

**EXECUTIVE RECRUITMENT SERVICES
REQUEST FOR PROPOSALS (RFP)**

1. INTRODUCTION

The Board of Directors of the Tri-City Healthcare District, which administers the Tri-City Medical Center, seeks the services of a professional executive recruitment firm to assist it in hiring a permanent Chief Executive Officer to lead the organization.

2. BACKGROUND

Established in 1961, Tri-City Medical Center has 386 licensed beds, approximately 1,700 employees and over 500 affiliated physicians practicing in 60 specialties and sub-specialties. Our facilities include a hospital at 4002 Vista Way in Oceanside, as well as nearby outpatient services including orthopedic, primary care, oncology and urology clinics. Tri-City, a California Local Healthcare District, is governed by an elected Board of seven directors. The District serves San Diego County's North County coastal communities of Carlsbad, Oceanside and Vista, as well as the surrounding region. Tri-City Medical Center is a San Diego County Designated Heart Attack "STEMI" Receiving Center and a nationally certified Stroke Care Medical Center. Tri-City Medical Center prides itself on being the home to leading orthopedic, spine, cardiovascular and Neonatal Intensive Care (NICU) health services.

3. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

Release of RFP	January 6, 2023
Final Questions/Clarifications Submitted	January 20, 2023
Proposals are Due	January 27, 2023
Proposal Evaluation Completed by Committee	February 3, 2023
Interviews and selection by Board of Directors (tentative)	February 15, 2023
Contract start date (tentative)	February 17, 2023

4. SCOPE OF SERVICES

Services shall include, but is not limited to the following:

1. Organization and Position Analysis
 - Interview Board members and other stakeholders to analyze the position and establish expectations regarding desirable training, experience and personal characteristics of candidates. Gather/review relevant information, i.e., budgets and organization charts about TCMC.
 - Prepare a Recruitment Profile with desired qualifications and characteristics.
 - Upon TCMC Board approval, send Recruitment Profile to potential candidates. The Recruitment Profile shall include information about TCMC, the community and the job criteria established by the Board.
2. Recruitment
 - Actively seek out individuals with superior qualifications.
 - Conduct a national search and place job announcements on-line and in professional journals.
3. Preliminary Screening
 - Acknowledge and evaluate all resumes received.
 - Conduct telephone screening with the most promising candidates to obtain a better understanding of their background, social media and fitness for the position.
4. Candidate Evaluation
 - Interview candidates that the Board has selected as most qualified for the position.
 - Examine candidate qualifications and achievements respective to the selection criteria.
 - Verify degrees and certifications.
 - Conduct telephone reference checks.
5. Reporting/Client Interviews
 - Assist in scheduling final candidate for interview.
 - Send candidates packets of information relevant to preparation for the interviews.
 - Provide written report regarding final candidates meeting the majority of TCMC's specifications, along with interview/selection tips, and suggested interview questions.
 - Conduct a briefing session preceding interviews and debriefing after the interviews.
 - Conduct credit/criminal/civil litigation/motor vehicle record checks on up to the top three candidates with a detailed supplemental written report.
6. Supplemental Activities
 - Provide update on the status of the search.
 - Handle all administrative details related to the executive search.
 - Advise candidates of their status at each critical point in the recruitment. In addition, respond to inquiries regarding the status of their candidacy within one or two business days.

5. PROPOSAL FORMAT GUIDELINES

Interested firms are to provide the Tri-City Medical Center with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than 20 typed pages using a 12-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts and graphic exhibits. Each proposal will adhere to the following order and content of sections. The following proposal sections are to be included in the proposer's response:

A. Cover Letter. A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 120 days with an option for additional 30 day increments upon approval of the contractor and the Tri-City Board. Indicate the address and telephone number of the contractor's office located nearest to Tri-City Medical Center and the office from which the project will be managed.

B. Background and Project Summary Section. The Background and Project Summary Section should describe your understanding of Tri-City, the work to be done, and the objectives to be accomplished. Refer to Scope of Services of this RFP.

