



REQUEST FOR QUALIFICATIONS (RFQ) PROFESSIONAL RECRUITMENT SERVICES

*Release Date: Friday, May 3, 2024

Submissions must be submitted by:

Monday, May 27, 2024

**Any date in this document may be changed at the discretion of First 5 Monterey County. All changes will be posted on the website at www.first5monterey.org.*

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FIRST 5 MONTEREY COUNTY – REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL RECRUITMENT SERVICES

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1. PURPOSE

First 5 Monterey County (F5MC) is seeking qualified and experienced professional search firms to provide recruitment services in order to expedite the hiring process for executive, professional, and administrative level position vacancies. The intent of this RFQ is to partner with a recruiting firm to provide high quality service, delivering highly qualified candidates for F5MC to consider at a competitive cost per recruitment.

The anticipated contract term will be through June 30, 2025 and will commence upon signing of the agreement and fulfillment of insurance requirements. Upon successful completion of the initial term, the agreement may be extended for up to five additional years if it is in the best interest of F5MC and funds are available.

2. TIMELINE*

Friday, May 3, 2024	RFQ Released
Wednesday, May 22, 2024	Final date to submit questions
Thursday, May 23, 2024	Final questions and responses posted
Monday, May 27, 2024 by 11:59 p.m.	Deadline for Submissions
Monday, June 3, 2024 between 9:00a.m.-3:00p.m.	Interviews
Wednesday, June 5, 2024	Announcement of Notification of Intent to Award
TBD*	Commission Approval

** Any date in this document may be changed at the discretion of First 5 Monterey County. This RFQ and any addenda that may be issued will be available on the F5MC website at <http://www.first5monterey.org>.*

3. BACKGROUND

First 5 Monterey County (F5MC), also known as the Monterey County Children and Families Commission, was established in 1998 and is led by a Commission appointed by the Monterey County Board of Supervisors. The new F5MC Strategic Plan Framework July 2023 – June 2029 identifies the vision and mission as follows:

Mission: First 5 Monterey County enriches the lives of children, ages prenatal through 5, and their families by elevating early childhood as a priority, strengthening connections, and advancing quality within a whole system of care and support.

Vision: The wellbeing of all young children and families is nurtured by responsive services, just and equitable systems, and safe and welcoming environments.

In addition to the Vision and Mission above the importance of centering Race, Equity, Diversity and inclusion (REDIness) is an essential area of focus for F5MC.

F5MC's 2023-2029 Strategic Plan Framework can be found on our website at: <https://www.first5monterey.org/download/library/strategic-plan/strategic-plan-2023-2029-86.pdf>

4. SCOPE OF SERVICES

The intent of this RFQ is to partner with a firm to provide high quality service, delivering highly qualified candidates for F5MC to consider, at a competitive cost per recruitment. F5MC is looking for a team that offers full cycle recruiting as well as a menu of options to support any or all of the stages of recruiting. The level of support requested for each recruitment will depend on the open position and salary range.

The Levels of support offered should include the following stages:

- Pre-recruitment planning
- Crafting recruiting materials

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- Sourcing
- Applicant screening
- Interviews and selection
- Hiring
- Onboarding

F5MC currently has 16 approved staff positions. Three of those positions are currently vacant, therefore, it is anticipated that there will be approximately 3-4 recruitments in the next 6-12 months. The priority for recruitment is for the Director of Programs position.

The Director of Programs is responsible for programmatic strategy development and implementation focused on children ages 0-5 and their families; co-developing and managing objectives of the agency's funding cycle; and supporting the evaluation of programs following all requirements of public funding processes. The Director of Programs is a leader in the community with expertise in the fields of early childhood development, early childhood systems, infant/family mental health, and adult learning for professional development. The Director of Programs collaborates with countywide initiatives and seeks opportunities for collaboration and connection with systems and community partners that lead to improved outcomes for children and families. The six-step compensation range for this position is \$103,962 (Step 1) through \$132,685 (Step 6). We anticipate hiring in low to mid-range.

Future positions needing recruitment include a programs manager position and a mid-level administrative/operations position. Depending upon availability of long-term funding sources, there may also be an additional 1-2 programmatic positions in the next year.

5. RFQ PROCESS SUBMISSION, REVIEW & AWARD

A. Questions

Written questions may be submitted via e-mail to Joanna@first5monterey.org to clarify any matters relating to this RFQ. **The deadline for questions is Wednesday, May 22, 2024.** All questions and their answers will be posted on the F5MC website at <https://www.first5monterey.org/contract-opportunities.htm> by Thursday, May 23, 2024.

