



**COMMUNITY
ACTION CORPORATION
OF SOUTH TEXAS**

Request for Proposal (RFP)
PROVIDER RECRUITMENT SERVICES

PROPOSAL DUE DATE & TIME:

June 17, 2022- 11:59 PM CST

ATTN: Melissa Hinojosa
Human Resource Specialist
melissa.hinojosa@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, the Agency, has a workforce of about 690 employees and a service area consisting of seventeen (17) South Texas counties. 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

CACOST is seeking a contract or agreement proposals from qualified recruitment firms to recruit physicians that provide the following medical services:

- Family Practice
- Obstetrics/Gynecology
- Pediatrics

These services will be used throughout the service area of our rural Community Health Centers (CHC) in Bee, Brooks, Duval, Jim Wells, Kleberg, and San Patricio counties. 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 June 17, 2022- 11:59 CST.

INQUIRIES & CONTACT INFORMATION

All questions concerning this RFP should be directed to Melissa Hinojosa, Human Resource Specialist, at melissa.hinojosa@cacost.org. Communication with other individuals within CACOST during the duration of this RFP 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	May 13, 2022
Final Date for Proposal Submission	June 17, 2022
Announcement of Intent to Award	July 1, 2022
Contract Start Date	July 5, 2022

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: Melissa Hinojosa, Human Resource Specialist

204 E. First St.

Alice, Texas 78332

OR via email to melissa.hinojosa@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 June 17, 2022. 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 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 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 – CHC PROGRAM

This project will be supported by the Department of Health and Human Services Health Resources and Services Administration (HRSA) as part of an award totaling \$14,176,514 with 21% funded by HHS/HRSA and 79% funded by non-government sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS or the U.S. Government.

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. 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 has a growing health care system throughout a six-county service area (Bee, Brooks, Duval, Jim Wells, Kleberg, and San Patricio) in rural South Texas that includes Dental, Family, Behavioral Health, Obstetrics/Gynecology, Pediatrics, and Pharmacy (see Attachment A). CACOST is searching for a recruitment firm to support the current growth of our health care system in the aforementioned areas.

PROPOSAL REQUIREMENTS

Qualifications and Experience

1. Provide a brief description of the Proposer's organization. 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, fax, and email.
2. Provide resumes or other relevant information of the team that will assist with recruitment services.
3. Please describe your experience providing recruitment services in rural areas and specifically recruitment experience for rural Federally Qualified Healthcare Centers (FQHCs).
4. Please describe your recruitment success rates, physician retention and any other data reflecting recruitment success. Please include how many physicians your firm has placed this past year to date.

Approach to Providing Services

1. Describe the organization's approach to providing recruitment services in rural areas. Explain any recommended sequence of work tasks/activities.
2. Please indicate the type of physicians your organization represents.

3. Describe the process your organization will use to verify the suitability of potential physicians including experience in the practice area requested by CACOST, such as but not limited to board certification, medical board disciplinary actions, or pending malpractice claims. Include how your organization ensures that potential physicians are licensed in the State of Texas or have initiated the process to be licensed in Texas.
4. Please state your policy regarding non-retained physicians. Include refund or credit information as well as retention timing requirements.
5. Provide an estimated schedule/timeline for performing the services.

Cost

All Proposers must provide the following information related to cost:

1. Fee structure per specialty (i.e Family Practice, Pediatrics, Obstetrics and Gynecology)
2. Transportation, lodging, and administrative fees
3. All other associated fees

References

All Proposers must include a list of at least three current (within the last five years) business references, preferably Community Health Centers that provide similar services as CACOST with multiple location sites. The following details must be included:

1. Reference Information
 - a. Business name
 - b. Primary contact - name, position, phone, and email
 - c. Number of physicians
 - d. Number of physicians placed by Proposer
 - e. Number of sites

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	40%
References	15%
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.

ATTACHMENT A

Locations

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

Community Action Health Center Beeville
301 S Hillside Drive Ste. 5,6, & 15
Beeville, TX 78102
361-362-0307

Community Action Health Center Duval
115 W. Main
Benavides, TX 78341
361-256-3663

Community Action Health Center Falfurrias
1302 S. St. Mary's St. Ste. A & B
Falfurrias, TX 78355
361-325-9404

Community Action Health Center Kingsville
1311 E. General Cavazos Blvd. Suite 303 & C
Kingsville, TX 78363
361-592-3237

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

Community Action Health Center Sinton
621 E. Sinton
Sinton, TX 78387
361-364-4486

Community Action Pediatric Center Sinton
1133 E. Sinton St.
Sinton, TX
361-364-4486