

# FIRST 5



## RECRUITMENT SERVICES FOR HUMAN RESOURCES DIRECTOR REQUEST FOR QUALIFICATIONS

**Application Deadline: Friday, April 30, 2021 at 5:00 PM**

### APPLICATION INFORMATION:

1. All sections of the application must be completed.
2. Completed applications should be emailed to:

Mojgan Vijeh, Director of Operations & Technology  
[mojgan.vijeh@first5alameda.org](mailto:mojgan.vijeh@first5alameda.org)

3. Applications must be received by Friday, April 30, 2021 at 5:00PM.

**APPLICATIONS RECEIVED BY MAIL OR FAX WILL NOT BE ACCEPTED**

4. All applicants will be notified by Friday, May 14, 2021.

If you have any questions, please contact Mojgan Vijeh via email at  
[mojgan.vijeh@first5alameda.org](mailto:mojgan.vijeh@first5alameda.org)

## SECTION 1: INTRODUCTION

First 5 Alameda County is a public agency that serves children, families, and early childhood providers; we advocate for, and in partnership with, communities in Alameda County to ensure children get the best start in life. The mission of First 5 is to work in partnership with the community to ensure an early childhood system that promotes optimal health and development, narrows disparities and improves the lives of children from birth to age five and their families. First 5 Alameda County is in a unique position to partner with public and private organizations to serve the needs of children and families in Alameda County and to create stronger, more integrated and sustainable systems. A key component of the First 5 Strategic Plan is to: efficiently and effectively manage F5AC resources - financial, human and technology to enhance productivity and impact (2017-22 Strategic Plan, page 21). F5AC's current Strategic Plan is located here: [First 5 Alameda County Strategic Plan 2017-2022](#)

Please review the application materials for scope of work, application instructions and the criteria for selection.

Interested individuals and organizations should submit their qualifications to:

Mojgan Vijeh, Director of Operations & Technology  
mojgan.vijeh@first5alameda.org

## SECTION 2: BACKGROUND

**OUR PURPOSE:** Alameda County's stability and prosperity rely on our children growing into healthy, productive adults. Science tells us that the period from birth to age five is the most critical window of opportunity to have a positive impact on a child's future. Early childhood development, community and family conditions, and lifelong health are deeply intertwined. The environments we create and the experiences we provide for young children and their families affect not just the developing brain, but also many other physiological systems, including cardiovascular function, immune responsiveness, and metabolic regulation. All of these individual systems are responsible for our lifelong trajectory, including educational achievement and physical, mental, and financial well-being. In short, early childhood outcomes create the fabric of our communities.

**WHAT WE Do:** F5AC builds and invests in an equity-centered early childhood system that prioritizes children and families who have been underserved due to racist and classist policies, setting every child on a path for success. F5AC has a track record of more than 20 years of achievement in partnering across sectors to create a focused, coordinated early childhood system that narrows disparities and promotes the health and well-being of children, families, caregivers, and communities.

**SCALING UP WITH MEASURE C:** F5AC is the named administrator of [Measure C: Children's Health and Child Care Initiative for Alameda County](#) which would bring in an estimated \$150 million per year to fund a \$15 minimum wage for child care providers, increased access to child care for families with the greatest need, and quality improvement in the child care field. Measure C

will have a significant operational impact on F5AC, necessitating changes in organizational structure, classification, and compensation systems, and increasing staff to assure sufficient operational capacity.

## SECTION 3: SCOPE OF WORK AND REQUIREMENTS

### CONTRACT OBJECTIVES

First 5 is seeking recruitment services from an experienced firm to identify the right candidate to provide Human Resources leadership to support F5AC during this critical organizational expansion phase and ongoing.

### CONTRACT ACTIVITIES

Deliverables include:

- Assisting with finalizing Human Resources Director job description and creating recruitment materials,
- Identifying and recruiting a diverse and qualified candidate pool,
- Managing advertisements if needed,
- Screening and assessing candidates,
- Preparing shortlists for F5AC consideration,
- Scheduling of interviews, and
- Providing support to F5AC during the employee selection process.

It is our goal to onboard the new Human Resources Director no later than June 2021 in order to have their involvement in our organizational expansion, so the ability to move swiftly is critical. **Note: F5AC staff are currently in remote work for the foreseeable future; thus meetings associated with this work will be online.**

### CONTRACT REQUIREMENTS AND QUALIFICATIONS

1. Contracted firm will assign an individual or small team as the lead contact to F5AC to carry out the contract activities identified above.
2. Contracted firm will have:
  - a. Demonstrated experience and success with executive level recruitments, and with Human Resources executives and recruitments in particular
  - b. Demonstrated experience and success with recruitment of candidates with diverse backgrounds
  - c. Experience and expertise with recruitment in the public sector, with a focus on local government, as well as the non-profit and/or philanthropic sectors
3. **Insurance** – It is expected that the Contractor will provide proof of general liability and workers compensation insurances.
4. **Orientation** – Contractor's key staff assigned to the project will receive an overview and orientation to F5AC.

