



Request for Proposal (RFP)
PROVIDER RECRUITMENT SERVICES
R23-016-01

PROPOSAL DUE DATE & TIME:
August 28, 2023 by 5:00 PM CST

ATTN: Carmina Urrutia, Purchasing Coordinator
rfp@cacost.org

COMMUNITY ACTION CORPORATION OF SOUTH TEXAS
204 E. FIRST ST.
ALICE, TX 78332

INTRODUCTION

The Community Action Corporation of South Texas (CACOST) is a private non-profit organization established in 1971 and funded through state and federal grants and fees for service. CACOST has a workforce of about 700 employees and a service area consisting of seventeen (17) counties in south and coastal Texas. The mission of CACOST is to continuously improve the lives of South Texans by providing high quality healthcare, education, housing, and economic opportunities to reduce poverty through services and partnerships. More information on CACOST can be obtained by visiting the CACOST web site at cacost.org.

PROPOSAL SUMMARY

The Early Childhood Intervention Program (ECI) is among the Programs administered by CACOST. The ECI Program serves families with children, from birth up to age 3, with developmental delays, disabilities or certain medical diagnoses that may impact development. ECI services support families as they learn how to help their children grow and learn.

CACOST is seeking proposals from qualified recruitment firms to find qualified candidates to fill the following vacancies for licensed practitioners:

- Speech and Language Pathologists
- Occupational Therapists
- Physical Therapists
- Counselors
- Registered Nurses (BSN) Pediatrics
- Psychologists
- Social Workers

Qualified candidates may fill these vacancies through employment or contract with CACOST. Contract and employed ECI professionals work with the child and family where they live, learn and play. Services are provided in the home and in the community, which could include childcare centers, grocery stores, parks and restaurants.

All proposals must be completed in accordance with all applicable standards, specifications, terms, and conditions as stated in this RFP. All proposals should provide CACOST with recruitment services as detailed throughout this document.

CLOSING DATE

All proposals must be submitted no later than August 28, 2023 by 5:00 PM CST.

INQUIRIES & CONTACT INFORMATION

All questions concerning this RFP should be directed to Carmina Urrutia, Purchasing Coordinator, as communication with other individuals within CACOST during the RFP period is strictly prohibited. CACOST reserves the right to disqualify any Proposer who is found in violation of this provision. No communication requests other than written via email will be accepted and no response other than written will be binding upon CACOST. Submittals will remain on file in accordance with the Texas Open Records Act.

EXPECTED TIMELINE

The following timeline of events is expected to be followed but shall not be considered binding:

RFP EVENT	DATE
RFP Publication	July 25, 2023
Final Date for Inquiry Submission	August 10, 2023
Q&A Document Publication	August 14, 2023
Final Date for Proposal Submission	August 28, 2023
Announcement of Intent to Award	September 29, 2023
Contract Start Date	October 2, 2023

GENERAL TERMS & CONDITIONS

SUBMISSION INSTRUCTIONS

To be considered responsive, proposals must fully address all sections of the RFP. All proposals should be addressed as follows:

CACOST Provider Recruitment Services RFP
ATTN: Carmina Urrutia, Purchasing Coordinator
204 E. First St.
Alice, Texas 78332
OR via email to rfp@cacost.org

It is the sole responsibility of the Proposer to ensure that the proposal is received by the date and time specified above in the Closing Date section. **Late proposals will not be considered.** Confirmation of receipt is the sole responsibility of the Proposer. Proposals may be withdrawn in writing prior to the deadline. Unless otherwise stated, all materials submitted by the Proposer in response to this RFP shall become the property of CACOST.

NOTIFICATION OF AWARD

CACOST anticipates, but does not guarantee, a contract or multiple contracts will be awarded on October 2, 2023. An award will be made to the Proposer(s) based on the listed evaluation criteria and the responses that are most compatible with CACOST's needs. CACOST will be the sole judge in making this determination. CACOST is not bound to accept the lowest bid, or any proposal submitted. A contract or multiple contracts for the approved proposal will be executed based upon the factors described in this RFP. CACOST may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. CACOST also reserves certain rights, including, but not limited to, the following:

1. Reject any or all proposals
2. Issue subsequent Requests for Proposal
3. Cancel the entire Request for Proposal
4. Remedy technical errors in the Request for Proposal process
5. Appoint evaluation committees to review qualifications and proposals
6. Seek the assistance of outside technical experts in evaluation
7. Approve or disapprove the use of certain subcontractors
8. Establish a short list of proposers eligible for discussions after review of RFP
9. Solicit best and final offers from all, some, or one of the proposers
10. Waive informalities and irregularities in RFP
11. Award without discussion

12. Cancel an awarded contract if performance is unsatisfactory, with the provision of a written notice; no penalty and/or fee may be imposed
13. Conduct pre-contract negotiations with any and/or all potential qualified contractors

This RFP shall not, in any manner, be construed to be an obligation on CACOST to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

CONFIDENTIALITY

The Proposer agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to CACOST, the Proposer agrees not to publish, reproduce, or otherwise divulge such information, in whole or in part, in any manner or form, or authorize or permit others to do so taking such reasonable measures as are necessary to restrict access to the information while in the Proposer's possession to these employees on the Proposer's staff who must have the information on a "need-to-know" basis. The Proposer agrees to notify immediately, in writing, CACOST's authorized representative in the event the Proposer determines or has reason to suspect a breach of this requirement.

