



RFP#: 01
DATE: 07-19-22
Lexington-Fayette Urban County Health Department

Request for Proposals (RFP)

**EXECUTIVE SEARCH FIRM – COMMISSIONER OF HEALTH
for
Lexington-Fayette Urban County Health Department**

RFP Number:	01
RFP Issued:	July 19, 2022
Proposals Due:	Aug. 1, 2022 at 5 p.m. EST
Submit Responses To:	Board of Health cara.kay@lfchd.org
Questions/Clarifications:	Direct all questions to the Chief Financial Officer. Respondents must refrain from speaking with anyone at the Health Department regarding this RFP. Direct questions via email only to: Ms. Cara Kay at cara.kay@lfchd.org.

Respondents intending to submit a proposal in response to this RFP should read this document in its entirety.

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REQUEST FOR PROPOSALS

Purpose

The purpose of this Request for Proposals (“RFP”) is to obtain information that enables the Board of Health (BOH) to select a Consultant to assist in the recruitment of a Commissioner of Health. The Consultant shall assist the BOH Search Committee in attracting, interviewing, and hiring the Commissioner of Health. Services include development of recruitment plan, conducting a nationwide search, vetting of qualified candidates, and decision assistance in final selection. The Consultant will coordinate its efforts with the Chair of the BOH Search Committee.

Background

The Lexington-Fayette Urban County Health Department (LFCHD) is located in Lexington, Kentucky. The department is overseen by the Commissioner of Health, who directly reports to the Board of Health (BOH). The Board is comprised of thirteen (13) members; 11 of which are appointed by the Lexington-Fayette Urban County Mayor. LFCHD provides critical public health services to the residents of Fayette County, Kentucky (of which Lexington is the county seat) and works in conjunction with other local, state, and national health authorities.

LFCHD is committed to:

- **Caring** by being thoughtful and considerate in all our interactions.
- **Accountability** in bringing high quality to our work.
- **Respect** for all clients and for each other.
- **Equity** in opportunity and access.
- **Service** that exceeds expectations.

LFCHD demonstrates these values by working with community partners to create a Community Health Assessment and Improvement Plan for Fayette County. The plan examines current health trends from all segments of the population and uses the information to fuel community engagement in hopes to improve the overall health of Fayette County residents.

Commissioner of Health Position: The Commissioner of Health serves as the Chief Administrative Officer of the LFCHD, is responsible for the administration of the agency, and reports directly to the BOH. The current staff of the LFCHD is approximately 150 full time positions and the annual budget is approximately \$25M. The LFCHD is located at 650 Newtown Pike, Lexington, Kentucky 40508 where staff are housed, including the Commissioner.

Scope of Services

The BOH seeks to contract with a Consultant to assist with the hiring of a Commissioner of Health. The BOH seeks a search firm with demonstrable expertise in developing executive level active and passive candidate pools within the public sector and preferably public health. The Consultant hired for the Commissioner search will report to a search committee of the BOH.

The hired Consultant will be expected to:

1. Execute a search for candidates meeting the position description;
2. Screen and interview candidates as appropriate to ascertain legitimacy of potential candidate;
3. Provide at least seven (7) to eleven (11) well qualified candidates to the BOH for interviews;
4. Coordinate interview schedules and travel as appropriate;
5. Perform a market research and data compilation to be provided to the Board for determination of salary of the Position;
6. Perform reference and background check on the top candidates, including conflict of interests checks;
7. Work with the BOH and the search committee appointed by engaging in appropriate communications with the BOH/committee/stakeholders;
8. Assist in cultivation of a Search Profile for the Commissioner position;
9. Bill timely for services, no more than monthly; and
10. Provide at least monthly status updates to the BOH search committee.

It is desired that the entire search process be concluded in six months from contract execution.

Minimum Qualifications:

1. Demonstrated expertise in completing executive level searches, including successful searches in the public sector.
2. Evidence of conducting at least five (5) successful searches of a similar nature in the last three (3) years, and must be in the search field for at least five (5) years.
3. Have available and capable staff to complete the search.
4. Demonstrated track record of client success as evidenced through references. Provide a list of three (3) clients, with at least one (1) being in the public sector and head of an agency with at least 75 employees. Please include the title of the position along with complete contact information for the hiring entity and the candidate who was hired for the position.

Procedure to Submit Proposal

Each Respondent interested in providing the Services must provide all information requested in this RFP.

All proposals are due on or before August 1, 2022. Proposals received by that date and fully responsive to this Request for Proposals will be opened at the BOH regularly scheduled Finance Committee meeting on August 8, 2022. Further, the Proposals will be reviewed, and a contract awarded at a special meeting on or before August 19, 2022. Proposals may be opened during a public meeting that is subject to the Kentucky Open Records Act. Start of work should begin within 30 days of contract execution.

Proposals must be sent electronically in a single PDF file to cara.kay@lfchd.org; Subject Line: Executive Search RFP. By submitting a proposal, Respondent authorizes BOH to contact references to evaluate the firm's qualifications for this project, which may be subject to Kentucky's Open Records Act.

