



RFq 2021-5003 Executive Recruiter

1.0 REQUEST FOR PROPOSALS

CMHA (or “the Authority”) hereby solicits and requests proposals from qualified contractors (Offeror) for Executive Search & Recruitment Services (Recruitment). CMHA is also seeking proposals from qualified Offeror(s) that provide qualified and quality candidates for contract placement (CP) for short term assignments (1 to 6 months) and/or for Contract placement to hire (CH) for open positions. These Recruitment, CP, and CH services are needed to ensure the Authority attracts the most qualified candidates for contract placement to complete short-term assignments, contract to hire for open positions and/or direct hires for open positions. The Recruitment services could require conducting a nationwide search and recruitment for executive, director and senior level positions. These services shall be provided on an “as-needed” basis. CMHA has a variety of departments and positions that these services will be utilized for, and they are:

- Executive Department (COO, VP(s) of Operations, Programs or Administration)
- Finance and Accounting
- Information Technology
- Legal
- Human Resources
- Procurement and Purchasing
- Inventory & Warehouse
- Fleet and Facility
- Real Estate Acquisitions and Development of Housing
- Construction Administration and Project Management
- Affordable and Market Housing Administration and Property Management
- Housing Choice Voucher Program Administration
- Call Center/Customer Service

The qualified Offeror(s) may respond to all three (3) or as few as one (1) of the required services (Recruitment, CP, and CH) identified above. Please clearly note which service(s) the proposals are being submitted for and the area of expertise that Offeror would provide candidates; such as Finance/Accounting, Legal, Information Technology, Program Administration, Clerical and Staff level for Program Administration, etc.

2.0 SCOPE OF WORK (SOW); TECHNICAL SPECIFICATIONS (T/S):

CMHA is seeking quotes from qualified, licensed independent Contractor(s) with demonstrated professional competence and experience to assist CMHA in the search, recruitment and selection of executive, director, and other senior level positions. Also, agencies that are fully qualified and experienced providing completely vetted, experienced, and quality individuals that can be placed as CP or CH for temporary assignments or open positions.

2.1 Services required of the Offeror(s) include but are not limited to:



RFq 2021-5003 Executive Recruiter

Executive Search & Recruitment Services

- 2.1.1** The Offeror(s) shall aggressively source well qualified and experienced candidates for assigned position(s) based on characteristics, skills, position requirements ascertained from CMHA's Department of Human Resources, Hiring Manager and other information provided.
- 2.1.2** All candidates presented to the housing authority shall be pre-screened by the Offeror. Prescreening must include, at a minimum, verification of information submitted by applicant (work history, education, etc.), verification that applicant meets driving eligibility and a preliminary interview with the candidate. Offeror shall only present CMHA with those candidates deemed to be highly qualified. This would include confirmation that the candidate meets position requirements, salary, driving and background requirements as well as relocation considerations. A summary report of the pre-screening must accompany candidate profiles submitted to CMHA for consideration. The summary report must include candidate experience highlights, education highlights, questions asked (including their respective answers), salary requirements, confirmation of acceptable driving and background checks, interviewer notes concerning professionalism, flexibility, drive, attention to detail, strengths, weaknesses and details relating to specific functions within the job description. Offeror must conduct and complete professional reference checks and interviews and/or questionnaires required to confirm quality, qualifications and experience expressed by candidate.
- 2.1.3** Coordinate any and all interviews and testing between the candidate and CMHA.
- 2.1.4** The Offeror(s) shall inform candidates that information they provide may be made publicly available pursuant to Ohio Revised Code Section 149.43, Ohio Open Records Law and 5 U.S.C. 522.
- 2.1.5** Provide appropriate compensation research and advice, as requested.
- 2.1.6** Provide weekly progress status reports and be accessible for consultation on any aspect of the project during the contract period as requested by CMHA.
- 2.1.7** Assist in processing all acknowledgement letters and other correspondence to applicants, nominators, and nominees.
- 2.1.8** Provide such other assistance as may be requested by CMHA to assist with recruitment and successful employment of the selected candidate.



RFq 2021-5003 Executive Recruiter

Contract Placement and/or Contract Placement to Hire

- 2.1.9** The Offeror(s) shall aggressively source well-qualified and experienced candidates for short-term assignments or open positions that CMHA is looking for temporary to hire recruitment methodology.
- 2.1.10** All candidates presented to housing authority shall be prescreened by Offeror. Prescreening must include, at a minimum, verification of information submitted by applicant (work history, education, etc.), verification that applicant meets driving eligibility and a preliminary interview with the candidate. Offeror shall only present CMHA with those candidates deemed to be highly qualified. This would include confirmation that the candidate meets position requirements, salary, driving and background requirements.
- 2.1.11** Coordinate any and all interviews and testing between the candidate and CMHA.
- 2.1.12** The Offeror(s) shall inform candidates that information they provide may be made publicly available pursuant to Ohio Revised Code Section 149.43, Ohio Open Records Law and 5 U.S.C. 522.
- 2.1.13** Provide such other assistance as may be requested by CMHA to assist with successful TP or TH of the selected candidate.