5. **Meeting Requirements** – Contractor's key staff assigned to the project will meet with F5AC staff as necessary. All meetings will be held via Zoom.
6. **Oversight** – On-going contract oversight will be provided by F5AC.

## SECTION 4: TIMELINE AND FUNDING

### CONTRACT TIMELINE

The term of the contract will be approximately May 17, 2021 – July 31, 2021.

### FUNDING

Contractor payments will be made based on actual approved expenses and satisfactory work performance of identified deliverables.

## SECTION 5: APPLICATION INSTRUCTIONS

### APPLICATION INSTRUCTIONS

Responses to the Request for Qualifications are due **Friday, April 30, 2021 at 5:00 PM**.

Responses may be submitted to Mojgan Vijeh, Director of Operations & Technology, electronically by e-mail to [mojgan.vijeh@first5alameda.org](mailto:mojgan.vijeh@first5alameda.org). No faxed or mailed copies will be accepted. Applicants are responsible for ensuring that applications are received by the deadline.

Please respond in no more than 5 total pages of narrative in font size 12. Résumés do not count toward the narrative page limit.

1. Describe your experience with conducting executive level Human Resources recruitment over the past 5 years.
2. Describe your experience with conducting successful executive level Human Resources recruitment and placing individuals with a focus on diversity, equity and inclusion.
3. Describe your approach to Human Resources recruitment. What makes your process and results unique from other firms in achieving a successful placement?
4. Describe who will be involved in the recruitment process, in what capacity they will be involved, and what their skills and strengths are. (Include resumes for all staff who will participate in the process.)
5. Describe your approach to ensuring an efficient recruitment and hiring process, including proposed timeline and approaches to recruitment. Other than the timeline, what do you anticipate the challenges will be?

### OTHER REQUIRED INFORMATION:

6. Please provide 4-6 client references to demonstrate successful Human Resources recruitments.

References will be contacted prior to selection and awarding of contract.

## SECTION 6: PROJECT BUDGET

### PROJECT BUDGET

1. Provide a budget of your proposed expenses using the form included at the end of this packet. The budget form and narrative does not count toward the 5-page limit.
2. Provide a narrative description of your budget request. (1-page limit)

## SECTION 7: SELECTION CRITERIA & SELECTION PROCESS

### SELECTION CRITERIA

The criteria by which each response will be judged are as follows:

1. **Applicable experience** – The extent to which the agency or individual demonstrates a depth of relevant experience in executive level Human Resources recruitment.
2. **Applicable approach** – The extent to which the applicant describes an approach to executive level Human Resources recruitment that is consistent with the needs outlined in this RFQ.
3. **Demonstration of understanding** – The extent to which the applicant communicates an understanding of the unique requirements of F5AC.
4. **Fit with First 5 Alameda County** – The degree to which the applicant's approach and values are consistent with that of F5AC.
5. **Cost** – Should be detailed, reasonable and well justified in the attached proposed budget form.

### SELECTION PROCESS

All applications will be reviewed by a committee comprised of internal staff and external consultant(s). Applicants selected for the second phase of the application process may be invited for an interview during the week of May 3, 2021. References will be consulted.

## SECTION 8: OTHER INFORMATION

1. No response will be considered for award unless submitted in full, delivered on or before the date specified in this RFQ.
2. Specifications are carefully prepared describing the services desired. An addendum will be issued to all applicants, if necessary, stating revisions, deletions, or additions to be made to the specifications.
3. Solicitation of qualifications in no way obligates F5AC to purchase any or all of the described goods or services prior to bid award by the CEO or F5AC Commission.
4. F5AC shall require indemnification on behalf of itself and Alameda County entities with any agencies into which it enters into contract. In addition, F5AC requires all agencies to provide evidence of both workers compensation and general liability insurance, with F5AC and Alameda County listed as additional insured.



## RECRUITMENT SERVICES FOR HUMAN RESOURCES DIRECTOR RFQ

### PROPOSED BUDGET FORM

May 17, 2021 – July 31, 2021

BUDGET LINE ITEMS	Proposed Budget
<b>PERSONNEL EXPENSES</b> ( <i>List position, FTE % on project, rate</i> )	
Total Salaries	-
Personnel Benefits	
<b>PERSONNEL EXPENSES SUBTOTAL</b>	-
<b>GENERAL EXPENSES</b> ( <i>Include brief description</i> )	
Printing	
Office Supplies	
Consulting Services ( <i>List hourly unit cost, # of hours, term</i> )	
Miscellaneous	
<b>GENERAL EXPENSES SUBTOTAL</b>	-
<b>SUBCONTRACTORS</b> <i>Requires First 5 prior approval; List separately, if more than one subcontractor</i>	
SUBCONTRACTORS SUBTOTAL	-
<b>SUBTOTAL OF DIRECT EXPENSES*</b>	-
<i>Sum of totals for Personnel, General and Subcontractors</i>	
<b>ADMINISTRATIVE/INDIRECT EXPENSES</b> <i>Maximum 15% of Direct Expenses*</i>	
<b>TOTAL BUDGET</b>	-