B. Submission Instructions and Deadline

Submissions shall be sent via e-mail to Joanna@first5monterey.org **no later than 11:59 p.m. on Monday, May 27, 2024.** Applicants are responsible for ensuring that submissions are received on time. Submissions received after the deadline may not be considered.

C. Selection Process

The selection process is described below:

- 1) A review panel will rate applicants based upon written submissions. The review panel may request clarification on outstanding questions or concerns.
- 2) The top-rated applicants will be invited for interviews. Interviews are anticipated to take place on Monday, May 27, 2024 between 9:00a.m. – 3:00p.m. If an applicant is not available, they may not be considered further. Any changes to the interview schedule will be posted on the F5MC website.
- 3) Notification of Intent to Award will be posted by Wednesday, June 5, 2024.
- 4) Commission approval for contracts over \$25K will take place at the next scheduled Commission Meeting. Any changes to the date will be posted on the F5MC website.

F5MC reserves the right to contact the applicants should any questions arise after the RFQ deadline and during the review/selection process. All submissions will be reviewed for completeness. Incomplete submissions may not be accepted.

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D. Selection Criteria

The following criteria will be considered in the selection. The relative importance of each factor is a management judgment and will include both objective and subjective factors. A five (5) percent preference shall be granted to local vendors.

- Experience and prior successful history of recruitments of similar size and scope, with other public/non-profit sector clients.
- Qualifications and experience of the individuals assigned to the team.
- Experience placing candidates from within and outside California.
- Schedule and availability.
- Cost structure for proposed supports

References and other persons aware of the applicant’s work may be contacted for input on the suitability of the applicant.

E. Award of Contract

Upon award, the successful applicant will be required to execute an agreement with F5MC. The applicant, at their own cost, would be required to comply with F5MC insurance requirements as described in Appendix A before any work is started and any costs are incurred. The Scope of Work and Budget will be finalized during contract negotiations.

F5MC is not required to award a contract as a result of this RFQ process; the Commission is not bound to accept the submission with the lowest estimated cost and may reject a submission, even if the cost is less than all other submissions. Selection will be based upon the submission that best meets the needs of F5MC. Contracts over \$25k are required to be approved by the full Commission.

6. APPEAL PROCESS

Any applicant who wishes to file an appeal must file a written Letter of Appeal delivered by certified mail to the Executive Director at the address on the cover of this RFQ within 4 business days of the announcement of the Notification of Intent to Award. Appeals are limited to violations of law, regulation, or procedure. Appeals will not be accepted on any other grounds. The Letter of Appeal must state the reason for the appeal, including all facts, citations of law, regulation or procedure that are the basis for the appeal. The Executive Director will review the Letter of Appeal and issue a written decision. The decision on appeal is final.

7. SUBMISSION REQUIREMENTS

The following format should be followed in order to provide F5MC with a working basis on which to compare one submission with another. Each of the elements within this outline is expected to be addressed in all submissions. However, additions may be made where necessary for purposes of clarification or amplification.

- A. Cover Sheet: All submissions will include the cover sheet supplied in Appendix B.
- B. Qualifications: Include the general background and history of the company/consultant and number of employees (if relevant); details of the firm’s experience with similar recruitments (including time to hire, candidate acceptance rate, and candidate longevity beyond one year); a brief resume of the individual(s) assigned to this project; and sample work products including recruiting brochures, candidate questionnaires, candidate reference reports, etc. The proposal should include information about the applicant’s current engagements and an affirmation of the firm’s ability to focus on this project. Experience working with public sector organizations is a plus. Please also describe the applicant’s commitment to Race, Equity, Diversity and inclusion (REDIness) and how it’s incorporated into the work.
- C. Services and Approach: Describe the team’s approach to the work and detail the various levels of services offered. What is the firm’s approach in the event of a recruitment not producing a viable

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candidate or the premature dismissal or resignation of the selected candidate. How is success of a recruitment measured?

- D. Cost: Please provide your proposed cost structure for a full cycle search, partial searches, as well as a list of any additional activities and/or techniques that might be helpful to incorporate into the recruitment and selection process and the costs for adding such services. If Applicant has discounted rates for governmental entities such F5MC, then please provide such rates.
- E. References: Please list of three (3) clients for whom the Applicant has performed similar services as those contemplated by this RFQ. Please include the name, email, and telephone number(s) of the contact person at each reference. Other individuals known by F5MC to be familiar with the applicant's work may also be contacted.

