



REQUEST FOR QUOTATION

Employment Recruiter/Search Firm

Spectrum Community Services, Inc.

2621 Barrington Court
Hayward, CA 94545

Lara Calvert

LCalvert@SpectrumCS.org

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I. Introduction

A. Purpose of this Request for Quotation

Spectrum Community Services, Inc. (Spectrum) is seeking quotations for a Recruiting or Search Firm (Firm) to assist in filling current and future job openings.

Spectrum will use a competitive process to select a qualified Firm, based upon qualitative and technical criteria to provide proactive recruiting, job posting management, screening and interview scheduling. The objective of the solicitation is to select a Firm and execute a contract for services.

The information sought through this RFQ is to determine who is the most qualified, cost effective and experienced Firm.

B. Spectrum's Background

Founded in 1971, Spectrum strives to improve the health and safety of seniors and low income residents in Alameda County by enhancing their quality of life and helping them age at home with dignity. Spectrum is a registered, private non-profit organization with multiple government contracts and private funders.

Spectrum currently has 42 employees and ten (10) open positions due to growth to complete our increased government contracts and employees moving to other positions.

C. Oversight, Management, and Contacts

In order to control information disseminated regarding this RFQ, Firms interested in submitting a Quote are directed not to make personal contact with members of the Spectrum Board and Administration with the exception of the individual listed below.

Oversight & Liaison

Lara Calvert will serve as the contact point for RFQ responses, coordinating the services and serve as the communication link between Spectrum and the Firm.

Lara Calvert, Executive Director
LCalvert@SpectrumCS.org
510-876-8811

II. General Instructions

A. Key Dates

- ❖ RFQ Release Date: Wednesday July 27, 2022
- ❖ Last Day to submit: 2:00 PM. (PT) on Wednesday, August 10, 2022.
- ❖ Review Period: Wednesday, August 10, 2022 - Friday, August 12, 2022
- ❖ Oral Interviews, if needed: Monday, August 22, 2022 - Thursday August 25, 2022
- ❖ Selection Date no later than: Friday, August 26, 2022

B. Submittal of RFQ

RFQ's should be reviewed for accuracy before submission to Spectrum since said document may not be adjusted after submission. Spectrum will not be responsible for errors or omissions in the RFQ. Spectrum reserves the right to reject any and all RFQ's, or to waive any irregularities, or informalities in the RFQ's.

Each Firm submitting a RFQ must submit their response in a PDF file sent to LCalvert@SpectrumCS.org

Response shall be in 12-point font, approximately 8 ½" x 11" format, not to exceed twenty-five (25) pages.

C. Signatures

All RFQ's must include a signature of an authorized officer of the Firm submitting the RFQ.

D. Disqualified RFQ

Any RFQ received after 2:00 PM. (PT) on Wednesday, August 10, 2022, shall be refused.

E. Withdrawal of RFQ

Firms may withdraw their RFQ by written request at any time prior to the deadline.

F. Debarment, Suspension and Ineligibility

By submission of your qualifications in response to this announcement, you are certifying that neither your firm(s) nor any of their principals are presently debarred, suspended, declared ineligible, or excluded from participation in this procurement process by any Federal department or agency. Further, if such a debarment or suspension occurs during the course of the evaluation process, you shall inform Spectrum immediately.

G. Conflicts of Interest

By submission of your qualifications in response to this announcement, you are certifying that your firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential

conflict of interest to Spectrum, and that there are no principals, officers, agents, employees, or representatives of your firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Spectrum, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Spectrum.

III. Scope of Work

Provide Spectrum a Scope of Work that can be implemented in your response throughout Section IV, Contents of Statement of Qualifications. The selected Firm will provide a turn-key solution for the following areas: our marketing, promotion, recruiting, screening and interview scheduling for open positions including, but not limited to:

- A. Cost effective marketing and promotion of open job positions
- B. Recruitment of qualified candidates
- C. Screening of all applicants
- D. Scheduling with Spectrum hiring managers for interviews
- E. Rejection communications

IV. Contents of RFQ

A. General

In order for RFQs to be considered, said RFQ must be clear, concise, complete, well organized, and demonstrate both respondent's qualifications and ability to follow instructions. The quality of answers, not length of responses or visual exhibits is what is important in the RFQ.