2.2 Fees

The proposal shall contain the methodology for establishing fees to be charged for all services to be rendered under the RFq, which shall be presented in the basic format described below. Proposed fees shall be firm fixed fees and the cost set forth therein will not be subject to increase by the Offeror. All pricing may be subject to downward negotiation.

- 2.2.1** Provide a detailed description of all costs (fees and reimbursable expenses) that CMHA would incur and when payments would be due. The proposal must describe the extent to which CMHA will be obligated to pay the Offerors cost if the search is not successfully completed or is terminated.
- 2.2.2** Each proposal shall include a statement of all expenses that will be passed through to CMHA, that are in addition to the fees. All quoted rates for professional services will be inclusive of all services to be performed by the Offeror and the Offeror's employees. The Offeror may request reimbursement for extraordinary expenses not typically incidental to the



RFq 2021-5003 Executive Recruiter

services to be performed. Reimbursement of such expenses will be contingent on CMHA's written consent prior to incurring such expenses and such expenses shall be included in the statement of expenses submitted with the Offeror's response to this RFq to the greatest extent feasible.

2.2.3 Each proposal shall also include any assumptions or exceptions made when establishing rates, fees or expenses quoted.

2.2.4 The Offeror will be expected to submit statements for services from time to time but not more frequently than monthly. Each statement for services provided will identify the specific category, the amount of work accomplished to date, the amount invoiced, and identification of the work completed since the last invoice.

2.3 COVID-19 Requirements for On-Site Work

Contractor personnel working in occupied offices/buildings must wear PPE (if requested by a CMHA employee, if not vaccinated, and/or per CDC guidelines), including but not limited to a mask that covers their mouth and nose. The mask should be worn throughout the entire period of service delivery.

Contractor is to practice social distancing while on site.

In addition, Contractor personnel shall be neat and wear uniforms with the company name and an ID badge. This standard of neatness means Contractor staff must appear at the job site in freshly laundered clothing.

CMHA will issue badges to individual Contractor employees with their picture.

2.4 Pool of Contractors

2.4.1 CMHA intends to create a "pool" of Contractors to provide services. The Pool will consist of various Contractors which will be available on an as-needed basis to provide services. The actual number of Pool participants chosen will depend on the number of qualified proposals received.

2.4.2 Proposers selected to participate in the Pool will be assigned work at the discretion of CMHA based on quality of work, availability, manpower and timeliness and will serve in the Pool for a period of one (1) year with the option, at CMHA's sole discretion, to extend the contract for up to an additional four years for a maximum total of five years. CMHA will attempt to match each assignment to the Pool Participant best suited for a given task. CMHA will also determine the services any contractor will be assigned at any given time or duration. Selection as a participant of the Pool is not a guaranty of the type or number of tasks for which a



RFq 2021-5003 Executive Recruiter

participant may be selected. Time is of the essence with regard to Pool Participants' availability for and performance of the assignments.

- 2.4.3** If a Pool Participant is selected to perform one or more work assignments, CMHA will formally request the Pool Participant to perform such work by executing a purchase order. CMHA will provide the scope of work to the contractor before work is to begin. Once the Contractor is awarded an assignment, the services will be scheduled with CMHA. The purchase orders may be issued at any time during the term of the Pool Agreement and the assignment of work projects will be made solely at the discretion of CMHA.

3.0 PERFORMANCE STANDARDS

- 3.1** Failure to accurately and thoroughly vet candidates for submission may result in a 10% reduction of the invoice and possible rejection of the candidate.
- 3.2** Contractors must ensure candidates are available for consideration prior to submission (this would mean recent conversation with the candidate and not just pulling from the data base). Failure to adhere to this standard may result in a 10% reduction of the invoice and possible rejection of the candidate.
- 3.3** Contractors must submit separate invoices of services for different departments. Failure to follow this instruction may result in a \$15 charge per incorrectly submitted invoice.
- 3.4** Failure to report for work in proper uniform/attire and with an appearance and condition that is neat and professional may result in a penalty of \$15 per service.
- 3.5** Invoices are to be submitted within two weeks after completion of the service (see *Invoicing* in the General Terms and Conditions). If invoices are submitted late, the amount to be paid shall be reduced:

Number of days to submit invoice to CMHA after completion of work or receipt by CMHA in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)

- 3.6** CMHA reserves the right to deduct 10% from the Contractor(s) invoices for failure to perform according to the specifications of this RFP and any pursuant contract agreement.
- 3.7** CMHA may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at



RFq 2021-5003 Executive Recruiter

the time of the service and may be considered by CMHA in the award of future work under this contract and award of future contracts.

4.0 CONTRACT TERMS

4.1.1 The Authority intends to enter into a one-year contract with the option, at the Authority's sole discretion, to extend four one-year contracts with the successful offeror(s) selected to provide the services.

4.1.1 Indefinite Quantities Contract (IQC) – The Authority does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, but will reserve the right to award work on an as-needed basis.

4.1.1.2 Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount: As may be further detailed herein, as the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires the Authority to award the responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$100 for each contractor awarded; (b) NMCA: \$500,000 annually for the pool of contractors. The Authority reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.