

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6418

Executive Search Services

Prepared By:

WCHO Administration and Washtenaw County
Purchasing
Administration Building
220 N. Main B-35
Ann Arbor, MI 48107





WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48107
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6418

August 15, 2008

Washtenaw County Purchasing Division on behalf of Washtenaw Community Health Organization (WCHO) is requesting proposals from potential bidders for Executive Search Services.

Sealed Proposals: Please submit one (1) original and eight (8) copies which are clearly marked as "Sealed RFP #6418" to the following address and due date:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48107**

by 3:00 p.m. on Friday, September 12, 2008

DO NOT BIND OR PLACE THE PROPOSAL IN A HARD COVER. Bids must be submitted in the format provided. Specifications for attachments are noted in the application. Proposals that are not in compliance with RFP guidelines may not be considered.

Proposals received after the above cited time will be considered a late proposal and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6418".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter at (734) 222-6760 strietera@ewashtenaw.org
- Please direct any questions related to the WCHO contract to Amy Klinke at (734) 544-6830 or klinkea@ewashtenaw.org

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Purpose

- To assist the Washtenaw Community Health Organization Board and Human Resources Department of Washtenaw County in locating high quality candidates for the position of Washtenaw Community Health Organization EXECUTIVE DIRECTOR
- To develop and coordinate the execution of an effective, time bound overall search strategy on behalf of the Washtenaw Community Health Organization and its creating partners of Washtenaw County and the University of Michigan.

Section 1.0

General Information for Bidders

- 1.1 This Request for Proposal (RFP) is issued for Washtenaw Community Health Organization, through the Washtenaw County Human Resources Department; Diane Heidt, Department Head. The contact person is Diane Davidson, Washtenaw Community Health Organization Board Chair.

The WCHO reserves the right to reject all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept any bid determined through the review process to represent the best interest of Washtenaw Community Health Organization and its customers.

This RFP provides prospective bidders with essential information to enable them to prepare and submit proposals for consideration by **3:00 p.m., EST on September 12, 2008**

All proposals shall contain a complete response to this RFP.

All proposals shall contain all costs for services for a search process to be completed by June 30, 2009.

- 1.2 The proposal selected will be the most advantageous to Washtenaw Community Health Organization, price and other factors considered.

If a contract is awarded, the selected Contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement.

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These provisions are general principles which apply to the providers of service to Washtenaw Community Health Organization, such as the following:

A. Equal Employment Opportunity

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal occupation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicants and the treatment of employees. Affirmative action will include, but not be limited to: employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation, selection for training, including apprenticeship.

The Contractor agrees to provide notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees.

All solicitations or advertisements for employees, placed by or on the behalf of the Consultant, will state that all qualified applicants will receive consideration for employment without regard to race, color, creed, sex, sexual orientation, national origin, handicap status as defined by ADA of 1992, age, height, weight, marital status, veteran status, religion and political belief.

Breach of this provision is material breach of this Contract.

B. Interest of Contractor and County

The Contractor promises that it has no interest and will not acquire any interest which would conflict with the performance of services required by this Contract. The Contractor also promises that, in the performance of this

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Contract, no person having a conflicting interest will be employed. In addition, no officer, agent, employee of the County of Washtenaw or member of its governing bodies may participate in any decision relating to this Contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 32 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of the Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

C. Insurance and Indemnification

The Contractor will protect, defend and indemnify Washtenaw Community Health Organization, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature which may result in injury or death to any persons, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw Community Health Organization in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work in connection with this Agreement resulting in whole or in part from negligent acts or omissions of Contractor, any sub-contractor, or any employee, agent or representative of the Contractor or sub-contractor.

The Contractor will maintain, at its own expense, during the terms of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and employers liability insurance with a minimum limit of \$500,000 each accident for any employee.
2. Comprehensive/General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as

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“additional insured” on general liability policy with respect to the services provided under this contract.

3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury or property damage.
4. Professional Liability coverage with a minimum limit of \$1,000,000 each occurrence. The County shall be added as “additional insured” on Professional liability policy with respect to the services provided under this contract.

All insurance policies shall be issued by companies licensed to do business in the State of Michigan.

The Contractor shall be responsible for payment of all deductibles contained in any insurance required in this Contract.

Section 2.0

General Statement of Requirements

2.1 Requirements for the bid narrative:

- Develop and coordinate the execution of an effective, time-bound search strategy for the Executive Director of the Washtenaw Community Health Organization. A description of the Organization, a top level organizational chart and functional organizational matrix are included as Attachment A to this document
- Draft a candidate profile based upon discussions with appropriate representatives of the organization and interested parties designated by the organization.

