



REQUEST FOR QUALIFICATIONS

Contra Costa County Schools Insurance Group Executive Director

1. INTRODUCTION

The intent of this request for qualifications is to engage an experienced firm to provide services that will assist the Contra Costa County Schools Insurance Group (CCCSIG) Executive Committee in the recruitment and hiring of an Executive Director.

2. THE AGENCY

The Contra Costa County Schools Insurance Group (CCCSIG) is a Joint Powers Authority organized in 1977 for the purposes of self-insuring workers' compensation and provision of health & safety services to its member public school districts in Contra Costa County.

Today, CCCSIG operates a self-insured, self-administered public agency. Of the 23 member districts, 21 are K-12 school districts, one County Office of Education and one Community College District. CCCSIG's workers' compensation program encompasses over 22,000 employees and more than \$1.1 billion in payroll, which translates to approximately \$24.5 million in workers' compensation premium. Of the 23 member districts, 19 participate in the workers' compensation program and 9 also participate in the insured Health Benefits Program.

CCCSIG has been recognized for success in leadership by its peers. First accredited by the California Association of Joint Powers Authorities (CAJPA) in 1993, the Agency is currently Accredited with Excellence.

3. SCOPE OF SERVICES

The scope of the work requested for the search for an Executive Director of Contra Costa County Schools Insurance Group is as follows:

3.1 Needs Assessment – Working in partnership with the Executive Committee or its designee(s), the Contractor will determine the required set of skills and competencies, define the required experience and other characteristics necessary to meet the needs of CCCSIG.

3.2 Support and assist, through the Executive Committee or its designee(s), throughout some or all phases of the search and selection process, with administrative work to be completed by CCCSIG's HR Department.

3.3 Provide direction and guidance in the development and advertisement of the position announcement/brochures, with administrative work to be completed by CCCSIG's HR Department.

- 3.4 Conduct outreach and recruitment beyond the scope and standard of CCCSIG practice.
- 3.5 Conduct confidential personal recruitment when needed.
- 3.6 May assist in providing guidance and direction to the Executive Committee or its designee(s) during interviews, open forums, and site visits, as required.
- 3.7 Assist with establishing a process with the Executive Committee or its designee(s), for interviews of the candidates during the first and second interviews.
- 3.8 Conduct in-depth reference checks of finalist candidates.
- 3.9 May assist and provide information to the Executive Committee or its designee(s), with the final selection and negotiations with the selected candidate as directed by the Board President.
- 3.10 Contractor may be asked to attend a minimum of one Executive Committee meeting, as well as one to two other on-site meetings.

4. TIMELINE / SCHEDULE

Release of RFQ to Interested Consultants	December 6, 2017
Proposal Submission Deadline	December 22, 2017 before 2 PM
Conduct Final Interview	January 9, 2018 (may be subject to change)

5. RFQ CONTACT PERSON

Request for Qualifications package may be obtained from CCCSIG’s website link: www.cccsig.org/rfq. You may download the information and submit your responses with proper format suggested. Questions regarding this RFQ may be directed to Erica Williamson in writing via email at the information below. No verbal or oral questions shall be entertained or officially responded to. Responses shall be posted at CCCSIG’s website or communicated via email in Addendum format. All questions are due before December 13, 2017, 2pm.

Contact Information:

Erica Williamson, HR/Communications Manager
Contra Costa County Schools Insurance Group
550 Ellinwood Way
Pleasant Hill, CA 94523
Phone: 1 (866) 922-2744 ext. 262
Fax: (925) 692-1176
Email: ewilliamson@cccsig.org

6. RFQ - GENERAL PROVISIONS

6.1. Additional Services

CCCSIG may elect at any time, to amend any contract awarded hereunder to require the selected firm to provide additional services. In this case, the selected firm and CCCSIG will agree mutually on the scope and fees associated with any additional services.

6.2. Addenda

CCCSIG may modify this RFQ or any of its deadline dates set forth in the RFQ prior to the date fixed for submission of qualifications by issuance of an addendum.

6.3. Withdrawal of RFQ

The proposers may withdraw its RFQ by submitting a written or facsimile request signed by the proposer's authorized representative, prior to the time and date specified for proposal submission. A withdrawal or modification offered in any other manner will not be accepted.

6.4. Right of Cancellation

CCCSIG reserves the right to cancel this RFQ at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFQ. CCCSIG may reject any or all submittals and may waive any immaterial deviation from the RFQ. CCCSIG's waiver of an immaterial defect shall in no way modify the RFQ documents or excuse the proposer from compliance with other provisions of the RFQ.

