



**Shelby County
Tennessee**

Mark H. Luttrell, Jr., Mayor

**Request for Qualifications
Shelby County Government
Purchasing Department**

160 N. Main St., 9th Floor, Suite 900
Memphis, TN 38103

Issued: June 4, 2015

Due: June 12, 2015 no later than 3:00 P.M. (Central Standard Time)

RFQ #15-006-51

**Recruiter for Director of Division of Health Services,
Shelby County Government
(Shelby County Chief Administrative Office)**

Shelby County Government, an Equal Opportunity Employer, (the “County”) is soliciting written proposals, on a competitive basis, for an Executive Recruiter (hereafter referred to as “Consultant”) to recruit a Director for the Division of Health Services in Shelby County. The position will serve under appointment of the Mayor of Shelby County as outlined in Attachment “A”.

This notification and any future information regarding this RFQ is and will be located on the County's website at www.shelbycountyttn.gov. At the top of the home page, click on the links "Department", "P" for the Purchasing Department and "Bids" to locate the name of the above-described Request For Qualifications.

A. MINIMUM REQUIREMENTS / SCOPE OF WORK

The Consultant must have experience in high level executive and elected official recruiting and placement in the area of public health, healthcare and/or health services administration.

The Consultant must have adequate staffing to meet the intent of the Scope of Work.

The Consultant must have necessary resources and evidence thereof to obtain information on candidates relative to the requirements of the Scope of Work.

The Consultant shall provide the services set forth as follows:

1. Review current job description (Attachment "A"), evaluate and make recommendations that define the position expectations and candidate evaluation criteria that reflects the job requirements, required technical and professional experience, acceptable educational/professional credentials and management style.
2. Identify a diverse slate of candidates with the required credentials and experience.
3. Conduct interviews from the potential list of candidates and provide the County with a narrowed list of candidates meeting the qualifications requested.
4. Provide a background and reference checks on all recommended candidates.
5. Work with the County and the Candidate to develop an appropriate job offer and employment arrangement.

B. PROPOSAL SUBMISSION

Interested consultants or firms should submit a **Letter of Interest** and **Statement of Qualifications** including, but not limited to, the following:

- Company name, address, and telephone number.
- Point of contact: name and telephone number.
- List of key personnel and experience. Provide a resume' of each employee engaged in the services, including the role of each and an overview of their previous experience with similar projects.
- List and describe similar recruiting services that the company and/or key personnel have provided.
- Provide proof of financial stability satisfactory to Shelby County.
- Provide current financial institution data and contact information.

- Provide list of current clients with contact information for whom the consultant has provided services similar to the Services requested.
- Provide the approach to completing the Services.
- Describe any other resources available to the consultant that will be useful in providing the Services.
- Independent contractors (sole proprietors) must adhere to State of Tennessee Public Chapter No. 436, known as the “Tennessee Lawful Employment Act” (effective date of 01/01/12). Proof and documentation of employment eligibility must be included with the proposal, if applicable.

Inclusion of a fee is not required. The actual costs for providing the services will be negotiated with the selected respondent.

Note: As a part of doing business with Shelby County, each individual, company or organization is required to obtain a vendor number and an “Equal Opportunity Compliance (EOC)” certification number.

If your company does NOT have a vendor number and EOC number you can access the online applications to receive the numbers indicated above at www.shelbycountyttn.gov. To obtain a vendor number and an EOC number, please follow the instructions below:

Vendor Number (Purchasing Department)

At the top of the home page, click on the links “Department”, “P” for the Purchasing Department and “Conducting Business with Shelby County”. The “Vendor Registration” link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. *(Applications for a vendor number are accepted online only.)*

Equal Opportunity Compliance (EOC) Number (EOC Administration Office)

At the top of the home page, click on the links “Department”, “E” for the Equal Opportunity Compliance and “Contract Compliance Program”. The “Contract Compliance Packet” link is in the middle of the page. Please print the packet and *mail or fax* the completed packet to the EOC office. The mailing address is 160 N. Main Street, 2nd Floor, Suite 200, Memphis, TN 38103. The fax number is 901-222-1101.

If you have any questions regarding the applications, you may contact Purchasing at (901) 222-2250 or the EOC Administration Office at (901) 222-1100.

