COOK COUNTY HEALTH

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ADDENDUM NO. 1

October 13, 2022

Title: Physician Recruitment Services - REPOST

RFP # H22-0037 REPOST

1. **General**
   This addendum revises RFP documents. This addendum is issued to respondents of record prior to execution of contract and forms a part of contract documents and modifies previously issued documents. Insofar as previously issued contract documents are inconsistent with modifications indicated by this addendum, modifications indicated by this addendum shall govern. Where any part of the contract documents are modified by this addendum, all unaltered provisions shall remain in effect.

2. **Addendum Acknowledgement Form**
   Acknowledge receipt of this addendum in the space provided on the Addendum Acknowledgement Form. Proposers must include the signed form with their response. Failure to do so will subject Proposers to disqualification.

3. **Changes and Clarifications**
   Response to Vendor Questions received on or before September 30, 2022, by 2:00 PM

4. **Attachments**
   Attachment A, CCH Staff Physician Job Descriptions

Responses to Vendor Questions

	Section of the RFP	Question	CCH Response
1	2. Purpose	Would this bid be open to the staffing of Locum Tenens physicians?	No, this procurement focuses on permanent hiring.
2	General	Are you looking for only permanent placement agencies?	Yes.
3	General	Who is the incumbent(s)?	None.
4	General	Would you consider a locums agency?	No.
5	RFP Section: 4.3	Is the government willing to hire a retained search firm (i.e. a firm that charges money down to initiate the search)?	Yes, we are open to all competitive proposals.
6	RFP Section: 8.17	How many awards does the government anticipate making?	CCH is open to multiple awards.
7	RFP Section: 8.17	If the government intends on making multiple awards, how does it envision the post-award administration? i.e. how will individual task orders be procured?	This will not be done through a task order process, but rather positions for each company to recruit would be outlined in the contract.
8	RFP Section: Pricing	What format would the government like the pricing in?	We are looking forward to your best proposal without pre-defining the structure
9	RFP Section: General	Has Cook County ever had a similar contract to this? If so, what were some lessons that it learned?	CCH has had executive recruiting firms, but not recruiters specific to Doctors.
10	RFP Section: General	Will awarded vendor(s) have a direct point of contact with each facility? Will awarded vendor(s) be responsible for post-placement actions (such as credentialing, privileging, etc.)?	The main points of contact will be the HR Department, the Chief Medical Office and the Department of Strategy and implementation. Depending on the focus of the positions, these three entities will bring in facility contacts. The vendor would not be responsible for post placement actions.
11	RFP Section: General	Will the government consider interim to perm placements?	We are open to this discussion, but would need to make sure this met the guidelines of our employment plan.
12	RFP Section: General	Will telehealth be permitted for any of the positions (especially mental health)?	Yes, this can be reviewed on a case by case basis.
13	RFP Section: General	Will the government provide its pay scale and job descriptions for the current open positions?	See Attachment in this Addendum #1
14		Are the positions listed in Attachment A meant to be all-inclusive? Or, will additional positions be added?	There is potential for additional positions.

	Section of the RFP	Question	CCH Response
15		Is there a specific guarantee period associated with any of the in-scope roles under this RFP?	No.
16		For the positions identified in Attachment A, can CCH provide salaries or salary ranges for these positions?	Salary information is available on this website under "Healthcare" Volume II - Department Line Item Budget FY22 Annual Appropriation.pdf (cookcountyil.gov). You can look at titles within the relevant programs to get a sense of salaries. Greater detail can be provided upon contract award.
17	SEC 4, PG 4: SCOPE OF SERVICES	What is the estimated contract value?	TBD.
18	SEC 2B, PG4: AWARD	What is the anticipated contract award date?	January 1, 2023.
19	SEC4.1.F SERVICE REQUIREMENTS	Will the agency cater for the candidate travel and accommodation expenses for the onsite interviews?	Pay for? This can be part of the expenses related to the contract.
20	SEC4.3 FEE STRUCTURE, SCHEDULE, PAYMENT TERMS	What would be the recommended structure of the retainer fee and the contingency fee?	See Question # 8.
21	SEC 4, PG 4: SCOPE OF SERVICES	What are the physician specialties needed for the positions?	See list of positions in the attachment.
22	8.17 Awards	To help define the scale of the opportunity, which would impact our pricing and structure, will one firm be awarded the partnership or does Cook County Health intend to award multiple firms?	See Question # 6.
23		Are all roles listed in attached A open needs that this RFP is attempting to fill or is this just a list of all positions staffed for cook county?	All are open.
24		Are there any on site resources for interview coordination vendor can partner with?	This can be discussed upon contract award.

Attachment A - CCH Staff Physician Job Descriptions

The following Attachment are included electronically to this RFP.

Proposer(s) may access the following attachments by 1) download and save this RFP file to a local drive and 2) open the RFP document using Adobe application, 3) expand the navigation pane (left of window) and click on the paper-clip icon.

1. **Attachment A –Staff Physician Job Description**

   Proposer(s) may review a representative Staff Physician Job Description, file name H22-0037_CCH_Physician_JD.

ADDENDUM ACKNOWLEDGEMENT FORM

As required by the RFP, Proposers must submit this acknowledgement form with their response. One acknowledgement form per response, listing all addenda, is appropriate.

Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Company Name: _____

Representative's Name: _____

Signature: _____

Date: _____

END OF ADDENDUM