



Department of County Management
Business Services
501 SE Hawthorne Blvd, Suite 200
Portland OR 97214

January 5, 2018

INTRODUCTION

Through this CSS (Contractor Selection Statement), the Multnomah County Office of the Chief Operating Officer (COO) is seeking to award a single County Services Contract valued at no more than \$75,000 to a qualified Executive Recruiting Firm with expertise in public sector executive management recruitment to work with the County's Central Human Resources (HR) office to conduct a search for an experienced Department Director for the Health Department (HD).

SCOPE OF SERVICES

The Office of the COO and Central HR desire to work with an Executive Recruiting Firm that has demonstrated success in recruiting and sourcing diverse, qualified candidates for the aforementioned position in addition to having a rigorous model for communicating in common language and providing a strategy for an efficient and effective executive search.

The recruiting firm awarded a County Services Contract will be expected to work with County leadership and stakeholders to update the HD Director job description, develop a success profile for HD Director position, and finalize an agreed upon recruitment strategy. The awarded Contractor will recruit, screen, refer, and prepare candidates who meet the qualifications in the mutually agreed upon position description with a specific emphasis on ensuring a diverse and qualified applicant pool. The County will require the awarded firm to work with County representatives throughout the recruitment and selection process, and conduct the reference and background checks in accordance with County policies.

HEALTH DEPARTMENT BACKGROUND

The Multnomah County Health Department's mission is to work in partnership with the communities it serves to assure, promote and protect the health of the people of Multnomah County. The Health Department's programs and services include the following:

Providing High-quality Clinical Care: The Integrated Clinical Services Division provides care to underserved members of the community through a large network of eight (8) primary care clinics, seven (7) dental clinics, 12 student health centers plus a central laboratory and seven (7) pharmacies with a total annual budget of \$120 million.

Promoting and Protecting Health: The Public Health Division emphasizes prevention, whole person and community health through immunizations, pregnancy support, management of the federal WIC (Women, Infants, and Children) program, tracking and preventing communicable and vector-borne diseases, assuring food and environmental safety, tracking vital records, promoting healthy eating, preventing violence and chemical dependency, and providing community-based mental health and addiction services treatment for children and adults.

The Health Department's Director's Office provides leadership for the broad mission and vision of the department by communicating a compelling vision for health, leading strategic planning, diversity, equity and inclusion activities, legislative initiatives, departmental communications and integration of department activities in collaboration with other County departments.

The Health Department Director's Office is responsible for ensuring leadership committed to the Health Department's mission, vision, values and strategic objectives. The Director's Office is the primary liaison to federal, state, County and local elected officials, working closely with other County departments and community partners to lead the implementation of health care transformation within the County, works with a wide range of local organizations, health systems and other counties to implement public health, behavioral health and safety-net health care across the region, and provides direction to the Department Leadership Team, whose duties include oversight of public health, behavioral health and physical health functions.

The Department Director and Department Leadership Team are responsible for integration of health services and operations to provide the highest quality of service, strategic partnerships with a wide range of community organizations, leadership and direction for public health issues and policies, stewardship of finances, facilities and personnel, continuous improvement of service delivery, public health emergency preparedness, support for a diverse and qualified workforce with high job satisfaction, and also oversee regulatory actions in their roles as the local public health authority (LPHA) and local mental health authority (LMHA).

CONTRACT PERIOD

The County Services Contract awarded for this service is anticipated to begin in late March or early April 2018. The maximum value of the Contract award for this service will be no greater than \$75,000, including reimbursable expenses, if allowed, as outlined in the awarded Contract.

INSURANCE REQUIREMENTS

The insurance requirements in the table below are a requirement of contracting with Multnomah County. Please review these requirements carefully as the Proposer awarded a Contract under this CSS must have the required insurances in place with documentation provided to the County by the Contract start date (anticipated to be late March or early April 2018).

Type of Insurance	Amount Per Occurrence	Annual Aggregate Amount
Professional Liability	\$1,000,000	\$2,000,000
Commercial General Liability	\$1,000,000	\$2,000,000
Additional Insured Endorsement	Separate Document Tied to CGL Above	N/A
Workers Compensation	\$500,000 (Sole Proprietors working as Independent Contractors with no employees not subject to WC requirement)	N/A

RESPONSE SUBMISSION INSTRUCTIONS

Interested firms, organizations or individuals must submit a written response as a Word (.docx) or PDF (.pdf) document to the following questions no later than 4:00PM, January 19, 2018, **by email only** to Tamara Bertell, Contract Specialist, at dcm.contracting@multco.us.

EVALUATION & RESPONSIBLE BUSINESS PRACTICES QUESTIONS (QUESTIONS 1-8)

Please restate each question and use the same numbering sequence below followed by your response to each question. Incomplete responses may result in rejection of the response.

Evaluation Questions (Questions 1-7)

Please:

1. Describe the types of public sector executive management positions your firm has recruited for, including the average length of each search.
2. Describe two examples of successful recruitment your firm has conducted for executive positions with public sector organizations, including your strategy, timelines, outcomes and metrics for success.
3. Describe any innovative technology application or social networking strategies your firm has used to attract qualified executive candidates.
4. Describe the types of outreach strategies and methods your firm incorporates in executive recruitment searches to ensure a diverse qualified candidate pool.
5. Describe the current challenges facing public sector executive management recruitment and how your firm will address these challenges.
6. Outline the costs for your firm's executive management recruitment services, including your fee structure based on the nature of this recruitment.
7. Outline your firm's availability to begin the Health Department (HD) Director recruitment, including an estimated timeline from initial contact with the County through placement of the HD Director.

Responsible Business Practices Question (Question 8)

Responsible business practices at Multnomah County are driven by the Triple Bottom Line of Sustainability: Practices that are environmentally friendly, socially equitable, and have positive economic impacts for our community. Multnomah County seeks to partner with vendors who demonstrate a commitment to responsible business practices and sustainable operations that ensure minimal adverse impact on the environment and promote social equity in business operations.

8. Please describe, in detail, your firm's, or your, if a sole proprietor, commitment to sustainable business practices, which might include, but are not limited to a formal sustainability program or policy; cultural competency and diversity initiatives; workplace improvement policies and procedures, sustainable service delivery resulting in positive community economic impacts; workplace practices that use electronic communication to submit reports and invoices electronically; use of post-consumer recycled materials; use of alternative fuel vehicles and/or route optimization for business travel; recycling and/or waste management measures; energy conservation plans; water conservation policies; and/or use of certified green cleaning products in the office.

END OF EVALUATION & RESPONSIBLE BUSINESS PRACTICES QUESTIONS

If you have any questions about this solicitation, please direct them **via email only** to Tamara Bertell, Contract Specialist, Department of County Management, Business Services, at dcm.contracting@multco.us.