

***Maryland’s Human Services Agency***

**DEPARTMENT OF HUMAN SERVICES**

**Office of Human Resource Development and Training**

**SMALL PROCUREMENT SOLICITATION FOR**

Executive Search Services to Facilitate Recruitment for the Position of Director of the Baltimore City Department of Social Services

DHS AGENCY CONTROL NUMBER: HRDT/BCDSS-19-001-S

1. **SUMMARY STATEMENT**

The Department of Human Services (DHS), Office of Human Resource Development and Training (HRDT), intends to procure the services of a qualified vendor with experience providing executive search services within the public sector for the purpose of assisting in the process of identifying, recruiting and hiring candidates to fill the position for Director of the Baltimore City Department of Social Services (BCDSS). This is an executive level position in the human services field. The Contract will be for no more than three (3) months. A qualified candidate for the position of Director of BCDSS must be supplied by the vendor and selected to fill the position within sixty (60) days of the award of the contract. Only one award will be made as a result of this solicitation.

1. **BACKGROUND**

DHS is responsible for providing oversight to Maryland’s three (3) principal human services administrations – the Social Services Administration (SSA), Family Investment Administration (FIA), and the Child Support Administration (CSA). Through the programs of these Administrations, we help vulnerable Marylanders buy healthy foods, pay energy bills, and obtain medical assistance. We also provide stable environments for at-risk children and adults. The oversight responsibilities of DHS extend to the Local Departments of Social Services in each of Maryland’s 23 counties and in Baltimore City.

DHS is currently seeking assistance identifying a highly qualified individual to serve as Director of BCDSS. The BCDSS serves the citizens of Baltimore through a staff of approximately 1,700, housed in multiple locations throughout Baltimore City. The Main Administration building is located in East Baltimore. The Agency has an annual operating budget in excess of $693 million.  A qualified candidate would require a Master’s degree in Social Work or related fields, such as Business Administration, Public Administration, Human Services Administration, Health, Education, Psychology, Sociology, and other Human Service related degrees with at least five years of professional employment in social services administration or supervision.

The successful candidate will possess the following attributes:

* Leadership of multi-site operations in an urban area
* Executive management experience (prefer 10 years) with fiscal and human resource management
* Experience leading change management processes
* Human Capital Development – engage staff, grow leaders, and maintain community relationships
* Managerial experience with program planning, evaluation and implementation
* Expert ability to acquire new funding from non-traditional sources
* Effective communication skills

1. **SCOPE OF THE PROJECT**

DHS is seeking the services of an executive search firm to locate, interview, and present candidates with the skills, knowledge, and abilities necessary to succeed in the position of Director of BCDSS. A description of the position and attributes are described in **Attachment B.**

The services will be coordinated through and with the Office of Human Resource Development and Training located at 311 West Saratoga Street, Baltimore, MD 21201.

A qualified candidate for the position of Director of BCDSS must be supplied by the vendor and selected to fill the position within sixty (60) days of the award of the contract.

1. **OFFEROR QUALIFICATIONS**

Offerors must demonstrate at least two (2) years of experience providing Executive Search Services to identify and recruit candidates to fill senior management positions for public service organizations.

1. Have at least five (5) years experience of documented success in identifying and recruiting candidates to fill senior management positions for public human service-related organizations.
2. Have staff who are knowledgeable of the requirements of the profession and are aware of the background, education and other pertinent or job-related attributes that are essential to the success for DSS Directors.
3. Have the capacity to recruit nationally qualified candidates.
4. A minimum of two references must be included from firms, organizations, etc. for which similar work has been performed. Each reference should identify the name of the organization, a point of contact, and telephone number. One reference must be included from an organization for which a project of similar scope was prepared and implemented. The Issuing Office shall have the right, as part of the evaluation and selection process, to contact these or any other references of its choosing or not to contact some or any references, as it deems appropriate.
5. **CONTRACTOR REQUIREMENTS**

The Contract requirements shall include at a minimum, but not be limited to the following services. The Contractor shall:

1. Provide Executive Search services to identify qualified candidates to be interviewed for the position of Director of BCDSS.
2. Solicit full resumes and/or curricula vitae of qualified candidates locally and nationally.
3. Review candidates’ submissions to determine if applicants meet the minimum qualifications as set forth by the job description and statutorily established requirements. (See **Attachment E**).
4. Conduct a preliminary screening interview of qualified applicants.
5. Conduct background checks and verify employment histories of all applicants to be submitted to DHS.
6. Forward summaries of all recommended candidates to DHS for review and consideration.
7. Coordinate with DHS to identify those candidates DHS selects for interview.
8. Suggest a set of interview questions appropriate for this recruitment.
9. Coordinate with DHS to schedule selected candidates for interview within dates, times, and locations as provided by DHS. Telephone interviews will not be acceptable for this process. A minimum of five (5) candidates must be recommended to DHS.
10. An offer of employment is made and accepted.