All questions regarding this RFP must be sent to cara.kay@lfchd.org. Respondents are not to contact other staff or individuals regarding this RFP.

Proposal Requirements

Each proposal should be no more than 15 pages, not including references, and must address the following:

1. **Organization Description:** Brief history and summary of your expertise. You should include the name of the individual and/or firm proposing to provide the Services (if a firm, the proposal must identify the name of the individual representative who will have primary responsibility for the Services and must be submitted by a person with signatory authority).
2. **Recruitment Approach:** Describe the process to that will be utilized to recruit and hire the Commissioner of Health. Detail how you will accomplish the scope of work, including any networks to be used on behalf of this search.
3. **Experience:** A description of the last five (5) years' experience in providing services and any additional similar experience supports claims of experience and expertise for providing these Services.
4. **References:** References and any supporting information regarding past record and performance on similar contracts addressing cost, quality of work, ability to meet all contractual requirements, and meeting time constraints.

5. **Deliverables:** Outline how success will be measured throughout the process.
6. **Guarantee:** Provide information regarding any recruitment guarantee offered.
7. **Proposed Timeline:** Estimate the start and end dates for each phase of the search process.
8. **Proposed Form:** A proposed agreement to govern the Services and the independent contractor relationship between the Consultant and the BOH.
9. **Budget:** Proposed compensation with a budget justification that explains what is included in the cost.
10. Any other information deemed relevant or you would like the Board to consider.
11. A list of any actual or potential conflicts of interest.

Proposal Considerations and Criteria:

In considering Proposals, the Board will consider:

1. The Respondent's overall and recent experience in providing services as the required level and scope;
2. Specialized experience and technical competence of the staffing of the Respondent with the type of service required;
3. Capacity of the Respondent to perform the work, including unanticipated work flow, within the time limitations;
4. Character, integrity, reputation, judgment, experience and efficiency of the Respondent;
5. Past record and performance on similar contracts with respect to such factors as control of cost, quality of work and ability to meet all requirements and time limitations;
6. Familiarity with the Kentucky/Fayette County service area; and
7. Evaluations provided by references.

The BOH will award the contract to the Respondent with the best proposal in terms of price, qualifications, and overall proposal. The Board may reject all Proposals, and may engage in independent negotiations with any Respondent and is not constrained to

accept the specific terms of the Proposal of the Respondent selected to provide the Services.

The Board will reject proposals that are incomplete or irregular, or otherwise deviate from any specific requirement of the RFP. The Board may, at its sole discretion, accept and any nonconforming proposals received. The Board reserves the right to seek clarification of any part or parts of any proposal; however, it will disregard any substantive additions or alterations to any proposal after the proposals are opened.

At any stage of the RFP process, the Board reserves the right, at its sole discretion, to:

- Terminate or reinstitute the RFP process;
- Accept or reject any proposal received after the submittal deadlines;
- Accept or reject any proposal if the Respondent fails to fully complete and timely submit all required forms;
- Not disclose information which the Board determines may be subject to an itemized exception to the Kentucky Open Records Act;
- Amend this RFP;
- Cease negotiations with any or all Respondents at any time;
- Set deadlines for completing negotiations of agreements; and
- Reject a proposal for failing to comply with the terms of this RFP.

By submitting a proposal, all Respondents agree to the following:

1. To indemnify, defend, and hold harmless the BOH and LFCHD from any damages or liability arising out of the Respondent's performance of the Services, unless the damages are a result of gross negligence or willful misconduct of the Board of LFCHD;
2. To provide all Services in accordance with applicable employment and privacy laws and regulations, and policies and standards of the BOH and LFCHD;
3. If a contract or other arrangement with Respondent is entered into, the agreement may be terminated at any time with 15 days' written notice from the Board and at least 60 days' notice from the Respondent;
4. To promptly notify LFHCD and the BOH of any inability to complete the Services as set forth herein and any subsequent conflicts or other ethics issues that may arise;
5. To retain sufficient insurance to meet its indemnification obligations as set forth above;

6. To cooperative and provide all required information for LFCHD and/or the BOH to meet any reporting or financial requirements; and
7. The terms and conditions set forth in this RFP shall rule should any subsequent contract or discussion conflict with these terms.

Reservation of Statutory and Regulatory Rights and Obligations

Nothing in this RFP shall be construed as a waiver of any statutory or regulatory obligation, federal or state, on behalf of either the Board or LFCHD, and the Board reserves the right to negotiate a final contract, including any additional terms.

This Request for Proposal Executed on Behalf of the Lexington-Fayette Urban County Board of Health, pursuant to KRS 212.635:



Jack Cornett, Chair, Finance Committee
Lexington-Fayette Urban County Board of Health

7-15-2022
Date

Exhibit A

Position Description:

Organizational Competencies Expected of All Employees

- CARING – demonstrate consideration and thoughtfulness in all interactions.
- ACCOUNTABILITY – apply responsibility, integrity, and transparency to work.
- RESPECT – demonstrate knowledge of and sensitivity to diverse cultures and people; treat individuals with respect.
- EQUITY – work with all clients and staff without bias or prejudice and provide equal access to care.
- SERVICE – focus on meeting customer and client needs and strive to exceed expectations.
- SAFETY & HEALTH – use sound judgment and proactively work to prevent injuries and follow all safety rules.
- EMERGENCY PREPAREDNESS – prepare for, respond and assist in the recovery of potential or actual public health threats, which may involve working outside of day-to-day tasks.
- CONTINUOUS IMPROVEMENT – actively participate in quality improvement through training, suggestions and working on teams and implementing process changes.

