



Request for Proposals

Executive Recruitment

Date Issued: **April 20, 2022**

Submission Due Date: **May 4, 2022**

RELEASED BY:



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Section I: Overview

1. Funding Opportunity

The Fund for Public Health in New York City (FPHNYC), on behalf of the New York City Department of Health and Mental Hygiene (NYC Health Department), seeks proposals from Executive Search Firms, with substantial and relevant experience in recruiting executive and senior-level management positions in local government agencies, for the recruitment and selection of the following position:

- Executive Deputy Commissioner, Division of Mental Hygiene

2. Background

The New York City Department of Health and Mental Hygiene (DOHMH) is a world-renowned public health agency with a long tradition of protecting and promoting mental and physical health in the nation's most culturally and linguistically diverse city. Our 7,000-plus team members bring an extraordinary diversity to bear on the work of public health. DOHMH aims to improve the health outcomes of all New Yorkers, including by centering persistent racial inequities and promotion of social justice at the core of its work.

The Executive Deputy Commissioner (EDC) will provide strategic vision and leadership for the Division of Mental Hygiene, with nearly 750 staff members and more than \$675 million dollars in contracted and direct treatment, prevention, and support services, policy development and implementation, and public health surveillance and monitoring.

3. RFP Timetable

The following timeline outlines key events related to the RFP process. FPHNYC reserves the right to revise the schedule as necessary. Any amendments to the RFP, including this timeline, will be posted on FPHNYC's website (<https://fphnyc.org/get-involved/requests-proposals/>).

Request for Proposals (RFP) Release	April 20, 2022
Deadline for Written Questions	April 26, 2022, at 11:59 p.m. ET
Q&A Posted	April 28, 2022
Proposal Package Due	May 4, 2022 at 11:59 p.m. ET
Anticipated Funding Notification	May 9, 2022
Anticipated Project Start Date	May 16, 2022

All materials and updates to the RFP are available on FPHNYC's Requests for Proposals webpage (<https://fphnyc.org/get-involved/requests-proposals/>).

4. Applicant Eligibility

A. Minimum Required Qualifications

FPHNYC is interested in soliciting proposals from qualified agencies whose experience and qualifications meet or exceed the following:

- A minimum a 10 years' experience identifying senior leadership for a local, state, or federal government agency, hospitals, and/or non-profit organizations.
- A minimum of 10 years' experience in the recruitment of executive level management of visionary physicians and executive healthcare leadership positions.
- A 90% success rate of identifying, engaging, and connecting the best talent to an organization.

B. Preferred Qualifications

This RFP will prioritize proposals that demonstrate:

- Commitment to attracting a diverse talented pool of candidates; and
- Experience in conducting and successfully placing executive candidates in healthcare organizations.

5. RFP Inquiries, Written Questions and Answers

Questions and requests for clarification about this RFP must be submitted via e-mail to procurement@fphnyc.org with the subject line "DOHMH Executive Recruitment." All such questions and inquiries must be received by **April 26, 2022**, at 11:59 p.m. EDT. Any questions received after the deadline may not be answered.

All questions received and responses thereto will be posted on FPHNYC's website (<https://www.fphnyc.org/get-involved/rfps/>) on or about April 28, 2022.

5. Submission Instructions

Completed applications are due no later than **May 4, 2022**, at 11:59 p.m. EDT. Applications must be submitted via email to procurement@fphnyc.org.

6. Addenda to the RFP

If necessary, FPHNYC will issue addenda to amend conditions or requirements relating to the RFP. Any addenda to the RFP will be posted on the FPHNYC website: <https://www.fphnyc.org/get-involved/rfps/>. Applicants are encouraged to check the website prior to submitting their final proposal.

Section II: Scope of Services

1. Background/Purpose

The Department of Health and Mental Hygiene (DOHMH) is seeking a talent firm to search and identify innovative, diverse, public health leaders to serve as Executive Deputy Commissioner to lead the Divisions of Mental Hygiene. The firm will conduct a high-level search of potential candidates for the Executive Deputy Commissioner position. They will present at least 2-3 top candidates for further interview by DOHMH leadership.