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- Develop and implement an effective advertising strategy.
- Conduct direct sourcing (contacting) of prospective candidates, as required.
- Provide appropriate documentation for each step in the recruitment process to ensure conformity with Washtenaw Community Health Organization's equal employment opportunity/affirmative action policies.
- Formally evaluate candidate qualifications, by telephone and/or in person, according to established criteria.
- Discuss, in detail, relative candidate qualifications with the WCHO Board utilizing candidate evaluation forms.
- Coordinate interview, transportation, scheduling and expense reimbursement of candidates selected for interviews.
- Thoroughly investigate and verify the background and credentials of final candidates.
- Manage procedures for corresponding with all unsuccessful prospects and candidates.
- Ability to work within a 120 day timetable from time of due date of applications to recommending the 3 to 5 finalist candidates for interview.
- Recommend other tasks, as necessary, to facilitate a smooth, comprehensive search and identification of candidates
- Assist with negotiation of final candidates employment contract with the WCHO

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Confidentiality Requirements

- 2.2 Capacity to assure and maintain proper confidentiality regarding the search process.

Bid Requirements

- 2.3 Provide your firm's background qualifications and experience in providing executive search services in the Public Sector including health and behavioral health executives

- List appropriate references of Public Sector clients.
- Provide brief profile on key contact person assigned to this project along with a listing of other persons involved.
- Specify how soon you are able to start project.
- Explain approach to providing services requested.
- All components and activities must be itemized and the cost shown. Total cost of the comprehensive program must be stated.

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WCHO Organizational Description

The WCHO is an entrepreneurial integrated health care organization that is leading the way in local, state and national initiatives. The WCHO brings together the best “government and private sector” thinking that fosters, preserves and implements:

- Integrated (mental health, substance abuse and primary) care in our community; in our affiliation; in our community – at home and beyond;
- The utilization of: 1) innovative/evidence based practices; 2) promising practices development; 3) consumer/customer based service approaches; 4) innovative financing, flexible organizational structures; and technological advancement to create an effective, efficient system with desirable and high quality results;
- Knowledge sharing/dissemination (e.g. consulting, standards development, publishing, and knowledge networking; and
- Regional services for our partners in the Community Health Partnership of Southeast Michigan.

Created by the Washtenaw County Board of Commissioners and the University of Michigan in 2000, the attached traditional organizational chart and project matrix provide graphic representation of the following description.

INTEGRATED CARE:

The WCHO is, and will continue to be, a national leader in integrating mental health, substance abuse and physical healthcare for persons with severe and persistent mental illness developmental disabilities and/or substance abuse disorders. As a national model, the WCHO is continually expanding the knowledge and the emerging best practices in integrating healthcare.

While the WCHO’s services currently focus primarily on individuals with disabilities, the Organization is interested in creating universal health care with parity in Washtenaw County. This will require that the organization continue on its path to develop integrated, primary health care sites that can serve as medical homes for individuals who are uninsured and underinsured.

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EVIDENCE-BASED, PROMISING AND INNOVATIVE PRACTICES

With integrated healthcare serving as the core, binding function of the WCHO, the organization consistently supports and funds evidence based practices when and where they exist. The Organization's expectation is that all providers (organizational and individual) are knowledgeable, capable and eager to implement evidence based interventions consistent with the individual needs of the consumer. The WCHO and its staff routinely research and identify existing evidence based practices, selecting and supporting the implementation of the practices and vigilantly monitoring the impact of the practices on consumer outcomes.

When evidenced based practices do not exist or are not effective for consumers the WCHO participates in the development and testing of promising practices and/or practice development. By working with researchers from the University of Michigan, WCHO staff and providers implement creative and innovative approaches that hold promise for improving consumer outcomes. Integrated into the day to day business of providers the data collection and monitoring of these promising practices provide knowledge to the field and engage consumers in developing new knowledge for the field.

CONSUMER/CUSTOMER BASED SERVICE APPROACHES

As a national model for the implementation of person centered planning and self determination the State of Michigan has required a consumer centric approach to services for 15 years. The WCHO has primary and secondary consumers on the Board of Directors, in key staff positions and genuinely values the participation of consumers in the day to day operation of the organization. Peer supports specialists are employed at the provider level and the organization funds consumer owned and operated services as well as broad psychosocial supports.

Recovery concepts are core to the service delivery approaches of the WCHO. Recovery, in and of itself, is seen as an evidence based approach in Washtenaw County. The creation of recovery plans and supporting consumers to "work their programs," whether substance abuse or mental health, is key to our consumers' success.

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ADMINISTRATIVE SERVICE APPROACH

The WCHO Administrative approach is based in Senge's Learning Organization principles and supported by a full leadership development program for mid-level and senior staff. Committed to our employees' success the organization uses a matrix model of management that results in a flexible, adaptive organization that can support consumer success. Creativity and innovation in the financing of integrated health care is key to the Organization's success.

