



COMMUNITY ACTION CORPORATION OF SOUTH TEXAS

Provider Recruitment Services RFP

PROPOSALS DUE:
1/18/2019

**Attn: Dee Ann Vasquez, Executive Assistant
Community Health Centers**

Community Action Corporation of South Texas
204 E. First St.
Alice, TX 78332

REQUEST FOR PROPOSAL (RFP)
Physician Recruitment Services

INTRODUCTION

Community Action Corporation of South Texas (CACOST) is a private non-profit organization established in 1971 and funded through federal, state and local grants with an annual operating budget which exceeds \$40 million per year. Community Action Corporation of South Texas mission 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 www.cacost.org.

GENERAL CONDITIONS

Purpose

Community Action Corporation of South Texas (CACOST) is seeking proposals from highly qualified firms to provide permanent physician recruitment services. The organization will recruit and screen applicant work history and qualifications.

Submission Information

Closing date:

Proposals must be submitted no later than **5 p.m., January 18, 2019**.

Inquiries & Contact Person:

All questions concerning this RFP packet should be directed to Ms. Dee Ann Vasquez at deeann.vasquez@cacost.org. Correspondence with individuals other than those listed herein will not be allowed. From the issuance date of this RFP, until a firm/individual is selected, and the selection is announced, firms are not allowed to communicate regarding this RFP with any CACOST director, employee, or consultant. Any inquiry regarding this RFP must be directed to the contact listed above. CACOST reserves the right to disqualify any Proposer who is found in violation of this provision. No questions other than written via email will be accepted, and no response other than written will be binding upon CACOST.

Costs of Submission Preparation:

All costs incurred in the preparation of responding to this RFP will be the sole responsibility of the Proposer and will not be reimbursed by CACOST. Unless otherwise stated, all materials submitted by the Proposer in response to this RFP shall become the property of CACOST.

Submission Instructions to Proposers:

To be considered responsive and receive an evaluation, proposals must fully address all sections of the RFP. Your proposal should be addressed as follows:

Community Action Corporation of South Texas
RFP for Provider Recruitment Services
ATTN: Dee Ann Vasquez, Executive Assistant
204 E. First St.
Alice, Texas 78332
OR via email to deeann.vasquez@cacost.org

It is the responsibility of the Proposer to ensure that the proposal is received by the date and time specified above. **LATE PROPOSALS WILL NOT BE CONSIDERED.** Confirmation of receipt is the sole responsibility of the Proposer. Proposal submissions may include value-added alternatives and any relevant information in addition to the information requested in the RFP.

Notification of Award:

CACOST anticipates but does not guarantee that a contract or multiple contracts will be awarded on or around the week of January 21, 2019. 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, nor any proposal submitted. A contract for the approved proposal will be drafted based upon the factors described in this RFP. The term of this Agreement is for a six month period with mutually agreeable extensions; subject to evaluation for continuance or modifications for up to a (3) year term.

Expected Timelines:

The following set dates are firm and shall not be waived unless specified in writing by the Executive Director, Ann Awalt:

Event	Date(s)
RFP Notification Posting	January 2, 2019
Proposal submission due	January 18, 2019 at 5 p.m.
The announcement of Intent to Award	January 25, 2019
Estimated Contract Date	February 1, 2019

ADDITIONAL TERMS & CONDITIONS

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 and 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.

This RFP does not commit CACOST to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services.

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.

Small, Women and/or Minority-Owned Business:

Efforts will be made by CACOST to utilize small businesses, women and minority-owned business, 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).

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. Contractor 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. Contractor 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.

Steven’s Amendment:

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number H80CS02323 and Health Center Program for \$3,013,782. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.

SCOPE OF SERVICES

Background:

CACOST has a growing health care system throughout a six county service area in south Texas that includes: Obstetrics/Gynecology, Family, Pediatrics, Dental, Mental Health, and Pharmacy. CACOST is searching for a physician recruitment firm to support the current growth of our health care system. CACOST's priorities for placement are physicians in the following Texas cities: Ob/Gyn in Alice; Family Practice Physicians in Alice, Beeville, and Corpus Christi.

Proposal Requirements and Scoring:

1. Please indicate the physician classification your organization represents and describe your methodology for recruitment in rural areas. **(20 points)**
2. Please describe your experience providing recruitment services in rural areas and specifically recruitment experience for rural Federally Qualified Healthcare Centers (FQHCs). **(20 points)**
3. Please describe your recruitment success rates, physician retention and any other data reflecting recruitment success. **(20 points)**
4. Please indicate your cost for physician recruitment placement fees including any transportation, lodging, and administrative fees charged. **(15 points)**
5. Please state your policy regarding non-retained physicians. Include refund or credit information as well as retention timing requirements. **(15 points)**
6. Describe the process your organization will use to verify the suitability of potential physicians including experience in the practice area requested by CACOST, board certification and familiarity with electronic health records. **(10 points)**

Evaluation and Award of Proposals:

In accordance with applicable laws, rules and regulations for public purchasing, award(s) will be made to the responsible proposer(s) whose proposal(s) is/are determined, after evaluation by assigned staff 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.

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. **Questions #1-6 will be scored as listed in the Proposal Requirements and Scoring.**

ATTACHMENT A

Locations

Community Action Health Center
700 Flournoy Rd., Ste. 2-A
Alice, TX 78332
(361) 664-1417

Community Health Center Bee
301 S. Hillside Drive, Ste. 5&15
Beeville, TX 78102
(361) 362-0307

Benavides Health Center
115 W. Main
Benavides, TX 78341
(361) 256-3663

Falfurrias Health Center
1302 S. St. Mary's, Ste. A
Falfurrias, TX 78355
(361) 325-9404

Community Action Health Center Kleberg
1311 S. General Cavazos Blvd., Ste. 300
Kingsville, TX 78363
(361) 592-3237

Community Action School-Based Health Center
213 S. Duval St.
Mathis, TX 78368
(361) 547-4121

Primary Health Clinic
621 E. Sinton
Sinton, TX 78387
(361) 364-4486