2. Scope of Work

The organization will be responsible for the following activities:

- Assist in developing a position summary/job description and recruitment strategy for carrying out the recruitment for DOHMH medical and non-medical executive positions.
- Research, source and identify executive candidates through extensive market research, advertising, networking, confidential contacts, personal company website and national database while demonstrating efforts to diversify the applicant pool (i.e., academic partners, social media marketing campaigns, professional diversity recruitment job boards).
- Assist in screening and prequalification of resumes.
- Perform in-depth interviewing of candidates including, submission of candidate profiles, scheduling of interviews, developing structured interview questions for hiring managers, and participation in the interview process, as required.
- Meet regularly with Agency Executives and other stakeholders to discuss and provide updates on the recruitment strategy and status of the executive search process.
- Assist with strategic on-boarding planning and other support required during the search process.
- Completion of reference/background checks of top final candidates.
- Coordination of contingent employment offer and salary negotiation assistance to expedite hiring and onboarding the candidate of choice.
- Inform all candidates of the City of New York's vaccine mandate policy, which states all selected candidates must be fully vaccinated by the time of hire.
- Contractor will guarantee each placement for a period of twelve months beginning on the start date of the appointment. If at any time a placed candidate is terminated or resigns in those twelve months, the contractor will conduct a new search to replace the candidate at no additional cost. The guarantee will exclude any termination due to layoffs or due to organization restructuring.

3. Description of Position

The Executive Deputy Commissioner (EDC) will provide strategic vision and leadership for the Division of Mental Hygiene, with nearly 750 staff members and more than \$675million dollars in contracted and direct treatment, prevention, and support services, policy development and implementation, and public health surveillance and monitoring.

Reporting to the Commissioner of Health, the EDC will lead a new population mental health strategy at DOHMH which will respond to the "second pandemic" of mental health issues faced as a result of and in the aftermath of COVID-19, and which demands concerted integrations and elevation in the public health agenda. In close collaboration with the Commissioner of Health and other Agency Senior Leadership, EDC

will be responsible for conceiving of and implementing a science-based and equity-driven approach to promote the health of New Yorkers with mental health, alcohol, and drug use issues across the life course; those experiencing intellectual and developmental disabilities; and people impacted by the criminal-legal system. The EDC will drive an approach that leverages the DOHMH's considerable strengths in epidemiology, measurement and data infrastructure; training, education and awareness building; program design, implementation and evaluation; and policy and advocacy, and brings these strengths to bear on pressing population mental health and behavioral health needs of New Yorkers, including (but not limited to): children/youth mental health, trauma and early intervention; serious mental illness and rehabilitation; behavioral health crisis response; and the opioid use disorder.

The Division is also responsible for monitoring and preventing key public health conditions, including overdose, suicide, premature mortality, and criminal-legal involvement among New Yorkers with mental and behavioral health conditions.

The EDC will also provide departmental leadership for The Office of Community Mental Health (formerly ThriveNYC). The Office supports innovation and monitoring for new city-wide interventions that address mental health, including expanded mobile mental health treatment, behavioral health crisis response, and early childhood mental health.

Job Description:

- Provide overall direction for all Division of Mental Hygiene activities, including the Division's key organizational entities: Bureaus of Mental Health, Alcohol and Drug Use - Prevention, Care, and Treatment; Children, Youth and Families; Mental Hygiene Community Engagement Policy and Practice; and Health Promotion for Justice Impacted Populations; Administration; and Office of the Executive Deputy Commissioner.
- Supervise the Division's Assistant Commissioners, and provide executive decision making, problem-solving, and goal setting.
- Identify and plan to redress racial and other inequities in health outcomes for people with mental health, substance use, experiencing intellectual and developmental disabilities, and involvement with the criminal-legal system.
- Work closely with the Commissioner's Office to develop a City-wide mental health agenda, including working with policy leaders across the Agency and City government to develop an intergovernmental mental health policy platform.
- Participate on stakeholder management such as statutorily mandated advisory bodies including the Community Service Board, testifying at City Council hearings, attending meetings with major community members and organizations, site visits to contracted and non-contracted providers and other events/forums as necessary.
- Provide leadership within New York City government on all mental hygiene-related issues, including for policy and practices for people with behavioral health conditions and experiencing homelessness, interacting with the criminal-legal system, and other social services systems. Represent these issues with other city agencies and community members.
- Provide leadership and coordination of multi-agency and city-state initiatives, including supportive housing (NY/NY 15), homelessness initiatives, and criminal justice diversion.