Although not required, Firms responding to this RFQ are permitted to include an appendix limited to copies of past projects that will **NOT** be considered part of the twenty-five (25) page limit. All Firms responding shall follow the order and format specified below. Each section of the RFQ shall be labeled to correspond to the numbers/headers shown below(Sections IV.B - IV.G).

B. Submittal Letter

The cover letter shall be brief (one-page maximum). Include:

1. The RFQ's title and submittal date.
2. The name, address, and telephone number of the responding Firm's point of contact.
3. Brief summary of the Firm's experience, the unique qualities and what will make the Firm a good fit for Spectrum for the proposed contract.
4. Signature of the person(s) authorized to submit the proposal on behalf of the Firm.

*The submittal letter will **NOT** be considered part of the twenty-five (25) page limit.*

C. Table of Contents

Include a complete and clear listing of headings and pages to allow easy reference to key information. The table of contents will **NOT** be considered part of the twenty-five (25) page limit.

D. Project Team

Identify the proposed team who will be working with Spectrum and its designated Firm Representative. Include an Organizational Chart and indicate the roles and responsibilities of each individual, including each individual's qualifications and experience with similar projects.

E. Description of Firm

1. Provide three (3) customer references of similar work to the proposed work scope outlined in this RFQ.

Include the name, address, email address and telephone number of persons who can attest to the Firm's performance and provide a reference for the Firm.

2. Describe the Firm's experience in marketing, promoting, recruiting, screening and placing qualified candidates.
3. Provide a list of third party job posting sites and vendors your Firm contracts with.
4. Describe any unique capabilities that your Firm offers.

F. Project Approach

1. Explain your process associated with marketing, promoting, recruiting, screening and placing qualified candidates for the type and variety of positions we currently have open (HR/DEI; Customer Service Representatives; Weatherization Technicians; Cooks; Delivery Drivers). Include your approach to attract qualified bilingual and biliterate candidates in our focus areas of English and one or more of the following: Spanish, Mandarin, Cantonese, Korean, Vietnamese.
 - a) **OPTIONAL: Firms may submit RFQ for just the Director level position OR just the entry and mid-level positions.**
2. Communicate the Implementation plan for Spectrum. This should include cost control/scheduling and timelines for management and non-management positions.
3. Describe your former or current experience working with nonprofit agencies and other lower percentile salary employers.

G. Fee Structure

Please describe your pricing process and engagement model. For evaluation purposes, please provide the actual percentages, labor rates and costs that your Firm proposes to enter into with Spectrum:

1. Percentage of profit
2. Percentage of indirect expense (overhead)
3. Hourly rate table (including fringe benefits) of professional services personnel (by position)
4. All other fees based on Direct Costs

V. Selection Criteria

Firms submitting proposals are advised that all proposals will be evaluated to determine the "most qualified" Firm that will be able to meet the needs of Spectrum. The selection criteria will include, but not be limited to, the items listed below.

RFQ - Evaluation and Award Process

Spectrum will select Firm(s) that will be used to cover the Scope of Work in this RFQ with the understanding that the selection and contract is conditional on approval by the Executive Director. Various representatives of the agency will evaluate proposals. This committee hereinafter will be referred to as the "Review Panel."

The Review Panel will review and score each RFQ on the six (6) different criteria sections listed below. The scale used where one (1) is the lowest. There is a maximum of 100 points.

Scoring Criteria

| # | Criteria | Maximum Points |
|---|--|----------------|
| 1 | Firm background and qualifications | 15 |
| 2 | Firm & project team experience | 15 |
| 3 | Recruitment experience | 15 |
| 4 | Project approach | 20 |
| 5 | Experience and commitment to working with non profits or similar agencies/employers. | 10 |
| 6 | Fee structure and transparency | 25 |
| | | |
| | Total Points: | 100 |