



Allegheny County Department of Human Services

# RFQ Response Form

## RFQ for Recruiting Talent for DHS

### APPLICANT INFORMATION

Proposer Name: COGENT Infotech Corporation~~Click here to enter text.~~

Authorized Representative Name & Title: Justin Acord, Executive Vice President~~Click here to enter text.~~

Address: 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241

Telephone: [REDACTED]

Email: [REDACTED]

Website: http://www.cogentinfo.com/

Legal Status:   For-Profit  Nonprofit  Sole Proprietor/Individual  Partnership

Women Owned:  Yes   No

Minority Owned:   Yes  No

If yes, select the ethnicity:  American Indian or Alaska Native  Black or of African descent  Hispanic or Latino/a  Native Hawaiian/Pacific Islander

Western Asian/Middle Eastern  East Asian/Far Eastern

South Asian/Indian (Subcontinent)  Southeast Asian

Other Asian  Multi-racial Self-Describe: [Click here to enter text.](#)

Faith Based:  Yes   No

Partners included in this Application: ~~Click here to enter text.~~ None

How did you hear about this RFQ? *Please be specific.* Bonfire

### REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	<u>Nandan Banerjee</u>	[REDACTED]	[REDACTED]

## RFQ for Recruiting Talent to DHS

Contract Processing Contact	<a href="#">Justin Acord</a>	██████████ ██████	████████████████████ ████████████████████
Chief Information Officer	Click here to enter text.	Enter number.	Click here to enter text.
Chief Financial Officer	Click here to enter text.	Enter number.	Click here to enter text.
MPER Contact*	<a href="#">Justin Acord</a>	██████████ ██████	████████████████████ ████████████████████

\* [MPER](#) is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.

### BOARD INFORMATION

\* For the Board Chairperson, you must list an address, phone and email address different than the organization.

Board Chairperson Name & Title: Click here to enter text.

Board Chairperson Address: Click here to enter text.

Board Chairperson Telephone: Click here to enter text.

Board Chairperson Email: Partners included in this Proposal: Click here to enter text.

How did you hear about this RFP? *Please be specific.* Click or tap here to enter text.

### REFERENCES

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. *Please do not use employees of the Allegheny County Department of Human Services as references.*

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## RFQ for Recruiting Talent to DHS

[REDACTED]

### CERTIFICATION

Please check the following before submitting your Application, as applicable:

I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania's Right-to-Know Law.

By submitting this Application, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Choose one:

My Application contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Application and providing contact information.

OR

My Application does not contain information that is either a trade secret or confidential proprietary information.

The undersigned is an authorized representative of COGENT and states that the following information is confidential proprietary information in this document.

- All Telephone and Phone numbers.
- All Email addresses.
- References' information on page # 2 and 3.
- Authorized representative's signature on page # 4.
- Response to question 2 under section "A. Direct Service Role Applicant" page # 5-8
- Response to question 5 under section "A. Direct Service Role Applicant" page # 9
- Response to questions 1, 2, 3 under section "B. Administrative Support Role Applicant" page # 10-14

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Any question and query should be directed to:

Justin Acord, Executive Vice President [REDACTED]

[REDACTED]  
[REDACTED]  
Executive Vice President

COGENT Infotech Corporation

### ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- Partner commitment letters, if applicable
- W-9
- MWDBE and VOSB documents
- Certification of an office location in Allegheny County

### REQUIREMENTS

Please respond to the following. **All Applicants must complete the Work Plan and Fee Structure Sections. Please complete these sections only once, regardless of the type of jobs you are proposing to recruit.** The score from these sections will be added to the score for each job category. Each strategy will be scored and evaluated separately and the maximum score an Application can receive in each strategy is:

- Direct Service Role Applicant = 55 points possible
- Administrative Support Role Applicant = 55 points possible

Complete only the section for the category of job you wish to provide. If you are not applying for a job category, that area may be left blank. Please stay within the page limit listed at the top of each section.

#### **A. Direct Service Role Applicant (30 points)**

*Complete this section only if you are applying for qualification to provide recruitment services for Direct Service Roles. If you are not proposing to provide this role, please leave this section blank. Your response to this section must not to exceed 5 pages.*

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1. Describe your organization, mission and experience and experience working with quality, diverse candidates seeking employment opportunities. (5 points)

COGENT is a distinguished, award winning global provider of Contingent Workforce Solutions, renowned for our exceptional experience in delivering top-tier Recruitment Services to the public sector. Our commitment to quality is reflected in our Maturity Level 3 of CMMI V2.0 certification and ISO certifications for 9001, 27001, and 20000 standards, which are a testament to our dedication to quality across all aspects of our business. Additionally, our MBE certification by National Minority Supplier Development Council reflects our commitment to promoting diversity and inclusion in the communities we serve.

Our mission is to build honest, long-term relationships with our clients, employees and shareholders and improve the communities in which we live and work. We bring to the table 19+ years of rich experience successfully providing Recruitment Services to several Federal, State, and Local Government, and Commercial Clients nationwide.