If for any reason the Director leaves the employment of DHS within six months of the initial Director’s start date with DHS, a one-time additional executive search for a replacement Director will be required at no additional cost to DHS.

DHS will select and assemble an interview panel that will conduct interviews of qualified applicants and make final recommendations to the Secretary of DHS (Secretary). The Secretary will make the final appointment in accordance with applicable law.

1. **CONTRACT TERM AND DELIVERABLES**

The Contract resulting from this solicitation will be for a 3 month period beginning June 1, 2019 and ending August 31, 2019.

During the period of the contract, the selected vendor will be responsible for conducting an Executive Search and supplying the resume and /or curricula vitae of qualified candidates for the position of Director of the Baltimore City Department of Social Services to the Director of the Office of Human Resource Development and Training, and will coordinate the scheduling of interviews for candidates selected by DHS.

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| **Deliverable** | **Date** |
| Identify qualified candidates to be interviewed for the position of Director of BCDSS. | June 1, 2019 through August 1, 2019 |
| Provide full resumes and/or curricula vitae of qualified candidates locally and nationally | June 1, 2019 through August 1, 2019 |
| Coordinate with DHS to identify those candidates DHS selects for interview. | June 1, 2019 through August 1, 2019 |
| Coordinate with DHS to schedule selected candidates for interview within dates, times, and locations as provided by DHS. Telephone interviews will not be acceptable for this process. A minimum of five (5) candidates must be recommended to DHS. | June 10, 2019 through August 15, 2019 |
| An offer of employment is made and accepted. | August 31, 2019 |

1. **STATE PROJECT MANAGER**

The State Project Manager for this Contract is:

Terry Chrapaty, Director

Office of Human Resource Development and Training

311 West Saratoga Street

Baltimore, MD 21201

Phone: 410-767-8806

Email: terry.chrapaty@maryland.gov

After Contract award, this person will serve as the primary point of contact for the Contractor in regards to the Contract resulting from this RFP. However, for certain contract related actions the Procurement Officer may communicate with the Contractor.

1. **SUBMISSION INFORMATION**

The original, to be so identified, and three (3)copies of each Proposal must be received by the Procurement Officer by***Friday, May 10, 2019 at 2:00 PM*** *in* order to be considered. Requests for extension of this date or time shall not be granted. Vendors mailing Proposals should allow sufficient mail delivery time to insure timely receipt by the Procurement Officer. Proposals or unsolicited modifications to Proposals arriving after the closing time and date will not be considered, except under the conditions identified in COMAR 21.05.02.10 B and 21.05.03.02 F.

*(****Oral, electronic mail, and facsimile Proposals will not be accepted*.)**

Proposals are to be delivered to:

Sang Kang, Procurement Officer

Maryland Department of Human Services

Procurement Division

311 W. Saratoga Street/Room: 946

Baltimore, Maryland 21201

Office telephone: 410-767-7404

Email address: [sang.kang@maryland.gov](mailto:sang.kang@maryland.gov)

Inquiries must be directed to DHS at the above telephone number and address.

Proposal Submission shall include:

## Two Part Submission

Offerors shall submit Proposals in separate volumes:

* + Volume I –Technical Proposal
  + Volume II – Financial Proposal (Price Sheet)

1. Volume I - Technical Proposal
2. Transmittal Letter

A Transmittal Letter, printed on the vendor’s letterhead. The purpose of this letter is to transmit the Proposal; therefore, it should be brief. The letter shall contain the title of the solicitation and include the Offeror’s name, federal tax identification or social security number, eMaryland Marketplace number (if registered), and complete address. An individual, who is authorized to bind the firm to all statements, including services and prices, contained in the Proposal must sign the letter. The letter must also acknowledge receipt of any amendments issued against the solicitation. Failure to acknowledge receipt of amendments does not relieve the Offeror from complying with all terms of any such amendment.

1. Offeror Technical Response to Small Solicitation Requirements and Proposed Work Plan

The Offeror shall address each Small Solicitation requirement in its Technical Proposal with a cross reference to the requirement and describe how its proposed goods and services, including the goods and services of any proposed subcontractor(s), will meet or exceed the requirement(s). If the State is seeking Offeror agreement to any requirement(s), the Offeror shall state its agreement or disagreement. Any paragraph in the Technical Proposal that responds to a Small Solicitation requirement shall include an explanation of how the work will be performed. The response shall address each requirement in **Section 5** in order, and shall contain a cross reference to the requirement.

