

**RFP #UH-P23-005 – Locum Tenens Service – Awarded Contractors  
Expires 12/20/2025**

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**Method of Engagement for University Hospital Locum Tenens Services**

A representative of University Hospital’s Human Resources Department will forward a request on behalf of the end user department for locum tenens services to the appropriate Contractor. Within three (3) business days of receipt of the request, the Contractor shall submit to UH Human Resources resumes and references of at least three (3) potential candidates that have been prescreened for review. Pre-screening by the Contractor shall be done to ensure that candidates meet the minimum criteria requirements of the position requested as detailed in the position descriptions. Human Resources will forward any CV’s it receives for locum tenens assignments to the Contractor for screening. Prescreening would include requirements similarly to the OIG (Office of Inspector General) and GSA (General Services Administration). UH Human Resources will forward the information regarding the pre-screened candidates to the end

user department for interview and consideration. In some instances, the Contractor(s) may be asked to meet with an end user staff member to discuss the recruitment before a candidate is selected.

**Engagement award criteria in addition to pricing will be considered as follows:**

- Experience in performing the duties of the particular position requested.
- Compliance with State and Federal EEOC guidelines.

If the interview results in a recommendation for an applicant to be placed in the assignment, the end user department will generate a purchase requisition which will be converted into a purchase order by UH's Purchasing Department and provided to the Contractor.

**NOTE: Only upon receipt of the approved Purchase Order may the Contractor specifically assign the applicant to the end user department for placement. There is no minimum or maximum length of assignment. If a bidder will not accept an assignment of less than a specific minimum or more than a specific maximum, the bidder should indicate such in their proposal.**