

CUYAHOGA COUNTY BOARD OF HEALTH

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Cuyahoga County Board of Health Request for Quotes (RFQ)

June 30, 2021

OBJECTIVES OF THE REQUEST FOR QUOTES:

The Cuyahoga County Board of Health is seeking to engage an executive search firm to conduct a national search for the next Health Commissioner for the Board, who will lead the Board's fiscal, administrative and programmatic activities in accordance with the Board's mission, vision, and values.

We seek to engage the search firm to complete the following objectives:

- Work with the Search Committee to develop a strategy, process and timeline to complete the search for a new Health Commissioner by November 30, 2021;
- Conduct meetings or phone calls with staff leaders and board to gain perspective on needed qualifications of prospective candidates;
- Provide the Search Committee with regular progress reports;
- Promote the opportunity in appropriate venues in through available communications methods to produce a diverse and robust candidate pool;
- Review applications for background and qualifications and prepare a written summary of the candidates with the most promising qualifications for review by the Search Committee;
- Assess candidates selected for serious consideration by the Search Committee by conducting in depth reference checks with individuals who are or have been in a position to evaluate the candidate's performance and personal attributes;
- Coordinate and participate in interviews with candidates;
- Verify selected candidate's educational background and conduct an appropriate background check in coordination with the Board of Health;
- Complete the selection by November 30, 2021;
- Notify declined applicants.

In the event that the selected candidate leaves employment with the Board before the period of one year, conduct an additional recruitment and selection process at no cost to the Board.

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ www.ccbh.net

Terrence M. Allan, R.S., M.P.H. Health Commissioner

DESCRIPTION OF THE CUYAHOGA COUNTY BOARD OF HEALTH (CCBH)

Organizational Information

CCBH is the local governmental public health authority for 58 communities serving a population of over 883,000 suburban Greater Cleveland residents with a mission to work in partnership with the community to protect and improve the health and well-being of everyone in Cuyahoga County. Our vision is to create the conditions in which all people who live, learn, work and play in Cuyahoga County have the opportunity to be healthy. CCBH's core values are health equity, integrity, partnership and innovation.

CCBH has an annual budget of approximately \$25 Million comprised of general revenue, grant and contract funds and employs a staff of approximately 160 full time staff 10-20 seasonal employees. CCBH programs and services are available on the website at **ccbh.net**.

The Board of Health, chaired by Dr. Greg Hall, is composed of 5 members. The Board will appoint a Search Committee with the responsibility for making recommendations to the Board regarding the selection of the next Health Commissioner.

REQUIREMENTS FOR THE CONTENTS OF THE REQUEST FOR QUOTES:

In responding to the RFP, please provide the following:

- A description of your firm and its experience in conducting an executive search for governmental agencies and not-for-profit organizations
- A summary stating why your firm is best suited to provide the services outlined in the Objectives of this request.
- A description of the scope of work and process your firm would follow to meet the outlined Objectives.
- Identification of the key person(s) at your firm who would be responsible for conducting this search and their resume(s) and a description of the background, education and experience of this person(s), including the level of experience in conducting an executive search for governmental agencies and not-for-profit organizations.
- A quote, including proposed payment terms, for conducting this executive search, including all fees and charges associated with this process.
- A description of other services your firm offers in addition to executive search services.
- Three recent references from clients who are similar to CCBH (governmental and not-for-profit organizations).
- Disclosure of any relationships between your firm and any member of the board and/or staff of CCBH or a description of any other disclosures and/or conflicts.

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Timetable

6-30-2021	Request for Quotes sent to search firms
7-14-2021	Written Quote proposals due
9-6-2021	Top candidates selected for interviews
9-25-2021	Search Committee meeting/interviews
11-30-2021	Candidate selected

RESPONSE TIME AND METHOD:

Please follow exactly the items listed under the “Requirements” section above. An **electronic copy** should be sent and received by the contact below **no later than July 14, 2021:**

Terry Allan, Health Commissioner
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
E-mail: tallan@ccbh.net

If you have any questions, contact Terry Allan at 216-201-2011 or via email at tallan@ccbh.net