Preferred Skills:

- Possess exceptional skills in developing and communicating vision and mission; demonstrated track record of lead and inspire a large and diverse workforce; and to develop and implement an anti-racist and equity-driven approach to population behavioral health.
- Track record of leading, implementing, and/or managing change in large and innovative mental hygiene programs.
- Demonstrated knowledge, training in the field of mental hygiene, with broad range of clinical service or public health experience.
- Demonstrated track record in interpreting and applying new scientific knowledge to shape public health practice in the field of mental hygiene.
- Ability to prioritize and complete high priority projects amidst competing multiple demands
- Outstanding communication skills with an ability to relate to diverse audiences, including laypeople, professionals of multiple disciplines, policy makers and elected officials.

Experience Required:

- At least ten years of progressively responsible clinical and/or administrative leadership experience in a governmental, private, not-for-profit program addressing the needs of people with mental health or substance use concerns; or experiencing intellectual/developmental disabilities or affected by the criminal-legal systems.
- Demonstrated track record of implementing innovative large-scale public health and/or clinical programs and managing change in complex organizations.
- Experience developing and measuring health outcomes in behavioral health, including reducing inequities; an informed perspective on applying a racial equity lens in decision making and planning.
- Medical degree preferred, licensed to practice in New York or another US state or territory, and Board certified or eligible in psychiatry, addiction medicine, neurology, developmental pediatrics; or with an advanced degree in other behavioral health field, including psychology or social work and currently licensed to practice in New York.

5. Proposed Timeline

Activity	Suggested Timeline
Meet with DOHMH leadership to develop position summary/job description and recruitment strategy.	Week 1
Source and identify possible candidates.	Week 2 – 3
Meet with DOHMH leadership to review/screen candidates.	Week 4
Notification of finalists and arrange interviews	Week 5
Assist in conducting interviews and final selection process.	Week 6

Section III: Format and Content of Proposal

Proposals should be no more than 10 pages, not including references, and cover the following:

1. Organization Information: Provide the name of the company, address, telephone number and email address of a point of contact for the RFP.
2. Organization Biography: Brief history of your firm and expertise, including:
 - A. Prior experience in conducting executive searches as it relates to the Scope of Services for this RFP.
 - B. Your firm's success/placement rate
 - C. How diversity and inclusion are incorporated into your firm's work.
 - D. Leadership Bio and lead/assigned Recruiter resume(s).
3. Recruitment Approach: Describe the process used to be used to find a successful candidate for the Executive Deputy Commissioner role, including work plan with a list of deliverables, milestones and processes that will be employed.
4. Budget: Proposed cost along with payment schedule and narrative description of what is included in the cost.

Section IV: Evaluation and Award Procedures

1. Proposal Evaluation Criteria

The criteria, and the relative weight of each, that will be utilized to evaluate proposals are:

1. Success/Placement Rate	30%
2. Commitment to Diversity	20%
3. Experience in Executive-level Recruitment Service	30%
4. Price	20%

2. Review Process

Applications will undergo an initial administrative review for completeness and minimum requirements. Basic requirements include timely receipt of application meeting all eligibility criteria, and submission of all required documentation. For an application to be evaluated, it must include all required components and meet all required eligibility criteria. Applications that do not meet the required eligibility criteria will not move to the next stage of the review process.

All responsive applications will be reviewed by a panel convened by the NYC Health Department. The panel will evaluate applications and score Applicants according to the criteria listed above. Each application will be scored by at least three reviewers and scored on a scale of 0—100. After review, the panel will compile scores and rank applications according to final weighted scores.