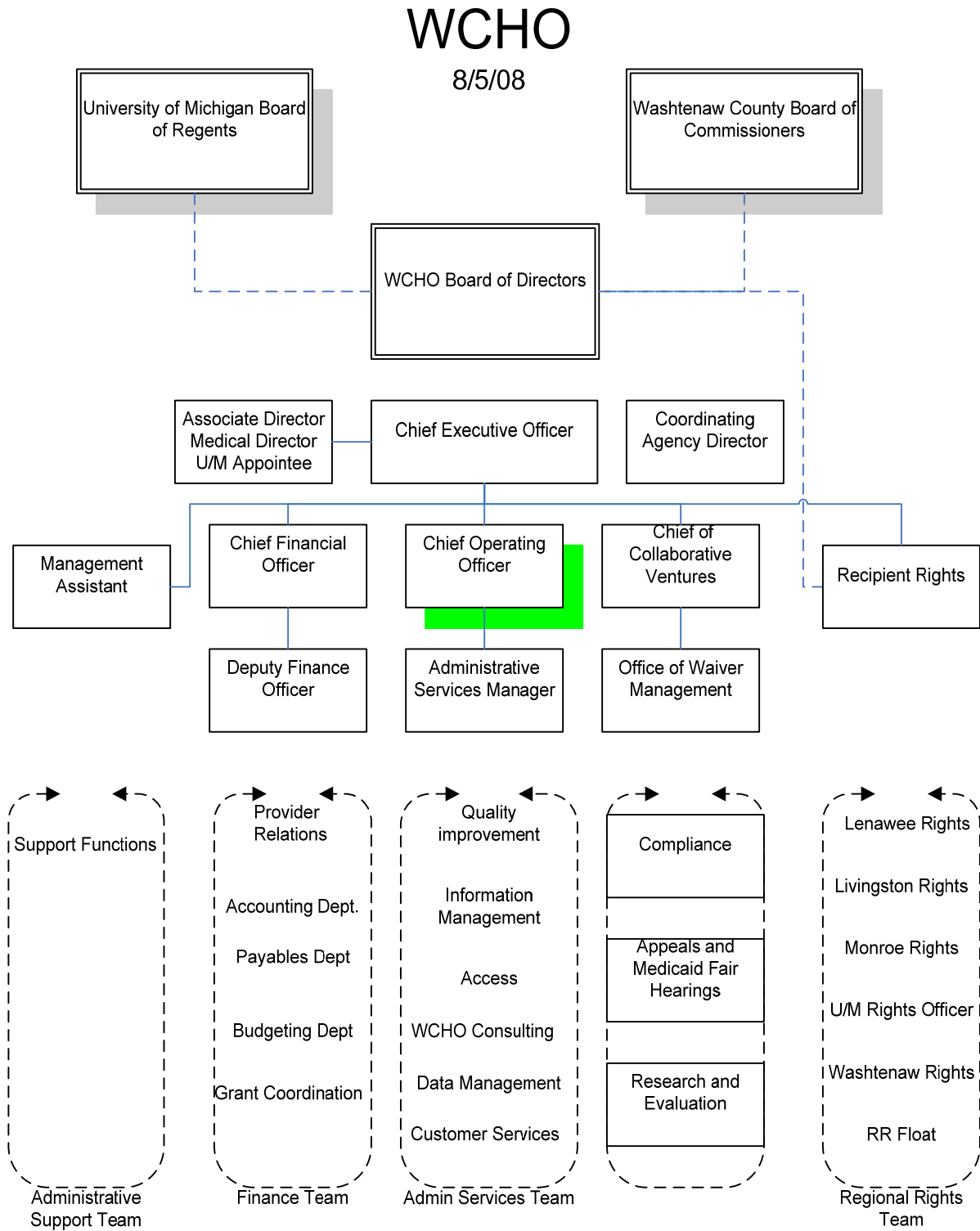
The WCHO is also engaged in the creation and maintenance of an electronic health record that can be used for integrated health care in behavioral health and primary care settings. The Encompass system is used in a large part of Michigan and in two other states. The WCHO Information Technology Department works to spread the use of Encompass in Michigan.

KNOWLEDGE DISSEMINATION

The WCHO has a consulting arm that provides education and training in Michigan and across the country. Particular areas of consulting expertise include: 1) replication of the Organization's integrated health models in primary care and in community mental health settings; 2) sustainable ways of implementing evidence based practice implementation, including leaning community technologies; and 3) technology and change management assistance.

Creation and sustaining of this arm of the organization is vital to the WCHO, since it provides revenue that is used to develop and maintain the high quality of services in the County. It also provides opportunities for staff growth and development and keeps the national reputation of the Organization intact.

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WCHO Functions/Project Matrix

Initiatives	Core WCHO Administrative Functions						
	Customer Service S. O'Neal	Quality Improvement S. Reitmeier	Recipient Rights D. Virgo	Provider Relations K. Gauthier	Finance L. Brown	Access M. Graban	Coordinating Agency M. Scalera
NCQA Accreditation S. Rietmeier	<p style="text-align: center; font-size: 2em; color: blue; text-decoration: underline;">Core Values:</p> <p style="text-align: center; font-size: 3em; color: blue; text-decoration: underline;">Consumer Centric Services</p> <p style="text-align: center; font-size: 3em; color: blue; text-decoration: underline;">Integrated Health Care</p>						
Integrated Health Wavier P. Barrier							
Affiliation E. Kurtz							
Research and Evaluation J. Capobianco							
Finance Software L. Brown							
Un/Underinsured Initiatives S. Sheldon							
WCHO Consulting K. Reynolds							
Evidence Based Practice J. Capobianco							
Local, State and National Policy K. Reynolds							

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SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City St. Zip
_____ Telephone #	_____ Fax #
_____ Email Address	_____ Purchase Order Email Address
_____ Federal Tax ID #	_____ URL

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.