Job Overview

SUMMARY: As Chief Executive Officer, the Commissioner, subject to the approval of the Board of Health, is responsible for leadership, general oversight and direction of all planning, organizing, and directing all activities of the Lexington-Fayette County Health Department.

EXPECTED SALARY: \$230,000

ESSENTIAL DUTIES:

- Perform supervisory responsibilities as described in Supervisory Responsibility section below.
- Serve as subject matter expert and spokesperson for the department(s) supervised, as needed for press interviews and other presentations.
- Serves as chief medical/clinical health care provider
- Directs the staff and activities of the Department.
- Develops new community health services.
- Plans and directs a field training and research program for physicians, public health personnel, and others in allied health fields in cooperation with academic institutions to ensure quality of health care.
- Cooperates with local, State and Federal agencies as well as voluntary groups in the development of effective measures for the control of public health problems.
- Directs the survey of the health needs of the area served in order to develop comprehensive health programs.
- Serves as Chief Administrative Officer for the Health Department and as Secretary of the Board of Health.

- Participates in community activities, particularly with local medical groups.
- Keeps the public informed on matters relating to public health programs and needs.
- Reviews and approves budgets and statistical and financial reports.
- Prepares annual report, acts as Medical Director of the Health Department, does not engage in the private practice of medicine, oversees Board of Health advisory groups and is Chairman of the Emergency Medical Services Medical Advisory Committee.
- Performs related duties as required.

SUPERVISORY RESPONSIBILITIES: will monitor, mentor, train staff, and promote teambuilding and a positive working environment. Will interview, hire, assign, direct and evaluate performance of staff and conduct discipline as necessary. Will maximize employee performance through training and regular and constructive feedback. Will model & promote LFCHD values through interactions with all staff. Will supervise 5-10 employees directly; is the top official and appointing authority for the Health Department with 160 employees.

OTHER DUTIES: This job description is not designed to cover or contain all duties, activities, and responsibilities that are required of the incumbent for this job. Duties, responsibilities and activities may vary based on changing business needs, with or without notice.

Qualifications

REQUIRED CERTIFICATIONS, LICENSES, and REGISTRATION: Appropriate level Incident Command System (ICS) must be obtained within one year of appointment. Valid Kentucky medical license; valid DEA certification; Board certification by the American Board of Preventive Medicine.

REQUIRED EDUCATION AND # YEARS OF EXPERIENCE: Medical Doctor's degree, Master's Degree in Public Health and five (5) years of appropriate experience. Must have one or more years of supervisory experience.

TYPE OF EXPERIENCE REQUIRED: Applicable experience in public health, preventive medicine, and/or public administration.

COMPUTER/EQUIPMENT/SOFTWARE SKILLS:

- Uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, etc.
- Basic computer and keyboarding skills
- Microsoft Office - Working knowledge of Microsoft Word, Excel, Outlook and Power Point
- Excel Skills Basic - Ability to create and use basic Excel functions (spreadsheet format, copy/paste, routine formulas, etc.)
- Word Skills Basic - enter text, copy/paste, format, page setup, print, etc...
- Use mobile device such as cell phone for verbal and text and email communications

TRAVEL REQUIREMENTS:

- Overnight travel will be required an estimated 4 to 5 times per year to attend meetings/conferences

- Travel to and from job assignments will be occasional, 1 to 3 times per week.
- Travel requires use of current transportation to and from job assignments and a valid driver's license.

ADDITIONAL SPECIAL KNOWLEDGE AND SKILLS: Ability to read, write analyze and interpret general business correspondence; work with basic mathematical concepts; interpret instructions and prioritize. This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy.

- Comprehensive knowledge of the principles and practices of modern medicine, public health programs, and federal and state laws and regulation pertaining to local health programs.
- Demonstrated ability and skill in administration of public health services.
- Comprehensive knowledge of social and economic problems pertaining to public health.
- Ability to evaluate services performed and make recommendations for improvement of services.
- Comprehensive knowledge of the principles of business management as applied to public administration.

Work Environment

PHYSICAL DEMANDS: Required to operate a computer and other office equipment such as copier/fax; frequently converses with others to exchanges information; visual acuity to analyze data and view computer monitor. Additional requirements include:

- Visual acuity to inspect data or items
- Sometimes move about and sometimes remain stationary to accomplish tasks
- Use medical equipment/devices to care for clients/patients

OTHER ENVIRONMENTAL FACTORS

- Will work primarily in an office environment
- May be exposed to unsanitary conditions, pets, or smoke
- Will be exposed to patients with contagious disease
- May involve exposure to blood and other bodily fluids