6.5. Disposition of Submittals

Submittals become the property of CCCSIG and may be returned only at CCCSIG's option and at the proposer's expense. Information, excluding proposer's financial information, contained therein shall become public documents subject to the Public Records Act

6.6. Non Discrimination

CCCSIG does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, sexual orientation, or military or veteran status in any of its policies, procedures or practices.

6.7. Evaluation of Statements of Qualifications

CCCSIG's evaluation is solely for the purpose of determining which firms are deemed best qualified. Statements of Qualification will be reviewed and a determination made by CCCSIG based upon the submitted information and any other information available to CCCSIG. CCCSIG may request a firm to submit additional information pertinent to the submittal. CCCSIG also reserves the right to investigate other available sources in addition to any documents or information submitted by the firm.

6.8. Restrictions on Lobbying and Contacts

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the contract with any member of CCCSIG, Governing Board, selection members, or any member of CCCSIG staff. Any such contact shall be grounds for the disqualification of the proposer.

6.9. SUBMISSION REQUIREMENTS

Submittals will include **one (1) hardcopy and one (1) softcopy on a flash drive or cd in pdf format**. The softcopy must be one (1) file. CCCSIG reserves the right to duplicate any provided materials for internal use. All submittals become the property of CCCSIG. Submittals should be no longer than **10 pages** excluding cover letter and tabs.

The qualifications submission packages shall be delivered to:

**Contra Costa County Schools Insurance Group
Attn: Erica Williamson, HR/Communications Manager
550 Ellinwood Way
Pleasant Hill, CA 94523**

Submittals are due before 2pm, December 22, 2017.

The entire package shall be sealed. The name and address of the respondent shall appear on the outside of the package and it shall be addressed as indicated above. The package shall have **"RFQ"** written on the front. Each respondent is solely responsible for the timely delivery of its package by the deadline prescribed. CCCSIG will not be responsible for delays regardless of the reason. Failure to meet the submission deadline shall result in disqualification from consideration. Fax or Email submissions will not be accepted.

7. SUBMISSION FORMAT

These instructions prescribe the mandatory proposal format and the approach for the development and presentation of proposal data. Proposal format instructions must be adhered to, all questions must be answered, and all requested data must be supplied. Contractor response to each of the mandatory requirements in this RFQ is required. Failure to respond or non-adherence to any mandatory requirement in this section may be cause for the proposal to be rejected.

This RFQ and the selected contractor's Proposal will become a part of the agreement. Any proposal attachments, documents, letters and materials submitted by the contractor shall be binding and may be included as part of the agreement. In the event of a conflict between any term, condition or specification between any such attachments, CCCSIG's terms, conditions and specifications shall prevail.

7.1 COVER LETTER

Provide a cover letter addressed to Erica Williamson, Human Resources/Communications Manager with the name of the firm making the submission indicating your interest in working with CCCSIG. Include a brief description of why your firm is well suited for and can meet CCCSIG's needs. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

7.2 BUSINESS INFORMATION

Provide the following information:

Company name

Address

Telephone

Fax

Name and Email of main contact

Federal Tax I.D. Number

Business License or Registration Number

Business Structure (Corporation, Partnership, etc)

A brief description and history of the firm.

Number of employees (licensed professionals, technical support.)

Number of current projects and present workload and where possible, projected workload for the period in question.

Location of office where the bulk of services solicited will be performed.

Proposed project team leader

7.3 DISTINCTIVE SERVICES

Provide a detailed summary of the services which you can provide to the Executive Committee or its designee(s), with emphasis on those services or skills which offer greater value to CCCSIG or which differentiate your services from those of other contractors;

7.4 PROJECT EXPERIENCE

Provide information about at least five (5) prior recruitment search services successfully completed by your firm within a school district, public agency, California Workers' Compensation or other similar business environment. Include the following information:

Client Name and Address;

Contact Person, Title, Phone Number, and Email Address;

Scope of Work;

Was the position successfully hired?

7.5 APPLICANT DIVERSITY

Describe in detail the philosophy and process which you would use to maximize the diversity of the applicant pool.

7.6 CONSENSUS SKILLS

How do you propose to assist the Executive Committee or its designee(s), in bringing them to consensus for a successful process?

7.7 MATCHING THE CANDIDATE WITH THE INSTITUTION

Describe in specific terms how you propose to help CCCSIG identify a viable candidate pool.

