



## Request for Proposals

### Staffing Services for Talent Acquisition and Workforce Services

RFP Release Date: January 9, 2025

Proposals Due: January 30, 2025, 5pm EST

Deadline to submit Questions: January 21, 2025, 5pm EST

CDC Foundation Contact Email:

[StaffingRFP@cdcfoundation.org](mailto:StaffingRFP@cdcfoundation.org)

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## 1. BASIC INFORMATION

<b>RFP Release Date</b>	January 9, 2025
<b>Proposal Due Date</b>	January 30, 2025, 5pm EST.
<b>Deadline to submit questions</b>	January 21, 2025, 5pm EST.
<b>RFP Contact Information</b>	<a href="mailto:staffingRFP@cdcfoundation.org">staffingRFP@cdcfoundation.org</a>
<b>Anticipated Performance Term</b>	<p>The anticipated contract start date is April 1, 2025. Contractors will receive a Master Service Agreement (MSA) for an initial term of one (1) year, after which it will automatically be renewed for successive periods of one year each, unless terminated earlier.</p> <p><b>Note to Current Staffing Firms:</b></p> <ol style="list-style-type: none"> <li>1. Staffing firms (with or without current agreements with the Foundation) must be selected through this solicitation to receive future work orders under an MSA as part of the Foundation’s preferred suppliers list (without having to go through full and open competition).</li> <li>2. Staffing firms that currently have an MSA + work orders or stand-alone agreements with the Foundation will need to respond to the RFP and be selected to re-join our preferred suppliers list.</li> <li>3. Being selected or not will not impact any active contracts a staffing firm currently has with the Foundation.</li> <li>4. Current agreements will remain in place through the expiration date.</li> <li>5. Current staffing firms who are re-selected will enter a new MSA, future work orders will be issued under the new MSA and any existing MSA will be terminated once all existing work orders under it expire.</li> <li>6. In the event that a current staffing firm is not selected through this solicitation, they will not enter into a new MSA for future work orders and any existing MSA may be terminated once all existing work orders under it expire.</li> </ol>
<b>Anticipated Number of Awards &amp; Agreement Structure</b>	The CDC Foundation anticipates awarding one or more Master Services Agreements under which subsequent work orders will be issued. Work orders will be executed as exhibits attached to the MSA.
<b>Anticipated Funding and Payment Structure</b>	<p>Anticipated Funding Amount: Potential staffing Agencies are invited to propose their most competitive non-profit rate structure. The maximum payable amount will be based on the rates and fees proposed and will be negotiated as part of the resulting contract.</p> <p>Anticipated Payment Structure:</p>

	<ul style="list-style-type: none"> <li>• Contract Placement = agreed upon hourly rate</li> <li>• Permanent Placement = permanent placement fee that is a percentage of the candidate’s annualized rate or compensation</li> <li>• Contract-to-Permanent = permanent placement fee that is a percentage of the candidate’s annualized rate or compensation adjusted by the number of months the candidate completed the assignment for the Staffing Agency.</li> </ul>
<p><b>Minimum Applicant Eligibility Requirements</b></p>	<p>To apply, staffing firms must:</p> <ul style="list-style-type: none"> <li>• Be headquartered in the United States</li> <li>• Be in good financial standing and have sustainable operations,</li> <li>• Be an equal opportunity employer with all-inclusive membership that does not discriminate based on gender, race/ethnicity, color, sex, sexual orientation, country of origin or nationality, age, religion, intellectual or physical disabilities and military or veteran status in its activities or operations.</li> </ul>
<p><b>Required Attachments</b></p>	<ul style="list-style-type: none"> <li>• Rate Proposal</li> <li>• Audited financial statements for the current year (2023), including the Income Statement and Balance Sheet, and/or a completed and signed IRS 990 Tax Form for 2023. If the current year's documents are not available, please provide the most recent audited financial reports, preferably for 2022.</li> </ul>
<p><b>Requirements for Vendor Approval and Pre-Award Risk Assessment</b></p>	<p><u>Pre-Award Risk Assessment:</u></p> <ul style="list-style-type: none"> <li>• Selected applicants will be subject to undergo a Pre-award Risk Assessment</li> </ul> <p><u>Vendor Approval Process:</u></p> <ul style="list-style-type: none"> <li>• Awarded agencies will be required to undergo a Vendor Approval process.</li> </ul> <p><u>Required Information for each include:</u></p> <ul style="list-style-type: none"> <li>• Company’s Legal Name</li> <li>• Company Address, Phone Number, and Website</li> <li>• EIN/Tax ID</li> <li>• DUNS Number <ul style="list-style-type: none"> <li>○ To request a DUNS number, visit <a href="https://www.dnb.com/duns-number/get-a-duns.html">https://www.dnb.com/duns-number/get-a-duns.html</a></li> </ul> </li> <li>• SAM Unique Entity Identifier Number (UEI)</li> </ul>

