

PARTNERS FOR  HOME
Request for Qualifications

Partners for HOME
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Introduction

Partners for HOME (PfH), on behalf of the Atlanta Continuum of Care (CoC), releases this Request for Qualifications (RFQ) for a Recruiter Contractor responsible for conducting a comprehensive search to identify and recruit highly qualified candidates for the position of Vice President of Strategic Development and Communications at PfH. PfH is a nonprofit organization that serves as the Collaborative Applicant for the Atlanta CoC — a Housing and Urban Development (HUD) program that promotes community-wide commitment to the goal of ending homelessness and provides funding for efforts by nonprofit providers and state and local governments to quickly rehouse people impacted by homelessness. Its mission is to coordinate a comprehensive crisis response system to end homelessness in the City of Atlanta.

Partners for HOME does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age, or disabilities in hiring practices or service provision.

Submittal Deadline and Inquiries

All responses to this RFQ must be submitted electronically by **5 p.m. on Friday, May 10, 2024**. Responses after this time will not be considered.

Responses must be in PDF format.

All questions regarding this RFQ must be received in writing. All such written inquiries must be delivered electronically by **5 p.m. on Wednesday, May 8, 2024**. All respondents to this RFQ will be provided access to or a copy of all received written inquiries and PfH's responses to those inquiries via the PfH's website.

Please address the inquiries and responses to Jasmine Rockwell Heard, senior grants manager, at grants@partnersforhome.org.

Professional Fee

While the Respondent will be asked to provide an estimated lump sum fee for the requested services, final fees will be negotiated following the selection of the Respondent. If fee negotiations with the Respondent determined most qualified are not successful, and/or the fees discussed are outside the budgetary constraints for the project, PfH reserves the right to suspend negotiations with the most qualified Respondent and proceed to other Respondents.

The Respondent will also be expected to provide a summary of assumptions used to determine its fee, including — but not limited to — team, hours and resources required from PfH and services to be included. Services can be outlined in an a la carte menu style to support the lump sum proposal.

Scope of Services

The scope of services to be provided by the selected Respondent will include the following elements:

Candidate Identification:

- Utilize various search methods, including job boards, industry-specific platforms, and personal networks, to identify potential candidates with the required qualifications and experience.
- Conduct targeted outreach to individuals who may be suitable for the position, including passive candidates who may not be actively seeking new opportunities.

Candidate Screening:

- Review resumes, cover letters, and other application materials submitted by potential candidates.
- Conduct initial screenings and assessments to evaluate candidates' qualifications, experience, and alignment with the position requirements and organizational culture.

Candidate Presentation:

- Present a shortlist of qualified candidates to the search committee for consideration.
- Provide comprehensive candidate profiles, including resumes, summaries of qualifications, and relevant background information.
- Facilitate communication between the search committee and candidates, including scheduling interviews and coordinating logistics.

Search Strategy and Reporting:

- Develop and execute a strategic search plan tailored to the unique needs and requirements of Partners for HOME.
- Provide regular updates and progress reports to the search committee, including metrics on candidate outreach, application volume, and screening outcomes.
- Collaborate with the search committee to refine search criteria and adjust the search strategy as needed based on feedback and evolving priorities.

Assistance with Selection Process:

- Assist the search committee in scheduling and conducting candidate interviews, including providing guidance on interview questions and techniques.
- Offer insights and recommendations to the search committee to support informed decision-making and selection of the final candidate.
- Provide support and assistance throughout the negotiation and offer acceptance process, including facilitating communication between the selected candidate and Partners for HOME leadership.

Confidentiality and Ethical Standards:

- Maintain the highest standards of confidentiality and professionalism throughout the search process, safeguarding sensitive information and respecting the privacy of candidates.
- Adhere to ethical principles and best practices in recruitment and selection, ensuring fairness, equity, and diversity in candidate evaluation and decision-making.

Post-Placement Support:

- Offer post-placement support and assistance to ensure a smooth transition for the selected candidate.
- Provide ongoing support and follow-up to address any issues or concerns that may arise during the candidate's initial period of employment.

Term

This is a one-year contract with a target start date of 5/15/2024.

Application

The application narrative should not exceed three pages, single-spaced, with one-inch margins and an 11-point font.

The narrative should address the following (be specific):

- Summarize your expertise and ability to meet the requirements outlined within this RFQ's Scope of Services.
- Provide a cost proposal in PDF format based on the scope of services.
 - The budget may be in a spreadsheet, and the budget narrative may not exceed one page, single-spaced, with one-inch margins, and in 11-point font (not included in the two-page application narrative count).

Evaluation Metrics

PfH will convene an evaluation committee to evaluate each proposal submitted by a Respondent. At the discretion of PfH, follow-up interviews may be conducted with the highest-ranking Respondents prior to the evaluation committee making a final selection.

Selection Process

Once the Responses are reviewed, a shortlist will be compiled by PfH. Interviews may be conducted with the Respondent(s) determined to be the most qualified, and additional information may be required at that time. Negotiations will begin with the Respondent(s) selected to be the most suitable.

Selected Respondent(s) must be prepared to enter negotiations for services outlined in this RFQ.

Evaluation & Acceptance of Statement of Qualifications

PfH reserves the right to reject any and all responses, to amend the Request for Qualifications and the process itself, or to discontinue the process at any time.

Terms and Conditions

All proposals and supporting materials as well as correspondence relating to this RFQ become property of PfH when received. Any proprietary information contained in the Response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

A. All applicable State of Georgia and federal Laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondent and project throughout and are incorporated herein. The contract with the selected Respondent, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the contract, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.

C. Sub-Respondents as part of the Project team must be clearly identified in the Response, including roles, resumes of key personnel and project references.

D. No Response shall be accepted from, and no contract will be awarded to, any person, Respondent, or corporation that (i) is in arrears to PfH, Invest Atlanta or the City with respect to any debt, (ii) is in default with respect to any obligation to PfH, Invest Atlanta or the City, or (iii) is deemed irresponsible or unreliable by PfH. If requested, the Respondent shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.

E. From the date PfH receives a Respondent's proposal through the date a contract is awarded to a Respondent(s), no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent's proposal or members of Respondent's team.