

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

SHAKER PLACE REHABILITATION AND NURSING CENTER



RFP # 2022-034

RECRUITING CONSULTANT

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
KAREN A. STORM, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207**

COUNTY OF ALBANY
REQUEST FOR PROPOSALS
RECRUITING CONSULTANT
SHAKER PLACE REHABILITATION AND NURSING CENTER
RFP #2022-034

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SECTION 1: PURPOSE

- 1.1 The County of Albany is seeking proposals for a **Recruiting Consultant** as requested by the **Albany County Shaker Place Rehabilitation and Nursing Center**.
- 1.2 Shaker Place Rehabilitation and Nursing Center (Shaker Place) is seeking proposals for a consultant/firm to provide employment recruiting services for the purposes of supplying direct placement services for health care management and hard to fill positions.

SECTION 2: RECEIPT OF PROPOSALS

- 2.1 Five (5) copies, and (1) electronic copy on CD or flash drive, of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer. Proposals must be received no later than **4:30 P.M. on FRIDAY, MARCH 25, 2022**, at the following address:

Karen A. Storm
Albany County Purchasing Agent
112 State Street, **Room 1000**
Albany, New York 12207

- 2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

- 2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.
- 2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.
- 2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.
- 2.6 Albany County reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional Proposals.
- 2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.
- 2.8 Proposals will be examined and evaluated by the **Shaker Place Rehabilitation and Nursing Center**.
- 2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

SECTION 3: QUALIFICATION OF PROPOSER

Provide a statement of Proposer qualifications including:

- 3.1 Provide the name, a brief history and description of your firm.
- 3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work.
- 3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).
- 3.4 Detail your firm's experience with recruitment consulting.
- 3.5 Provide at least two (2) references from similar projects including name, addresses and telephone numbers.
- 3.6 Provide any additional information that would distinguish your firm in its service to Albany County.

- 3.7 Proposer shall include a completed "Vendor Responsibility Questionnaire" (Attachment "C") with the Proposal.
- 3.8 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County, within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

SECTION 4: SCOPE OF SERVICES

- 4.1 Shaker Place Rehabilitation and Nursing Center (Shaker Place) is seeking proposals for a consultant/firm to provide employment recruiting services for the purposes of supplying direct placement services for health care management and hard to fill positions.

The proposals are for a consultant/firm to provide recruitment services of strong viable candidates to be considered for vacant positions on an as needed basis. Shaker Place is interested in receiving competitive price quotes documenting the firm's ability to provide this recruitment service. The documentation should include an overview of the history and experience of the firm.

In consultation with Shaker Place management, the consultant/firm will meet with administrative staff at the facility in advance of any employment recruitment in order to understand the employment needs, the job requirements of the positions sought to be filled and to develop a strategic recruitment plan for the selection, hiring and retention of the employee(s) for the position(s) identified by Shaker Place.

There continues to be a variety of clinical healthcare positions that place challenges on the County to fill as they become vacant. In particular, the health care positions require specific certifications, licensure and skills to be considered. The nursing home industry has a myriad of technical clinical roles that, in addition to required certification, also require that appropriate "hands on" experience that is necessary in order to properly and effectively function within the respective healthcare environment. The nursing home industry is closely regulated by federal, state and local government.

The consultant/firm will provide employment recruitment services that may include, but not be limited to: placing advertisements in appropriate publications/online, initial screening of all candidates, resume review and screening, eligibility determination, background/reference checking, credential verification, initial interviewing, interview follow up and salary negotiation. Specific recruitment activities will be dependent upon the position and will be determined/dictated by Shaker Place. The job descriptions for which we are seeking employees will be provided to the consultant/firm as the positions are deemed necessary to be filled. Said job descriptions are very defined by task, knowledge required,

certification/licensure and outline the scope/responsibilities that are required by the candidate(s) to fulfill the role of the vacant positions.

The consultant/firm must establish one person who will remain Shaker Place's primary contact during this contract. The primary contact shall have at least five (5) years' experience providing placement services for health care facilities/businesses.

SECTION 5: TERM OF CONTRACT:

- 5.1 The contract period shall be **one (1) year from the date of a fully executed contract.**
- 5.2 At the end of the initial one year contract term upon mutual agreement of the County and the Contractor, the agreement may be renewed for two (2) additional years, in two (2) consecutive one-year intervals. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County.
- 5.3 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

SECTION 6: COST PROPOSAL:

- 6.1 Submit a cost proposal for the services described above in Section 4, Scope of Services, and on the Cost Proposal Form included herein.
- 6.2 Detail the fee structure for the Proposal. Provide hourly rates and reimbursable costs if not included in the lump sum.
- 6.3 Provide any other relevant information that will assist the County in evaluating your Proposal.

SECTION 7: PROPOSAL SUBMISSIONS

- 7.1 In order for the County to conduct a uniform review process of all proposals, proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a proposal because adherence to this format is critical for the County's evaluation process:

SECTION I:

Title Page - The title page should reflect the Request for Proposal subject, name of the proposer, address, telephone number and contact person.

Table of Contents - The Table of Contents must indicate the material included in the proposal by section and page number.

SECTION II:

Qualification / Experience - The Qualification / Experience section must address proposer's qualifications and experience to carry out the requested service, inclusive of, but not limited to: qualification to do business in NYS, number of years in business and length of experience.

Resumes - Resumes of professional staff members who will be involved in the County engagement must be included in this section.

SECTION III:

References - The References section must include references from similar type projects.