	<ul style="list-style-type: none"> <li>○ For information about obtaining a UEI visit <a href="https://sam.gov/entity-registration">https://sam.gov/entity-registration</a></li> </ul>
<b>Questions Regarding this RFP</b>	<p>Questions regarding this RFP must be submitted via email to the RFP Contact at <a href="mailto:StaffingRFP@cdcfoundation.org">StaffingRFP@cdcfoundation.org</a>. Deadline to submit questions is <b>January 21, 2025, 5pm EST</b></p> <p>Response to the questions submitted to the RFP email by the Questions Deadline may be addressed in a supplement to the RFP.</p>

**2. CDC FOUNDATION OVERVIEW**

The CDC Foundation helps the Centers for Disease Control and Prevention (CDC) save and improve lives by unleashing the power of collaboration between CDC, philanthropies, corporations, organizations and individuals to protect the health, safety, and security of America and the world. The CDC Foundation is the go-to nonprofit authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC’s critical health protection mission. Since 1995, the CDC Foundation has raised over \$2.2 billion and launched more than 1,400 programs impacting a variety of health threats from chronic disease conditions including cardiovascular disease and cancer, to infectious diseases like rotavirus and HIV, to emergency responses, including COVID-19 and Ebola. The CDC Foundation managed hundreds of programs in the United States and in nearly 80 countries last year. Visit [www.cdcfoundation.org](http://www.cdcfoundation.org) for more information.

**3. SUMMARY OF NEED**

This is a formal invitation to participate in a Request for Proposal (RFP) for the CDC Foundation. We are interested in expanding our staffing options by adding the services of one or more Staffing Agencies to supplement our existing internal recruiting team. As a nonprofit entity, we are focused on driving down costs and increasing overall efficiency to maximize donor impact.

The desired outcome of this Request for Proposal will be the establishment of one or more Master Services Agreement(s) that will enable the CDC Foundation and Staffing Agencies to engage on various “to be defined” staffing projects quickly, on an as needed basis.

As specific needs are identified by the CDC Foundation, Staffing Agencies will be engaged through the issuance of work orders awarded under a Master Services Agreement (MSA). These work orders, tailored to meet the Foundation’s defined staffing needs, will specify the scope/performance requirements, duration, and award amount for each staffing project. Such orders may be issued on a non-competitive or competitive basis. Whether competitive or not, agencies will be required to submit a proposal for the fulfillment of associated requirements. Associated requests will include instructions as well as evaluation and award factors, where issued competitively.

## 4. SCOPE OF WORK

### Background:

Each year, the CDC Foundation may experience vacancies in hard to fill professional positions due to retirement, resignation, the acceptance of other career opportunities, or the creation of new positions based on organizational needs. This RFP is intended to allow the CDC Foundation the opportunity to evaluate the cost of engaging professional Staffing Agencies on an on-call basis to locate and provide qualified and talented candidates on its behalf.

### Scope Description

Desired staffing services include (but are not limited to) the following:

- Meet the CDC Foundation and appropriate stakeholders to obtain information regarding expectations, challenges, requirements, and responsibilities of the position.
- Develop a position profile and advertising plan based on previous successes with similar clients and positions.
- Spearhead a direct networking campaign to attract top talent and execute the advertising plan. This may include national, regional in-state and local elements as determined during the meeting with the CDC Foundation.
- Contact known potential candidates to encourage application.
- Outreach to other candidates in similar classifications for either application or referral of potential applicants.
- Accept, review and rate applicants.
- Screen applicants, including face to face or video conference with viable candidates. Screening to include background, criminal and credit checks, references, and media checks to ensure finalists have backgrounds of the highest integrity.
- Deliver a list of the top candidates to be interviewed for each position.
- Coordinate and schedule candidate interviews with the CDC Foundation personnel to include Zoom conference or travel arrangements and accommodations.
- Depending on recruited position, provide recommendations for community stakeholders involvement to elicit diversity in process (i.e., interview panel participants and public forums).
- Assist in contract negotiations including making recommendations regarding the terms of employment.