LIMITATIONS & RESERVATIONS

CACOST reserves the right to negotiate the terms and conditions of the contract with any of the evaluated Proposers. Should the successful Proposer and CACOST fail to come to an agreement, CACOST may at its sole discretion award work to any of the remaining Proposers. The Proposer to whom the contract is awarded shall be required to enter into a written contract with CACOST. This RFP and the proposal, or any part thereof, shall be incorporated into and made a part of the final contract. CACOST specifically reserves the right to vary the provisions set forth herein any time before the execution of a contract where such variance is deemed to be in the best interest of the needs of CACOST. If selected for negotiations, Proposer may be required to prepare and submit additional information before final Proposer(s) selection, to reach terms for the provision of services, which are agreeable to both parties.

FINANCIAL RESPONSIBILITY

CACOST assumes no financial responsibility for any costs in developing and submitting a proposal or any amendments or addenda, participating in bid conferences, participating in any negotiation sessions or discussions, or any other costs incurred by Proposers prior to award of a contract or agreement pursuant to this RFP. All costs incurred in the preparation of any response to this RFP and/or associated costs will be the sole responsibility of the Proposer and will not be reimbursed by CACOST.

STEVENS AMENDMENT

This project is supported by the Early Childhood Intervention Program and Human Service Commission (HHSC) of the U.S. Department of Education as part of an award totaling \$14,954,525 with 64 percent financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HHSC, U.S. Department of Education, or the U.S. Government.

This project will be supported by the Department of Health and Human Services Commission award totaling \$5,342,702. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HHSC, or the U.S. Government. The project described is supported by Grant Number HHS000640200028 from the Department of Health and Human Services Commission. Contents are solely the responsibility of the authors and do not necessarily represent the official views of the Department of Health and Human Services Commission.

SMALL, WOMEN, AND/OR MINORITY-OWNED BUSINESSES

Efforts will be made by CACOST to utilize small businesses and women and minority-owned businesses with the consideration that the primary responsibility is the most favorable return to CACOST. A Proposer qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201).

HISTORICALLY UNDERUTILIZED BUSINESSES

It is CACOST policy to encourage participation of small and historically underutilized businesses (HUBs), as defined in Government Code, Chapter 2161. “Historically underutilized business (HUB): means an entity with its principal place of Business in this state that is:

1. a corporation formed for the purpose of making a profit in which 51 percent or more of all classes of the shares of stock or other equitable securities are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the corporation's control, operation, and management;
2. a sole proprietorship created for the purpose of making a profit that is completely owned, operated, and controlled by an economically disadvantaged person;
3. a partnership formed for the purpose of making a profit in which 51 percent or more of the assets and interest in the partnership are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the partnership's control, operation, and management;
4. a joint venture in which each entity in the venture is a historically underutilized business, as determined under Government Code Chapter 2161; or
5. a supplier contract between a historically underutilized business as determined under Government Code Chapter 2161 and a prime contractor under which the historically underutilized business is directly involved in the manufacture or distribution of the goods or otherwise warehouses and ships the goods.

EQUAL OPPORTUNITY

It is the policy of CACOST not to discriminate on the basis of race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief or any other consideration made unlawful by applicable federal, state, or local laws. Proposer agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this agreement, with respect to hiring, tenure, terms, conditions, and privileges of employment, or a matter directly or indirectly related to employment, because of age or race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation, or belief. The Proposer further agrees that every subcontractor entered into for the performance of the agreement shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of the covenant may be regarded as a material breach of the agreement.

CERTIFICATION WITH REGARDS TO LOBBYING

No federal appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into of any cooperative agreement or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement.

PROHIBITED SUBSTANCES IN THE WORKPLACE

The Proposer is considered a representative of CACOST while carrying out the duties of the contract. CACOST has a policy that prohibits the possession and/or use of alcohol or illegal drugs when conducting CACOST business. If the Proposer is observed engaging in this type of behavior while performing any aspect of the contract, termination of the contract or agreement will occur.

EQUAL EMPLOYMENT OPPORTUNITY

The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans, recently separated veterans, other protected veterans, and Armed Forces Service Medal Veterans, the affirmative action clause for handicapped workers and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in the contract. By accepting the contract, the Proposer certifies that it complies with the authorities cited above, and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60.