**** Prior to award of a contract, the selected Consultant will be required to obtain a vendor number and EOC number.****

C. SCOPE OF CONTRACT

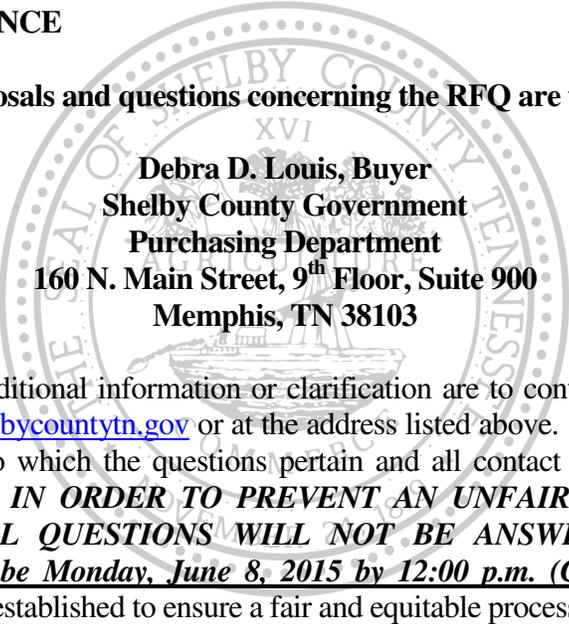
The County wishes to engage in a contractual relationship with the best-qualified Consultant selected through a competitive process that will work well with the Mayor's search committee in the performance of the Services in a manner that is cost-effective and practical. Based on an evaluation of responses to this RFQ, one or more firms/consultants will be selected and invited to participate in further discussions and negotiation of a contract for the requested services. The successful Consultant must be prepared to begin immediately upon receipt of a Notice to Proceed.

D. PROJECT TIME FRAME

The initial term of the contract begins upon execution of the contract and ends August 31, 2015.

E. CORRESPONDENCE

All correspondence, proposals and questions concerning the RFQ are to be submitted to:



**Debra D. Louis, Buyer
Shelby County Government
Purchasing Department
160 N. Main Street, 9th Floor, Suite 900
Memphis, TN 38103**

Respondents requesting additional information or clarification are to contact Ms. Debra D. Louis in writing at debra.louis@shelbycountyttn.gov or at the address listed above. Questions should reference the sections of the RFQ to which the questions pertain and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be Monday, June 8, 2015 by 12:00 p.m. (CST).*** These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Note: All written questions submitted by the deadline indicated above will be answered and posted on the County's website at www.shelbycountyttn.gov within forty-eight (48) hours of the above cut-off date.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this RFP may disqualify your company from further consideration.

F. NON-DISCRIMINATION AND TITLE VI

The Consultant hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The Consultant shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

G. Disclosure of Proposal Contents

The Consultant understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby County Government.

H. PROPOSAL SUBMISSION DEADLINE

The proposal, as submitted, should include all qualifications related to the services requested in this Request for Qualifications (RFQ). All proposal submissions must be received in the Shelby County Purchasing Department and addressed to Ms. Debra D. Louis at the address listed above **no later than 3:00 p.m. (CST) on Friday, June 12, 2015.** Facsimile or e-mailed proposal submissions will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposal submissions may not be opened and considered. Under no circumstances will this deadline be extended, regardless of weather conditions, transportation delays, or any other circumstance.

The package containing an original (clearly identified as original) and five (5) copies of your proposal submission must be sealed and marked with the Respondent's name and "CONFIDENTIAL, RECRUITER FOR DIRECTOR OF HEALTH SERVICES, RFQ #15-006-51" noted on the outside.

Sincerely,

Signed Original On File

Debra D. Louis, Buyer
Shelby County Government
Purchasing Department

**DIRECTOR, DIVISION OF HEALTH SERVICES/
COUNTY HEALTH DIRECTOR**

Shelby County, TN

Shelby County Government in Memphis, TN, is seeking a forward-thinking, experienced public health practitioner, champion and leader to serve in the position of **Director, Division of Health Services/ County Health Director** for Shelby County, Tennessee. The position is appointed by the Mayor of Shelby County and reports to the County Chief Administrative Officer. The Division Director provides executive level leadership to the Shelby County Health Department and to the other health responsibilities that comprise the portfolio of services provided by the Shelby County Division of Health Services.