### Staffing Agencies should have the following:

- Ability to expand and contract services with business needs.
- Experience working with organizations similar in scope and size to the CDC Foundation.
- Ability to fill positions that align with common positions we are often looking to fill. Examples positions include:
  - Administrative,
  - Finance,

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- Recruitment,
- Project Management and Communications.
- Experience with quickly supplying resources to fill positions.
- Ability to ensure timely invoicing (e.g., Net 30).
- Dedicated team or point person assigned specifically to the CDC Foundation.
- Ability to fill roles in ATL/GA area and nationwide.
- Headquarters in ATL/GA area (preference).

**Note to Current Staffing Firms:**

1. Staffing firms (with or without current agreements with the Foundation) must be selected through this solicitation to receive future work orders under an MSA as part of the Foundation’s preferred suppliers list (without having to go through full and open competition).
2. Staffing firms that currently have an MSA + work orders or stand-alone agreements with the Foundation will need to respond to the RFP and be selected to re-join our preferred suppliers list.
3. Being selected or not will not impact any active contracts a staffing firm currently has with the Foundation.
4. Current agreements will remain in place through the expiration date.
5. Current staffing firms who are re-selected will enter a new MSA, future work orders will be issued under the new MSA and any existing MSA will be terminated once all existing work orders under it expire.
6. In the event that a current staffing firm is not selected through this solicitation, they will not enter into a new MSA for future work orders and any existing MSA may be terminated once all existing work orders under it expire.

**RELATED SERVICES**

Any contract award resulting from this solicitation may be expanded to cover related items, provided that such services are normally furnished by the Vendor.

**SITE OF SERVICES**

The successful offeror will perform services at their facilities, remotely and/or at locations nationwide as agreed to in the scope of work for each engagement.

**THE CDC FOUNDATION RESPONSIBILITIES**

The CDC Foundation staff will assist the selected Staffing Agency (s) where possible but said Staffing Agency should anticipate and be prepared to be completely self-reliant in accomplishing the tasks associated with this RFP. The CDC Foundation will provide, when available, project information and any other associated project documents, as well as base information (such as CDC Foundation standards and policies, etc.)

The CDC Foundation will generally provide personnel with a laptop, computer applications and/or databases used by personnel in the performance of services.

## 5. REQUIREMENTS AND QUALIFICATIONS

### PROPOSAL REQUIREMENTS

The following information should be inputted directly into fields on the online proposal submission form for the [Staffing Services](#)

#### Section1: Organization Information

- Legal Company Name and DBA
- EIN/Tax ID
- DUNS Number
- Year Established
- SAM/UEI (Unique Entity Identifier) Number
- Headquarters Address and Contact Information
- Number of Employees
- Annual Revenue
- Is your company certified as a diverse supplier? If so, what certification?
- Have you ever been a partner with the CDC Foundation? If so, in what capacity?

#### Section 2: Methodology and Approach

- Provide an overview of your experience with providing staffing support to non-profit organizations similar to the CDC Foundation.
- Provide specific case studies or examples from past recruitment campaigns that involved similar roles or organizations to the CDCF.
- Describe how your agency approaches candidate sourcing and engagement for positions that are challenging to fill or in competitive labor markets.
- Explain how the legal and compliance frameworks guide your recruitment practices, and how you ensure adherence to these standards.
- Describe the measures you have in place to ensure the confidentiality and security of candidate data and other sensitive information.
- Describe the industries, geographies, and other specialized job requirements with which your team has experience.



- What innovative strategies does your team use to support High Volume recruiting and fill highly specialized, complex positions?
- What strategies does your team use to ensure diversity and inclusion in your sourcing, Staffing, and hiring practices?
- Describe the Account Management structure that would be assigned to manage the CDCF account?
- Describe how you leverage HR technology and tools to support staffing efforts.