1. Offeror shall provide a narrative description (not to exceed 3 pages) on their experience and understanding of the scope of work as provided in Section 5 of this solicitation.
2. Submit name and resume of key person (point of contact) who will be assigned to work with DHS on this recruitment.
3. Describe Offeror’s methods and ability to recruit this position nationally.
4. Minimum Qualifications Documentation (References)

The Offeror shall provide at least three (3) references to meet the Offeror Minimum Qualifications as stated above (see Small Solicitation **Section 4**). Each reference shall be from a client for whom the Offeror has provided goods and services within the past five (5) years and shall include the following information:

* 1. Name of client organization;
  2. Name, title, telephone number, and e-mail address, if available, of point of contact for client organization; and
  3. Value, type, duration, and description of goods and services provided.

## Volume II – Price Sheet

The Price Sheet shall contain all price information in the format specified in **Attachment** **A**. The Offeror shall complete the Price Sheet only as provided in the Price Sheet Instructions and the Price Sheet itself. Do not amend, alter, or leave blank any items on the Price Sheet or include additional clarifying or contingent language on or attached to the Price Sheet. Failure to adhere to any of these instructions may result in the Proposal being determined to be not reasonably susceptible of being selected for award and rejected by the Department.

The Financial Proposal must contain all pricing information as described below:

1. Offerors must enter a firm, fully loaded, fixed percentage that is inclusive of all costs, including all direct and indirect costs (overhead, sales personnel and supervisor hourly rate, general administration, profit, taxes, and fringe benefits, etc.).
2. The price shall be based upon the percent of the starting annual State salary for the selected candidate. The percentage will be applied to the actual State salary at which a candidate is hired.
3. DHS shall arrange and pay for the travel costs for the final Director candidates to interview in Baltimore with the Interview Panel. Such travel arrangements and costs will comply with State travel regulations. (**Attachment C).**
4. **EVALUATION CRITERIA AND SELECTION PROCESS**
5. Technical Proposal Evaluation Criteria

The criteria to be used to evaluate each Technical Proposal are listed below in descending order of importance. Unless stated otherwise, any sub-criteria within each criterion have equal weight.

1. Offeror’s Qualifications and Capabilities, including proposed subcontractors
2. Offeror’s Technical Response to Requirements and Work Plan

The State prefers the Offeror’s Technical Proposal to illustrate a comprehensive understanding of work requirements and mastery of the subject matter, including an explanation of how the work will be performed. Proposals which include limited responses to work requirements such as “concur” or “will comply” will receive a lower ranking than those Proposals that demonstrate an understanding of the work requirements and include plans to meet or exceed them.

## Financial Proposal Evaluation Criteria

All Qualified Offerors will be ranked from the lowest (most advantageous) to the highest (least advantageous) price based on the Total Proposal Price within the stated guidelines set forth in this Small Solicitation and as submitted on **Attachment** **A**- Price Sheet.

1. Selection Process
2. General

The Contract will be awarded in accordance Code of Maryland Regulations (COMAR) 21.05.07. When evaluating Proposals, the Procurement Officer will use the Competitive Sealed Proposals (CSP) method. The CSP method allows for the conducting of discussions and the revision of Proposals during these discussions. Therefore, the State may conduct discussions with all Offerors that have submitted Proposals that are determined to be reasonably susceptible of being selected for contract award or potentially so. However, the State reserves the right to make an award without holding discussions.

With or without discussions, the State may determine the Offeror to be not responsible or the Offeror’s Proposal to be not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of Proposals and prior to Contract award.

1. Selection Process Sequence

a) Technical Proposals are evaluated for technical merit and ranked. During this review, oral presentations and discussions may be held. The purpose of such discussions will be to assure a full understanding of the State’s requirements and the Offeror’s ability to perform the services, as well as to facilitate arrival at a Contract that is most advantageous to the State. Offerors will be contacted by the State as soon as any discussions are scheduled.

b) Offerors must confirm in writing any substantive oral clarifications of, or changes in, their Technical Proposals made in the course of discussions. Any such written clarifications or changes then become part of the Offeror’s Technical Proposal. Technical Proposals are given a final review and ranked.

c) The Financial Proposal of each Qualified Offeror (a responsible Offeror determined to have submitted an acceptable Proposal) will be evaluated and ranked separately from the Technical evaluation. After a review of the Financial Proposals of Qualified Offerors, the Evaluation Committee or Procurement Officer may again conduct discussions to further evaluate the Offeror’s entire Proposal.

d) When in the best interest of the State, the Procurement Officer may permit Qualified Offerors to revise their initial Proposals and submit, in writing, Best and Final Offers (BAFOs). The State may make an award without issuing a request for a BAFO.