7.8 ROLES AND RESPONSIBILITIES OF CCCSIG AND THE SEARCH FIRM

Taking into account the work process defined in the Scope of Services (Section 3), what do you see as the role and responsibility of your firm throughout the search process?

7.9 COST CONSIDERATIONS

Provide a detailed cost summary of your proposed fees and all other cost considerations with regard to this project based on an estimated three total meetings (Executive Committee or other meetings), where a designated project manager must be physically present. Indicate your hourly cost for these services as well as a total fixed fee for the full project as described;

CCCSIG reserves the right to increase or reduce the scope of services as it deems necessary.

7.10 ADDITIONAL RESPONSES

Provide any additional information or input which you believe would be beneficial to CCCSIG in making its contractor selection for this project.

8. EVALUATION AND SELECTION PROCESS

All proposals received in response to this RFQ will receive a fair and impartial evaluation by CCCSIG. In conducting this evaluation CCCSIG may obtain and use information, in addition to that contained in the proposals, from any source desired. Customers on each contractor's customer list will be contacted, as may other customers selected by CCCSIG.

8.1 Evaluation

Proposal responses will be weighed on criteria outlined below. Weighting of each criterion is deemed as confidential to CCCSIG only.

- a. Conformance to rules governing competition as set forth in this RFQ;
- b. Responsiveness to requirements of this RFQ;
- c. Cost analysis of the proposed services as set forth in this RFQ;
- d. Perceived overall value to CCCSIG and customer references; and
- e. Interview and/or presentation by contractor finalists.

CCCSIG will evaluate contractor responses for their completeness and the extent to which the proposed products and services meet or exceed the requirements of this RFQ. Criteria used in this evaluation will include:

- a. The adequacy of a contractor's understanding of and response to CCCSIG's business and operational requirements;
- b. The degree to which the proposed services meet the functional requirements of CCCSIG as specified in this RFQ; and
- c. The extent of any additional services, development, training and/or modification effort necessary to implement the functional requirements of this RFQ.

The ability, capacity and skill of the contractor to perform the contract or provide the services required will be judged using the following criteria:

- a. Whether the contractor can perform the contract or provide the service promptly or within the time specified, without delay or interference;
- b. The reputation, judgment, experience, and efficiency of the contractor, particularly with regard to experience in a school district, public agency, California Workers' Compensation or other similar business environment;
- c. The quality of performance of previous contracts or services;
- d. The sufficiency of the contractor's staffing resources and ability of the contractor to provide the service; and
- e. The number and scope of conditions attached to the proposal.

CCCSIG assessment of a contractor's capacity to perform will be based on:

- a. Contact with customers on each contractor's customer list and any other customers CCCSIG may select;
- b. The professional judgment and experience of CCCSIG's Executive Committee or its designee(s);
- c. Contractor exceptions to the requirements and conditions of this RFQ; and
- d. The desirable requirements of this RFQ as described herein.

9. Final Selection

The decision as to what proposal is recommended for award of contract will be made on the basis of the proposed services that are determined to be most responsive to the requirements of this RFQ. Award will be made to the contractor offering a proposal deemed to be the most advantageous to CCCSIG. CCCSIG's Executive Committee or its designee(s), shall be the sole judge in making such determination, and its decision shall be final.

10.0 APPENDIXES

APPENDIX A – Proposal Form

END OF DOCUMENT

APPENDIX A ~ CCCSIG RFQ PROPOSAL FORM

In accordance with the contract document, the undersigned proposes to supply all the material and perform all work specified in the contract documents in accordance with the attached proposal. Receipt of the following addenda is acknowledged:

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

If the contractor is a corporation, state the capacity/title of the corporate officer signing and affix the corporate seal; if a partnership, all partners should sign under the partnership name. Unsigned proposals will not be accepted.

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this proposal are true and correct.

Name of Firm: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Federal Tax ID Number: _____

Signature: _____

Type or Print Name: _____

Title: _____

Date: _____

BASE PROPOSAL:

TOTAL AMOUNT IN WORDS AND NUMBERS: _____ DOLLARS

(\$ _____)

Please review all terms and conditions of the proposal as contractor will be required to provide all the services listed.

I, the below-indicated contractor, declare under penalty of perjury that the information provided and representations made in this proposal are true and correct and that this declaration was executed on:

_____ 2017 at _____ (City)

_____ (County), California.

Submitted By: _____ Date: _____
Company Name

Address: _____

Phone: _____ Fax: _____

Print Name & Title of Signer: _____

Signed By: _____