FPHNYC and the NYC Health Department reserve the right to conduct interviews and/or site visits as FPHNYC and the NYC Health Department deem applicable and appropriate, in order to verify application content, prior to final award decisions.

3. Selection Process

Final selection of awardees will be made by **May 4, 2022**, based upon recommendations from the review panel. FPHNYC and the NYC Health Department reserve the right to make such selections based on the best interests of New York City, and as a result, may not select the highest scoring or lowest cost proposals for award.

Section V: Disclaimers and General Provisions

The following are disclaimers and general provisions under the Fund for Public Health in New York City. The Bidder shall review each statement below to ensure capacity for compliance before submitting a proposal for consideration.

Right to Amend or Cancel this RFP, or Solicit a New RFP

FPHNYC may amend or cancel this RFP at any time, without any liability to FPHNYC and/or DOHMH. FPHNYC or DOHMH may solicit new requests for information and/or proposals regarding the services addressed in this RFP at any time.

Right to Reject Proposals

FPHNYC may reject any or all proposals received and may ask for further clarification or documentation. Submitted information that does not respond to all items in this RFP may be excluded from further consideration and alternative information packages may not be considered.

Insurance

Prior to the start of work, selected Contractors, including coalition members, shall procure and maintain in force at all times during the term of the agreement, insurance of the types and in the amounts set forth below:

Commercial General Liability: insurance to provide coverage for bodily injury and property damage, including damage to any facilities, equipment or vehicles, in limits of no less than \$1,000,000 per occurrence \$3,000,000 aggregate.

- A. Professional Liability: if Contractor is providing professional services, Contractor shall obtain professional liability insurance, in limits of no less than \$1,000,000 per occurrence and \$3,000,000 aggregate;
- B. Employers Liability: insurance to provide coverage for the acts and omissions of Contractor's employees in limits of no less than \$1,000,000 per accident;
- C. Workers' Compensation: workers' compensation and disability insurance as required by the applicable New York State law.
- D. Commercial Auto: if Contractor plans to use any vehicles in the performance of services under the agreement, Contractor shall obtain commercial auto coverage for all owned, non-owned, and hired vehicles, written on a form at least as broad as ISO form CA 00 01, with minimum limits of \$1,000,000 per accident.
- E. Excess Umbrella Liability: in the event that Contractor's insurance policy(s) does not meet the limits stated above.

Contractor shall maintain on file with FPHNY current Certificates of Insurance for the above referenced policies, listing FPHNY and the City as Additional Insureds for General Liability policies and as Certificate Holders for all other required insurance.

NYC Vendor Registration

This project is being supported with funding from the NYC Health Department, which requires that vendors register in the City's Payee Information Portal (PIP). In PIP, vendors can view financial transactions with the City of New York, register for Electronic Funds Transfer payments and more. For more information, please visit: <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>.

For awards of \$100,000 or more, vendors will also be required to register in PASSPort, the City's digital procurement system. PASSPort training and information materials are available through videos, user guides and FAQs at www.nyc.gov/passport.

Proposal Costs

The Applicant will be solely responsible for any costs incurred in preparing, delivering, or presenting responses to this RFP. Applicants will not be reimbursed for any costs incurred in preparing proposals.

Fulfillment of Requirements

By submitting an information package, the Applicant acknowledges that the respondent has read and understands this RFP and can fulfill all requirements.

Submitted Information

Once submitted, responses will be the property of FPHNYC and will not be returned.

Section VI: Appendices

**ATTACHMENT A
APPLICANT SIGNATURE FORM**

INSTRUCTIONS: Applicants must complete and submit this Applicant Information Form signed and dated by the agency's Authorizing Official.

Applicant Organization	
Applicant Organization Name:	
Contact Person for this Proposal Name:	
Title:	
Address:	
Phone:	
Email:	
Application Budget Total:	
Certifications	
As the Authorizing Official for the entity submitting this application, I signify that the following information is true and accurate to the best of my knowledge and that the above named organization agrees to abide by the terms of this application and is fully able and willing to carry out the terms of the project.	
_____ Signature of Authorizing Official	_____ Date
_____ Printed Name and Title	