advertising plan;
5. Contact known potential candidates to encourage application; and
6. Provide regular status updates on services performed or other reporting as required by the Department.

### **Minimum Qualifications**

1. The responder's key professionals and/or organization must not have material conflicts of interest with IDPH.
2. A minimum of five years with experience in the professional recruiting field. The responder must have experience in recruiting public health officials and medical personnel.
3. A proven history of engagements of similar size and scope, with other government public sector clients.

## **VI. PROPOSAL CONTENTS**

At a minimum, the proposal must include the following information to be considered for the engagement. For ease of review, each requirement should be addressed separately.

### **Cover Letter**

A cover letter, which will be considered an integral part of the proposal package, in the form of a standard business letter, must be signed by an individual authorized to bind the responder contractually. This cover letter must indicate the signer is so authorized and must indicate the



signer's title or position. An unsigned proposal will be rejected. The cover letter must also include:

1. A statement that the proposal meets all requirements of this RFP, that the offer tendered by the proposal will remain in full force and effect for 90 days beyond the deadline for submittal, and that the offer may be accepted by IDPH at any time during that 90 days.
2. A disclosure of any current business relationship or any current negotiations for prospective business with IDPH, or with any IDPH staff, or any party currently rendering services to IDPH.
3. A statement that the responder acknowledges that all documents submitted in response to this RFP may be subject to disclosure under the Illinois Freedom of Information Act and/or the Illinois Open Meetings Act.

#### **Statement of Minimum Qualifications**

Responder must complete and return the Minimum Qualifications Certification in the form contained in Attachment C. Responder must provide a summary document explaining how these minimum qualifications are met.

#### **Recruitment Methodology**

1. Define your proposal in a straightforward and economical manner, providing a concise description of the responder's capabilities to satisfy the requirements of this RFP.
2. The submission must set forth a work plan that includes the proposal for both code covered employees and non-code covered employees. The work plan must include an explanation of the methodology to be followed for services set forth in the Scope of Work.
3. The submission must include an estimated timeline for the completion of the requested services as it pertains to the positions listed in Attachment A.
4. The responder must provide a summary of the retention of placed candidates after one year for the placements made over the last five years.

#### **Company Organization and Diversity Questionnaire**

Responder must complete the questionnaire contained in Attachment D to this RFP and return as part of the proposal. Responder must identify the number of staff that are dedicated to performing duties as identified in the recruitment methodology and Scope of Work.

### **Fee Proposal**

Responder must submit a fixed-cost and all-inclusive proposal in the format prescribed in Attachment B. Any deviation from the prescribed format which in the opinion of IDPH is material may result in the rejection of the proposal. The Fee Proposal must be attached as a separate document from the technical proposal. The proposed fee shall include all costs and expenses for providing the services and as described in this RFP. The fee proposal must expressly state that the proposed fees are guaranteed for the term of any resulting contract.

### **Use of Subcontractors**

If any services are subcontracted to a third party, please indicate this clearly in your proposal. The proposal must include the subcontractor's address and a description of the work they will be performing in association with the proposal.

### **Proposal Specification Checklist**

Please indicate, utilizing the table in Attachment G, the section and page number where the requested information for mandatory and evaluation criteria are contained in the responder's proposal. IDPH will use this table to identify how the responder's proposal meets the requirements of the solicitation.

## **VII. ADDITIONAL REQUIREMENTS**

There is a Business Enterprise Program (BEP) target of 4% for this solicitation. Responder submissions should include all BEP target information through a BEP Utilization Plan (see Attachment E). Failure to submit a BEP Utilization Plan may render the offer non-responsive. Businesses included in BEP Utilization Plans as meeting BEP requirements as prime vendors or subcontractors must be certified by the Department of Central Management Services as BEP responders. Responders may visit <https://cms.diversitycompliance.com> to search for certified BEP vendors. The NIGP codes used to calculate the Business Enterprise Goal, and a list of State of Illinois certified BEP vendors associated with those codes, are attached to this solicitation as Attachment F. This is not an all-encompassing list of vendors that may be used as subcontractors to fulfill this goal. If the vendor has a potential subcontracting opportunity for goods or services that would be considered applicable to this contract, the vendor may use that subcontractor to fulfill the BEP goal, assuming that subcontractor is BEP certified with the State of Illinois.

Prevailing Wage Rates shall apply, if applicable.

Responder’s proposed pricing shall be inclusive of all costs. Expenses are not allowed.

The successful responder should be registered in the Illinois Procurement Gateway, <https://ipg.vendorreg.com/>, prior to contract execution or shortly thereafter, or will need to go through a vetting process administered by the Illinois State Police.

**Proposal Specification Checklist Table:**

Please indicate, utilizing the table below, the section and page number where the requested information is in your proposal. Respondent must complete this Proposal Specification Checklist Table provided as Attachment G to identify how their proposal meets the requirements of the solicitation.

<b><u>Mandatory Criteria</u></b>	<b><u>Vendor’s Proposal Page Reference</u></b>
The responder’s key professionals and/or organization does not have material conflicts with IDPH.	Section Page(s)
The responder has a minimum of five years’ experience in the professional recruiting field.	Section Page(s)
The responder has a proven history of engagements of similar size and scope, with other government public sector clients.	Section Page(s)
The responder has experience with medical professional or public health recruitment.	Section Page(s)
The responder has at least three (3) references from prior engagements of similar size and scope of the services being requested by IDPH.	Section Page(s)
<b><u>Evaluation Criteria</u></b>	<b><u>Vendor’s Proposal Page Reference</u></b>
A detailed work plan that includes the proposal for both Code covered employees and non-Code covered employees.	Section Page(s)

An estimated timeline for the completion of the requested services as it pertains to the positions listed in Attachment A.	Section Page(s)
A summary of the retention of placed candidates after one year.	Section Page(s)
A description of the most significant engagements performed in the last three (3) years that are similar to the engagement listed in this RFP.	Section Page(s)
Identification and explanation of the number of staff that are dedicated to performing the duties as identified in the recruitment methodology and Scope of Work.	Section Page(s)
Explanation of whether any services to be subcontracted to a third party.	Section Page(s)