This position also serves as a Regional Health Director (Shelby County Region) for the Tennessee Department of Health; many authorities of this position are derived from Tennessee State Code and are delegated to the County/Regional Health Director by State Code through the State Commissioner of Health who must also confirm the appointment. As a County Health Director, this position is charged to plan, direct and carry out public health functions and programs throughout Shelby County. Those traditional prescribed and regulatory local public health functions and services include: Environmental Health Services (Air Pollution and Water Quality, Vector Control and Environmental and Food Safety), Health Planning and Promotion, Clinical Services (Family Planning, Well-child Exams, Immunizations, School-based Dental services and Women’s Infant and Children’s nutritional services), Maternal and Child Health, Epidemiology, Infectious Disease Control, Public Health Laboratory and Nursing, Public Health Emergency Planning and Preparedness and Vital Records.

As Director of the Division of Health Services, the position also oversees County Employee Health Services and, through contracts, the provision of Medical Examiner services for Shelby County and inmate healthcare to the 5,000 inmates in custody in Shelby County Jails and Correction Center.

The Health Department has a staff of 545 individuals and an annual budget of over \$59,000,000 comprised of revenue from TennCare, Medicare, federal, state and private grants, patient and service fees and local special revenue and general tax funds. The Department's mission is to promote, protect and improve the health and environment of all Shelby County residents. The Division is committed to the values of Excellence, Equity, Innovation and Integrity in its service delivery. It is the goal of the Division to become an accredited local public health agency within the next 3 years.

The Shelby County Health Director is responsible for developing and carrying out the Department's strategic plan and developing, disseminating and advocating for the County's Community Health Improvement Plan. The Health Department's vision, endorsed by the Shelby County community through the MAPP process, is that Shelby County will become the healthiest and safest community in the nation.

To that end, the Health Director will lead efforts to create a county-wide Culture of Health. As a convener and a champion for strategic, innovative public-private partnerships and collective impact initiatives, the Director will advocate for a shared vision of community health. Through multi-sectoral collaboration, the position will seek to create and foster improved health, health equity, and quality and efficiency in health care systems. On behalf of Shelby County's Mayor, the Director and the Health Department serve as the County's main point of interface with and implementation of Healthy Shelby, the community's Triple Aim Health Improvement initiative. The Director also serves as a principal partner to the area's Regional Health Improvement Collaborative and provides leadership to the region's collective impact initiative to reduce infant mortality.

The Health Department maintains collaborative research and training relationships with the University of TN Health Sciences Center and with the University of Memphis School Of Public Health. The Health Director is charged to develop and expand these strategic relationships and serves as the Health Department's primary point of interface with academic, research and clinical care delivery systems.

The position requires a minimum Master's degree from an accredited college or university in public health, health policy or a related field with 10 years of progressively responsible public health administration in a large urban setting. A terminal degree in public health, medicine, nursing or a related clinical area is preferred, as is public sector experience with an organization with a similar size and scope of services.

The successful candidate must possess demonstrated expertise in public health science and practice and proficiency in strategic, analytic and system-level thinking; financial planning and management and policy development. The successful candidate must also possess proven skills in the community engagement dimensions of public health practice; intergovernmental relations; building strategic partnerships; organizational management; and maximizing desired outcomes from multiple funding sources.

Shelby County has a population of approximately 940,000 residents, which includes the large urban core municipality of Memphis and six additional suburban municipalities.

The Shelby County Health Director position is an outstanding opportunity for an experienced professional to advance his or her career in public health leadership by making a difference in the well-being of a community rich in history, culture and health care resources but beset with social and environmental conditions that result in disparities in health access and health outcomes.

The selected candidate would start by September, 2015. The salary for this position is commensurate with experience, with a full benefit package including health and life insurance and a defined benefit retirement plan. Employees of Shelby County Government are required by ordinance to maintain permanent residency within Shelby County.

For more detailed information regarding Shelby County Health Services Division please visit: <http://www.shelbycountyttn.gov/index.aspx?nid=24>.