### **Section 3: Attachments**

The following information should be provided as attachments uploaded to the online proposal submission form:

#### **Proposed Rate Schedule**

Provide a current rate schedule for the proposed services. With consideration for the anticipated payment structure please include:

- Contract Placement = agreed upon hourly rate
- Permanent Placement = permanent placement fee that is a percentage of the candidates annualized rate or compensation
- Contract-to-Permanent = permanent placement fee that is a percentage of the candidate's annualized rate or compensation adjusted by the number of months the candidate completed the assignment for the Staffing Agency.

#### **Financial Documentation**

Provide audited financial statements for the current year (2023), including the Income Statement and Balance Sheet, and/or a completed and signed IRS 990 Tax Form for 2023. If the current year's documents are not available, please provide the most recent audited financial reports, preferably for 2022.

## **6. STAFFING AGENCY SELECTION PROCEDURES**

### **PROPOSAL EVALUATION CRITERIA**

RFP submittals received by the CDC Foundation will be reviewed by the Selection Committee, and will be evaluated based upon criteria including, but not limited to, the following:

Selection Criteria	Scoring Percentage
<b>Methodology and Approach</b>	<b>90%</b>
<ul style="list-style-type: none"> <li>• Experience with providing staffing support to non-profit organizations like the CDC Foundation.</li> </ul>	15%
<ul style="list-style-type: none"> <li>• Provide specific examples from past recruitment campaigns that involved similar roles or organizations to the CDCF.</li> </ul>	5%
<ul style="list-style-type: none"> <li>• Agency approach to candidate sourcing and engagement for positions that are challenging to fill or in competitive labor markets.</li> </ul>	20%
<ul style="list-style-type: none"> <li>• Legal and compliance frameworks guiding recruitment practices and ensuring adherence to these standards.</li> </ul>	5%
<ul style="list-style-type: none"> <li>• Measures taken to ensure the confidentiality and security of candidate data and other sensitive information.</li> </ul>	5%
<ul style="list-style-type: none"> <li>• Experience with industries, geographies, and other specialized job requirements.</li> </ul>	10%
<ul style="list-style-type: none"> <li>• Innovative strategies used to support High Volume recruiting and fill highly specialized, complex positions.</li> </ul>	10%
<ul style="list-style-type: none"> <li>• Strategies used to ensure diversity and inclusion in your sourcing, Staffing, and hiring practices.</li> </ul>	5%
<ul style="list-style-type: none"> <li>• The Account Management structure to manage the CDCF account.</li> </ul>	5%
<ul style="list-style-type: none"> <li>• Leveraging HR technology and tools to support staffing efforts.</li> </ul>	5%
<b>Proposed Rate Schedule</b>	<b>10%</b>

**INTERVIEW CRITERIA**

Should the CDC Foundation elect to conduct interviews with short-listed candidates, Staffing Agencies should plan for the following:

- 1) Interview Format (if used):
  - a. 20-minute presentation and 10-minute question and answer period or a 30-minute dialogue style presentation which involves questions/answers throughout presentation.
  - b. The presentation team shall have a maximum of three (3) people.
  - c. The CDC Foundation may elect to conduct a phone interview without the requirement of a presentation.
- 2) Presentation Content: the objective of the interview will be clearly to demonstrate the Staffing Agency’s qualifications to provide Staffing Services to the satisfaction of the CDC Foundation. The presentation shall be brief and concise and shall include but shall not be limited to:

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- a. A demonstration of understanding, objectives, and challenges.
- b. A presentation of how the team proposes to manage the requested work.
- c. A description of how the Staffing Agency proposes to work and communicate with the CDC Foundation.
- d. Following a review of the submissions, the CDC Foundation may establish specific requirements and content for the interview to further aid in the determination of the Staffing Agency's qualifications.
- e. Questions: the selection team may prepare a list of standard questions for the interview. Additional questions may be developed based on the Staffing Agency's proposal to clarify information submitted.

The CDC Foundation will then negotiate a specific scope of services, fees, and schedules with the selected Staffing Agencies.

## 7. BASIS FOR SELECTION

### **General**

The selection will be based on the overall fit for the Foundation's needs including experience, capacity to provide service, proposed approach, diversity and inclusion practices, innovation and price.