DEBARMENT AND SUSPENSION

The Proposer certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

DISCLOSURE OF PENDING GOVERNMENT INVESTIGATIONS

It is the responsibility of the Proposer to disclose any ongoing or pending legal proceedings, including any such proceedings known to be contemplated by governmental authorities, that could affect the performance of the Proposer or the execution of any potential contract. Failure to disclose this information or any efforts to omit such information may result in the disqualification of the offending Proposer's bid and/or termination of contract.

SCOPE OF SERVICES

PROJECT OVERVIEW

CACOST is seeking proposals from recruitment firms to find licensed and experienced candidates to fill the following vacancies:

- Speech and Language Pathologists
- Occupational Therapists
- Physical Therapists
- Counselors
- Registered Nurses (BSN) Pediatrics
- Psychologists
- Social Workers

In recruiting potential candidates to fill the vacancies, the recruitment firms should advise candidates of the following:

- Vacancies may be filled through contract or employment;
- Candidates will agree to work as a part of a multi-disciplinary team to evaluate, assess and to develop and implement services specified by IFSPs;
- Contract and employed ECI professionals work with the child and family where they live, learn and play. Services are provided in the home and in the community, which could include child care centers, grocery stores, parks and restaurants;
- Contracted and employed ECI professionals will work throughout the ECI Program's service area, which will include one or more of the following counties: Aransas, Brooks, Duval, Jim Hogg, Jim Wells, Kenedy, Kleberg, Nueces, San Patricio, Webb and Zapata, with specific county assignments to be negotiated between the candidate and CACOST; and
- Candidates with prior experience that includes working with children up to the age of three will be preferred.

Before referring candidates to CACOST, recruitment firms will be expected to:

- Verify that referred candidates are currently licensed and eligible to practice in Texas

PROPOSAL REQUIREMENTS

Qualifications and Experience

1. Provide a brief description of the Proposer's firm. The following information is required:
 - a. Official company name
 - b. Length of time in the recruitment service industry
 - c. Number of employees
 - d. Primary contact information – name, address, phone, and email.
 - e. Proposer's principal officer – name, address, phone, and email.

2. Provide the resumes for the proposer's principal officer and the personnel that will be assigned to our recruitment services.
3. Please describe and quantify your experience providing recruitment services for the professional and licensed positions listed above in the Project Overview. The experience should specify the types of organizations previously or currently served by the Proposer (i.e., hospital, home health agency, state agency, etc.) and whether those organizations served children from birth to three years of age.
4. Please quantify your placement success rates and any other data reflecting recruitment success. Please list the number of positions, by profession subject to this RFP, your firm has placed in the past twelve months.

Approach to Providing Services

1. Describe the process your firm will use to verify that all referred candidates have current licenses to practice in Texas.
2. Describe the process your firm will use to verify the suitability of candidates, including but not limited to: a) past or pending claims against insurance for professional services, and b) past or pending disciplinary actions taken against the candidate by their respective licensing board or agency.
3. Describe the process your firm will use to verify the candidates' prior employment history.
4. Will your firm confer with CACOST's Recruitment Specialist and provide advice on modifications to CACOST's practices (such as pay and work schedules) to increase placement opportunities?
5. Describe your process to identify and recruit the range of candidates required for the geographic area to be covered and the range of professional services to be provided.

Cost

All Proposers must provide the following information related to cost. The Fee Structure should be described and itemized, including any applicable components and options, such as: retainer component, contingency hiring component, temp to-hire options and flat rate approach. If costs vary according to the discipline of the licensed professional, the schedule should be provided.

References

All Proposers must include a list of at least five current business references, with preference given to private or public entities that employ or contract professionals similar to those in this RFP. The following details must be included:

1. Reference Information
 - a. Business name
 - b. Principal Officer- name, position, phone, and email
 - c. Number of years (specify dates) in the business relationship.

- d. Counties served.
- e. Number of candidates referred and number of successful placements, by profession.

EVALUATION CRITERIA

A committee selected by CACOST will review and evaluate all proposals and make a recommendation to the CACOST Executive Director. Each proposal will be evaluated according to the following set of criteria. The evaluation committee may use any material submitted in the proposal for any item in the evaluation process.

The following table illustrates the general evaluation criteria that will be used to determine which proposal provides the most value to CACOST:

EVALUATION CATEGORIES	WEIGHT
Qualifications and Experience	25%
Approach to Providing Services	30%
References	25%
Cost	20%
Total	100%

In accordance with applicable laws, rules and regulations for public purchasing, an award will be made to the responsible Proposer whose proposal is determined to be the best value to CACOST. The proposal must be submitted on time and must materially satisfy all mandatory requirements identified above to qualify for evaluation. A written acceptance mailed or otherwise furnished to the qualified proposer and a fully executed contract is required prior to commencement of any work under this RFP. Protest procedures are available upon request and must be submitted within ten (10) business days of Intent of Award notification for consideration.