We have placed over 2,500 full-time employees on multiple position across a number of verticals. Our proven track record of identifying and placing high-quality, diverse candidates in full-time employment has been a result of our targeted approach to recruitment that emphasizes the inclusion of individuals from underrepresented backgrounds.

[Redacted]

2. Describe your organization's experience identifying candidates seeking employment opportunities and placing them successfully in full-time employment in Direct Service Roles. (15 points)

COGENT has extensive experience identifying candidates for Direct Service Roles and successfully placing them in full-time employment. We have successfully placed numerous candidates in Direct Service Roles in the past, including caseworkers and care managers.

[Redacted]

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3. Describe your organization’s experience placing individuals with lived experience with human service delivery in full-time human service positions. (5 points)
- COGENT has extensive experience placing individuals with lived experience in full-time human service positions. We recognize the value that individuals with lived experience bring to these roles, as they often possess unique insights and perspectives that can greatly benefit clients and the organizations they serve. Our recruitment process involves working closely with community-based organizations and other partners to identify potential candidates with lived experience. We actively seek out individuals who have personal experience navigating human service systems and overcoming barriers to accessing services. [Redacted]
- [Redacted]
- [Redacted]
- Through our efforts, we have successfully placed candidates in various full-time human service positions, including case managers, case workers, social service workers, service



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coordinators, etc. The clients have reported positive outcomes from working with these individuals, including increased client engagement and satisfaction, and improved service delivery.

- 4. Describe your organization’s experience ensuring quality, stable placement of individuals in employment opportunities. (5 points)

COGENT understands the importance of ensuring quality and stable placements for individuals in employment opportunities. We take several steps to ensure that our placements are successful and that our candidates are satisfied with their new roles.

a) We have a rigorous screening and selection process that helps us to identify candidates who are a good fit for the roles we are recruiting for. [REDACTED]

[REDACTED]

b) We work closely with our clients to understand their specific needs and requirements, and to ensure that the candidates we recommend are a good match for their organizational culture and working environment.

c) [REDACTED]

d) [REDACTED]

We are confident that Our experience and expertise in recruitment and talent management will enable us to ensure quality, stable placements of individuals in employment opportunities with DHS.

- 5. Describe the process your organization uses to identify candidates. (5 points)

[REDACTED]

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**B. Administrative Support Role Applicant (30 points)**

Complete this section only if you are applying for qualification to provide recruitment services for Administrative Support Roles. If you are not proposing to provide this role, please leave this section blank. Your response to this section must not to exceed 5 pages.

1. Describe your organization, mission and experience working with quality, diverse candidates seeking employment opportunities. (5 points)

Same as the response to Question 1 under section 'A. Direct Service Role Applicant' above.

2. Describe your organization's experience performing recruitment services for agencies in the public sector, including any state or federal government entities. (5 points)

COGENT brings to the table 19+ years of rich experience successfully providing recruitment services to several Federal, State, and Local Government clients nationwide including but not limited to:

[REDACTED]

Moreover, we possess rich experience providing recruitment services to a number of human services agencies. We know ins and out of providing services to human services agencies and thus there will be little to no learning curve while serving Allegheny County Department of Human Services (DHS).

[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED] of Human
[REDACTED]	[REDACTED]	Services

OUR PUBLIC SECTOR CLIENTELE

We have over the course of 19+ years have rendered our services to a number of diverse public sector agencies.

<u>Federal</u>			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



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3. Describe your organization’s experience identifying candidates and placing them successfully in full-time employment in Administrative Support Roles with annual salaries less than \$65,000. (15 points)

Our organization has a proven track record of identifying and placing candidates successfully in full-time employment in Administrative Support Roles with annual salaries less than \$65,000. We understand that these roles require a unique skill set, and [REDACTED]

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- 4. Describe your organization's experience ensuring quality, stable placement of individuals in employment opportunities. (5 points)

We believe that to ensure quality and stability of placements, it is necessary we provide the best-fit candidates to our clients. To this end, we have a rigorous screening and selection process in place that helps us to identify candidates who are a good fit for the roles we are recruiting for

[REDACTED]

[REDACTED]

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[REDACTED]

## RFQ for Recruiting Talent to DHS

### Work Plan (20 points)

*All Applicants must complete this section. Your response to this section must not to exceed 2 pages.*

1. Describe your organization's plan for how the relationship with DHS will be handled on a day-to-day basis. (5 points)

[Redacted]

2. Describe your organization's plan for recruiting quality, diverse candidates and candidates with lived experience. (10 points)

[Redacted]

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[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

- 3. Describe your organization's plan for supporting referrals through the application process. (5 points)

[Redacted text block]



## RFQ for Recruiting Talent to DHS

### Fee Structure (5 points)

*All Applicants must complete this section. Your response to this section must not to exceed 1 page.*

1. Describe your organization's proposed fee pricing structure for the job categories you are proposing to provide.

[REDACTED]