1. **AWARD DETERMINATION**

Upon completion of the Technical Proposal and Financial Proposal evaluations and rankings, each Offeror will receive an overall ranking. The Procurement Officer will recommend award of the Contract to the responsible Offeror that submitted the Proposal determined to be the most advantageous to the State. In making this most advantageous Proposal determination, technical factors will receive equal weight than financial factors.

1. **DEPARTMENT CONTRACT**

The successful offeror will be expected to sign a contract with the Department, sample enclosed as **Attachment D.**

1. **CANCELLATION OF BIDS/PROPOSALS**

The State may cancel this Solicitation, in whole or in part, whenever this action is determined to be fiscally advantageous to the State or otherwise in the State’s best interest. If the Solicitation is canceled, a notice of cancellation will be provided to all prospective Bidders/Offerors who were sent this Solicitation or otherwise are known by the Procurement Officer to have obtained this Solicitation.

1. **ACCEPTANCE OF BIDS/PROPOSALS**

The State reserves the right to accept or reject any and all Proposals, in whole or in part, received in response to this Solicitation, or to waive or permit cure of minor irregularities to serve the best interests of the State of Maryland.

1. **TIME OF PROPOSAL ACCEPTANCE**

The content of this Solicitation and the Proposal of the successful Offeror or Offerors will be included by reference in any resulting Contract. All prices, terms and conditions in the Proposal are irrevocable for 90 days after the closing date for receipt of Financial Proposals or Best and Final Offers, if requested. This period may be extended by written mutual agreement between the Offeror and the requesting State organization.

1. **PAYMENT**

The successful vendor shall bill the Department monthly for services rendered the previous month.

The Contractor may invoice DHS as follows:

* The Contractor may submit 3 invoices to the Agency during the term of Contract.
* For each of the first two invoices, the portion of the percentage fee payable shall equal one-third of an amount to be calculated by multiplying the percentage set forth in the selected Financial Proposal times an estimated base Director salary of ­­­­­­­­­­­­­­­$125,491. The first invoice shall be submitted upon completion of Section 5 items A-F. The second invoice shall be submitted upon completion of Section 5, items 7 H-I.

* The final invoice for the Contractor’s percentage fee shall consist of the remainder of the total percentage fee owed to the Contractor, to be calculated by multiplying the percentage set forth in the selected Financial Proposal times the actual starting base salary of the selected Director, and subtracting the payments already made to the Contractor. The final invoice shall be submitted when the Director is engaged by the Department.

In the event that (a) no Director candidate proposed by the Contractor is engaged by DHS, (b) the Contract is terminated before the end of the term of the Contract and before a Director is engaged by DHS, or (c) a current or former employee of the DHS is engaged by the DHS for the Director position, the Contractor may retain all money it has received from the DHS to the date of such event but shall receive no further fees.

Invoices must be addressed to:

Department of Human Services

Office of Human Resource Development and Training

311 West Saratoga Street – 1st Floor

Baltimore, MD 21201

Attn: Cynthia McMillian

Phone: 410-767-7554

Email: [cynthia.mcmillian@maryland.gov](mailto:cynthia.mcmillian@maryland.gov)

All invoices must (at a minimum) be signed and dated in addition to including the Contractor’s mailing address, the Contractor’s Social Security number or Federal Tax ID number, the State’s assigned Contract control number, the goods/services provided, the time period covered by the invoice, and the amount of requested payment.

1. **PROCUREMENT METHOD**

This award will be made in accordance with Code of Maryland Regulations (COMAR) 21.05.07, Small Procurement Regulations. Small procurement is defined as the use of procedures to obtain items reasonably expected by the Procurement Officer to cost $50,000 or less.

## eMARYLAND MARKETPLACE (eMM)

In order to receive a contract award, a vendor must be registered on eMM. Registration is free.

Go to <https://emaryland.buyspeed.com/bso/login.jsp>, click on “Register” to begin the process,

and then follow the prompts.

**Minority Business Enterprises are strongly encouraged to respond to this solicitation.**

Attachments

Pricing Proposal – Attachment A

Position Description – Attachment B

Travel Regulations – Attachment C

Sample State Contract – Attachment D

Article 88A – Attachment E