C. Methodology Section. Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Services of this RFP. The Methodology Section should include:

- 1) An implementation plan that describes in detail (i) the methods, including controls by which your firm manages projects of this type; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
- 2) Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Services" section.
- 3) Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion. This should include a proposed timeline and your estimate of how long you anticipate it will take to complete this recruitment.
- 4) Detailed description of specific tasks you will require from Tri-City, its Board and its staff. Explain what the respective roles of Tri-City staff and your staff would be to complete the tasks specified in the scope of services.

D. Staffing. Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform. Include a resume for each principal assigned to carry out work under the proposal. Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the Contractor must submit their names and qualifications including information listed above to the Board for approval before they begin work.

E. Qualifications. The information requested in this section should describe the qualifications of the firm, key staff and sub-contractors performing work within the past two years that is similar in size and scope to the proposed work here to demonstrate competence to perform these services. Information shall include:

- 1) Names of key staff that participated on named projects and their responsibilities with respect to this Scope of Work.
- 2) A summary of your firm's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.
- 3) Provide at least three references that received similar services from your firm. Tri-City reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
 - a) Client Name
 - b) Project Description
 - c) Project start and end dates
 - d) Client project manager name and telephone number and e-mail address

F. Fee Proposals. Provide a time and material fee schedule. The cost proposal shall include direct hourly rate and any out-of-pocket structures that shall have prior authorization by TCMC. In addition, provide a not-to-exceed price or fixed fee proposal, excluding out-of-pocket costs.

G. Insurance. Please provide documentation that your firm has or will obtain insurance in the following areas and indicate the amount of coverage: General Commercial Liability; Errors and omissions/professional liability; Workers Compensation/employer's liability.

6. PROCESS FOR SUBMITTING PROPOSALS

- **Content of Proposal**

The proposal must be submitted using the format as indicated in the proposal format guidelines.

- **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation

- **Submission of Proposals**

Complete written proposals must be submitted in sealed envelopes to:

Rocky J Chavez, Board Chairman
Tri-City Medical Center, Administration
4002 Vista Way, Oceanside, CA 92056
RE: Executive Recruitment Services

and received no later than 5:00 p.m. (P.S.T.) on January 27, 2023. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.

- **Inquiries**

Questions about this RFP must be directed in writing, via e-mail to: Chairman Chavez at richavez@tcmc.com no later than January 20, 2023.

From the date that this RFP is issued until a firm is selected and the selection is announced, firms are not allowed to communicate with any District employee other than the contracting officer listed above regarding this RFP. The District reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted and no response other than written will be binding upon the District.

- **Conditions for Proposal Acceptance**

This RFP does not commit the District to award a contract or to pay any costs incurred for any services. The District, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or its entirety. All proposals will become the property of Tri-City. Proposals shall remain valid for at least forty-five (45) days after the response date.

7. EVALUATION CRITERIA

The Board's consultant evaluation and selection process is based upon Qualifications Based Selection (QBS) for professional services. The Board of Directors may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

- A. Compliance with RFP requirements
- B. Understanding of the project
- C. Recent experience in conducting similar scope, complexity and magnitude for other similar organizations
- D. Educational background, work experience, and directly related consulting experiences
- E. Understanding of the diversity of the district.
- F. Price
- G. References

The District may also contact and evaluate the proposer's and any subcontractor's references; contact any proposer to clarify any response; contact any current users of a proposer's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the District.

After written proposals have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview will allow for a brief presentation, followed by questions designed to clarify the intent of any portion of the proposal. The individual from your firm who will be primarily responsible for carrying out the contract, if awarded, should be present at the oral interview.

A Notification of Intent to Award may be sent to the vendor selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the District may negotiate a contract with an alternative vendor or withdraw the RFP.

8. STANDARD TERMS AND CONDITIONS

- Amendments. The District reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be provided to all proposers selected to receive this RFP prior to the due date.
- Cost for Preparing Proposal. The cost for developing the proposal is the sole responsibility of the proposer. All proposals submitted become property of the District.
- Contract Discussions. Prior to award, the apparent successful firm may be required to enter into discussions with the District to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the proposal may be rejected and discussions will be initiated with an alternate firm.
- Confidentiality Requirements. Proposals are subject to the California Public Records Act. The District cannot protect proprietary data submitted in proposals.

Thank you for providing your proposal.

Rocky J. Chavez, Board Chairman, Tri-City Healthcare District