### **Selection Committee**

The Selection Committee will be made up of a team of selected individuals with subject matter expertise.

### **Ranking:**

The Selection Committee will review and evaluate all responses received based on the criteria listed herein. The CDC Foundation intends to select one or more Staffing Agency that generally meets the evaluation criteria and can fulfill the staffing needs of the CDC Foundation. Proposals will be scored based on Evaluation Criteria from **Section 7** of this RFP. The CDC Foundation reserves the right to select based solely on the information contained in the written proposal.

The CDC Foundation further reserves the right to either interview selected Staffing Agency (s) or request additional information to help in determining the most qualified Staffing Agency(s). Should the CDC Foundation elect to conduct an interview for shortlisted candidates, interviews evaluated based on the presentation content outlined above. Selection of the committee shall be final. Selected Staffing Agencies will be notified in writing by the CDC Foundation, and no other method shall be an official notification of selection by the CDC Foundation.

The CDC Foundation reserves the right to reject any or all submissions. If the CDC Foundation elects to select one of the submitting Staffing Agencies, the CDC Foundation will have the right to negotiate with said submitting Staffing Agency over the final terms and conditions of the contract in the best interest of the CDC Foundation. The primary objective of the negotiations is to maximize the CDC Foundation's ability to obtain the best value, based on the requirements and evaluations relating to this RFP. If an agreement cannot be reached, the negotiations may be terminated.

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## 8. APPLICATION INFORMATION AND TIMELINE

Applicants should follow the instructions set forth below in the preparation and submission of their proposal to the CDC Foundation. The CDC Foundation will not be responsible for any proposal that does not follow the instructions in this RFP, and may, at its discretion, reject any such non-compliant or incomplete proposal.

### 8.1 Submission of Proposals

Proposal should be submitted **by 5:00PM ET on January 30, 2025**, using the online proposal submission form linked below. The online proposal submission form will not be accessible after the proposal submission deadline. A system-generated notification of receipt of the application will be generated upon submission. Google Chrome and Firefox are recommended internet browsers for submitting this application. **Please note that there is no option to save your work on the online form.**

The CDC Foundation is committed to providing accessibility for people with disabilities and is working towards making our materials more accessible. If this document presents accessibility challenges, please email (RFP contact) with the subject line “Accessibility Assistance.” We will gladly collaborate with you on providing the information in a different format.

Applications are encouraged to submit their proposal via the online proposal submission form well in advance of the submission deadline. An applicant’s initial submission is considered final and any subsequent, revised application submissions will not be reviewed.

The CDC Foundation reserves the right to award a contract based on initial offers, without discussion. Therefore, proposals should contain an applicant’s best solution, from cost/price and technical standpoints. The CDC Foundation may, at its discretion, invite presentations, hold panel interviews, request clarification, conduct discussions and/or solicit a best and final offer from any or all applicants.

The CDC Foundation also reserves the right to conduct a pre-award risk assessment and may request additional financial and/or organizational information from applicants for the purpose of conducting the assessment. Review findings may impact eligibility and/or award structure.

### Anticipated Timeline

The timeline below is subject to change at the sole discretion of the CDC Foundation:

<b>January 9, 2025</b>	RFP released
<b>January 30, 2025, 5:00pm EST.</b>	Proposal submission deadline
<b>January 21, 2025, 5:00pm EST.</b>	Deadline to submit questions

## 9. COMMUNICATION DURING RFP PERIOD

### Communications During the RFP Period

Questions regarding this RFP must be submitted via email to the RFP Contact at [StaffingRFP@cdcfoundation.org](mailto:StaffingRFP@cdcfoundation.org). Deadline to submit questions is **Tuesday, January 21, 2025, 5pm EST.**

Response to the questions submitted to the RFP email by the Questions Deadline may be addressed in a supplement to the RFP.

Applicants should review the RFP in its entirety. Please click the following link to complete the RFP by **January 30, 2025, 5pm (ET) on. Submissions after this date and time may not be considered.**

**RFP Link:** <https://app.smartsheet.com/b/form/72b14d8eaefe4882a5c974e4d8e46c58>

Applicants may request alternative method of proposal submission by emailing [StaffingRFP@cdcfoundation.org](mailto:StaffingRFP@cdcfoundation.org).