8. CAVEATS AND LEGAL NOTES

- A. F5MC reserves the right to cancel the RFQ process at any time for any reason, even after review of all the submissions, and is not responsible for any expenses incurred in developing a response to the RFQ.
- B. No Supplanting – F5MC is prohibited from providing funds to maintain existing levels of service and from replacing State or Local general fund money (supplanting). F5MC funds may only be used to enhance existing services or create new programs or services.
- C. This RFQ is not a contract for employment or hire and the final terms of the proposed contract are subject to review and approval of the F5MC Commission.
- D. The estimate given in the submission must include all design, planning, and implementation costs such as telephone, graphic design, printing, travel, etc.
- E. All Submissions and associated materials become the property of F5MC upon submission and will not be returned to applicants. F5MC reserves the right to accept or reject all or a portion of any submission and reserves the right to waive any minor irregularities in any submission.
- F. F5MC reserves the right to reject a submission based on errors made in computing costs or due to noncompliance with the requirements of this RFQ as determined by F5MC at its sole discretion. F5MC is not responsible for any errors in the submission, including mathematical errors.
- G. Upon award, the successful applicants will be expected to execute an Agreement with F5MC. F5MC is under no obligation to select the applicant who presents the submission with the lowest cost structure. An award is based upon quality of the submission within a reasonable proximity to the other proposed costs. Selection will be made based on overall evaluation of the applicant submissions and the best interests of F5MC as determined by F5MC.
- H. The successful applicants will be expected to provide the following insurance upon contracting: Commercial General Liability - minimum limit \$1,000,000 with F5MC added as additional insured and Worker's Compensation Insurance as required by state law (for organizations with employees). Detailed insurance requirements are available upon request.
- I. F5MC reserves the right to negotiate project-related conditions, scopes of work, budgets and costs with any successful applicant. If negotiations fail to culminate in a contract, F5MC may institute *Article VI, Section 11 Selection Process Exceptions* of the *F5MC Policies* and may select another vendor.

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APPENDIX A: Insurance Requirements

The successful applicant will be required to provide proof of insurance for the following and maintain in full force and effect, during the term of the Agreement, the following types of insurance:

- [X] Commercial General Liability** [“occurrence” coverage]
Minimum Limit \$1,000,000, with an Additional Insured Endorsement (see below)

Additional Insured Endorsement shall name Monterey County Children and Families Commission, the individual members thereof, and all First 5 Monterey County (F5MC) officers, agents, employees, and its Board of Directors as Additional Insureds with respect to services being provided, including ongoing and completed operations. Additional insured endorsement shall be equivalent to ISO form CG 20 26 07 04.

- [X] Workers’ Compensation**
Required for all Contractors with employees
Statutory Limits or \$1,000,000, Employers Liability minimum \$100,000

Please have Insurance Certificates with any Additional Insured Endorsements sent to First 5 Monterey County, 1125 Baldwin Street, Salinas, CA 93906, Attention: Joanna Jensen

- A.** All Insurance Certificates showing proof of insurance must include a 30-day Notice of Cancellation endorsement.
- B.** F5MC’s legal name, Monterey County Children and Families Commission, must be used on all insurance certificates and endorsements.
- C.** All insurance provided required under this Agreement shall be primary coverage with respect to F5MC, and any insurance or self-insurance maintained by F5MC shall be in excess of Contractor’s insurance coverage and shall not contribute to Contractor’s coverage. F5MC is to be notified immediately if any aggregate insurance limit is exceeded.
- D.** Failure to provide these documents shall be grounds for termination or suspension of this Agreement.
- E.** It is the responsibility of Contractor to confirm that any and all subcontractors that Contractor may use for the completion of this Agreement comply with all terms and conditions of the insurance provisions.
- F.** Policies shall not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to F5MC.

Prior to any obligations of F5MC, Contractor shall file certificates of insurance with F5MC, showing that Contractor has in effect the insurance required by this contract. Contractor shall file a new or amended certificate including applicable endorsements promptly after any change is made in any insurance policy, which would alter the information on the certificate then on file.

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APPENDIX B: Cover Sheet

Please complete this form electronically.

APPLICANT INFORMATION

<i>Applicant/Organization</i>		<i>Applicant legal name, if different than DBA</i>	
<i>Primary Address</i>		<i>City, State, Zip</i>	
<i>Primary Contact (if different than above)</i>	<i>Title</i>	<i>Email Address</i>	
<i>Telephone</i>	<i>Cellular Phone</i>		
<i>Mailing Address (if different than above)</i>		<i>City, State, Zip</i>	

Your submission packet should include all items listed below. Please indicate the items enclosed by marking the corresponding box.

- A. This Cover Sheet (Appendix B)
- B. Qualifications
- C. Services & Approach
- D. Cost
- E. References

- The entire submission submitted electronically** to Joanna@first5monterey.org by Monday, May 27, 2024 at 11:59p.m.