SECTION IV:

Plan Implementation - The Plan Implementation Section must address the Scope of Services in terms of the proposer's plan to carry out the requested service.

SECTION V:

Cost Proposal Section - The Cost Proposal Section must include all costs associated with the proposer's plan to carry out the requested service. Any cost proposal forms furnished by the County must be included in this section.

SECTION VI:

Mandatory Documentation - The Mandatory Documentation Section must include: The Non-Collusive Bidding Certificate (Attachment "A"), Acknowledgment by Proposer (Attachment "B"), and Vendor Responsibility Questionnaire (Attachment "C"); Iranian Energy Divestment Certification (Attachment "D").

SECTION 8: PROPOSAL EVALUATION

8.1 Proposals will remain valid until the execution of a contract by Albany County, unless otherwise rejected consistent with this RFP.

8.2 Proposals received will be evaluated by a committee with representation from the Albany County **Shaker Place Rehabilitation and Nursing Center**. Proposals shall be evaluated based upon the following:

<i>CRITERIA</i>	<i>WEIGHT</i>
Quality and comprehensiveness of all aspects of the consulting services as it is related to the stated scope of services.	30%
Demonstrated history of providing services for health care providers as stated in the scope of services.	35%
Proposed cost.	25%
Client references.	10%

8.3 Proposals will be examined and evaluated by the **Albany County Shaker Place Rehabilitation and Nursing Center** with the advice of the Albany County Purchasing Agent to determine whether the requirements of this RFP are met and to make a recommendation to the Albany County Executive, the Albany County Contracts Administration Board or the County Legislature for a contract award.

8.4 A notice of contract award shall not be binding upon the County until the contract has been fully executed by both parties

SECTION 9: SECTION NOT IN USE.

SECTION 10: ALTERNATIVES

10.1 Proposer may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the cost thereof must be separate and itemized.

SECTION 11: INDEMNIFICATION

11.1 The successful Proposer shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

SECTION 12: SPECIFICATION CLARIFICATION

12.1 All inquiries with respect to this Request for Proposals must be directed to the Albany County Purchasing Agent as follows:

Karen A. Storm
Albany County Purchasing Agent
112 State Street, **Room 1000**
Albany, NY 12207
Telephone: (518) 447-7140
Facsimile: (518) 447-5588
Email: Karen.storm@albanycountyny.gov

12.2 All questions about the meaning or intent of the specifications must be submitted to the aforementioned designated person in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the proposal documents. Questions received less than four (4) days prior to the date of submission of Proposals will not be answered. The County will be bound only by responses given by formal written Addenda.

COUNTY OF ALBANY
RECRUITING CONSULTANT
RFP #2022-034
ADDENDUM #1

March 22, 2022

The following Addendum No. 1 consisting of three (3) pages (including this cover page) is hereby issued on the 22nd day of March, 2022, in connection with the Request for Proposals # 2022-034, Recruiting Consultant for the Shaker Place Rehabilitation and Nursing Center.

COUNTY OF ALBANY

RFP #2022-034

RECRUITING CONSULTANT

ADDENDUM #1

The following information is provided as a result of a question(s) posed by vendor(s):

ITEM #1: The deadline for proposal submission has been extended one week. Proposals are now due by 4:30 PM on Friday, April 1, 2022.

ITEM #2: Please share the list of positions covered under this contract.

RESPONSE #2: As stated in the RFP, we will utilize the Recruiting Consultant for any health care management and hard to fill positions in our operating budget as deemed by facility administration.

ITEM #3: Is there any preferred format for the cost proposal?

RESPONSE #3: The cost proposal should clearly state the comprehensive hourly rate or monthly rate and any/all reimbursable fees/costs not included in the hourly/monthly rate in order to fulfill the Scope of Services stipulated in the RFP.

ITEM #4: Please share the total number of temporary personnel working on the ongoing contract?

RESPONSE #4: There is not currently a contract for this service.

ITEM #5: Please share pay and bill rates of the candidates/resources currently working in the ongoing contract?

RESPONSE #5: Not applicable. Please see Response #4.

ITEM #6: Please share the details of the incumbents/vendors currently providing the recruitment services?

RESPONSE #6: Not applicable. Please see Response #4.

ITEM #7: What are the challenges or pain areas of the ongoing contract?

RESPONSE #7: Not applicable. Please see Response #4.

ITEM #8: How many vendors does the Center plan to award?

RESPONSE #8: One.

ITEM #9: Is there any local preference?

RESPONSE #9: Proposals will be evaluated based on criteria contained in the RFP.

ITEM #10: Is there a tentative budget assigned for the resultant contract?

RESPONSE #10: No.

ITEM #11: What type of work authorization(s) will be considered for the proposed candidates? Is it limited to only U.S. Citizens and Green Card Holders or candidates holding Employment Authorization Document (EAD) will also be considered?

RESPONSE #11: The RFP clearly states requirements of the proposals.

ITEM #12: Can we submit the proposal electronically via e-mail or portal?

RESPONSE #12: No. The RFP clearly states in Section 2: Receipt of Proposals, the requirements/format for the submission of proposals.

ITEM #13: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

RESPONSE #13: Yes. Please see Response #4.

ITEM #14: Can you please let us know the previous spending of this contract?

RESPONSE #14: Not applicable. Please see Response #4.

ITEM #15: Please confirm if we can get the proposals or pricing of the incumbent(s).

RESPONSE #15: Not applicable. Please see Response #4.

ITEM #16: Are there any pain points or issues with the current vendor(s)?

RESPONSE #16: Not applicable. Please see Response #4.

End of Addendum #1