

**Franklin Southampton
Economic Development, Inc.**

**REQUEST FOR
PROPOSAL EXECUTIVE
SEARCH FIRM**



601 North Mechanic Street, Suite 300
Franklin, VA 23851

Proposals due January 20, 2021

January 6, 2021

**REQUEST FOR PROPOSAL FOR RECRUITING SERVICES FOR
PRESIDENT AND CEO
FRANKLIN SOUTHAMPTON ECONOMIC
DEVELOPMENT, INC.**

Franklin Southampton Economic Development, Inc.
601 N. Mechanic St., Suite 300
Franklin, VA 23851

DUE DATE: January 20, 2021 by 5:00 P.M. EST

I. EXECUTIVE SEARCH FIRM

Franklin Southampton Economic Development, Inc. Board of Directors invites qualified executive search firms and consultants to submit a written proposal to conduct an executive recruitment campaign for the position of President and CEO. This is an excellent opportunity for an experienced, skilled administrator to apply to oversee the operations of Franklin Southampton Economic Development. Proposals are being solicited for these services in accordance with the terms, conditions and instructions as set forth in the request for proposal.

Franklin Southampton Economic Development will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request or for attending any meetings or conferences. The final award will be based on best overall value when taking into consideration the firms' competence in the area of executive recruitment. The Board of Directors shall consider the entire proposal for, but not limited to, proposal completeness, ability to meet requested service needs, experience in conducting executive search and recruitment, expertise and availability of key personnel, cost to the organization, and satisfaction of other clients.

II. ELIGIBILITY

The executive search firm should specialize in recruitment for executive and senior-level management positions in economic development organizations and local government institutions. To be eligible for consideration, the proposing firm must demonstrate that it, or the principal(s) assigned to the project, has successfully completed similar services to those specified in the Scope of Work section of this RFP, with institutions similar in size and complexity to Franklin Southampton Economic Development.

The successful proposer will work directly with the Franklin Southampton Economic Development Board of Directors, which will include other local stakeholders, to comprise a Selection Review committee. Also, staff members will be involved with this project. The successful proposer may be responsible for the following activities including, but not limited to assisting with the development of the position description/profile, screening applicants, development of the search strategy, marketing and advertising of the announcement for the position. Additional activities include candidate assessment, conducting candidate interviews, providing report(s) of

candidate assessment, coordinating candidate interviews with Board of Directors and recommending the most qualified candidates for interview opportunities.

For consideration, proposals must contain evidence of the proposer's experience and abilities in the specified area and other disciplines directly related to the proposed services. All proposers shall provide profiles and resumes of the staff to be assigned to the project. Proposals will be evaluated by the Board of Directors and will be ranked in accordance with the following criteria:

- Completeness and quality of response
- Ability to meet requested service needs
- Experience with economic development/local government executive recruiting
- Expertise and availability of key personnel
- Total proposed cost
- Satisfaction of other clients

III. BACKGROUND

Franklin Southampton Economic Development is located in southeast Virginia in the City of Franklin. Franklin Southampton Economic Development, Inc. was incorporated in August of 2005 as an economic development organization to serve the residents of the City of Franklin and Southampton County. After much planning and studying, the Franklin Southampton Alliance agreed a consolidated and unified effort by the city, county and private sector was needed. Over the past fifteen years Franklin Southampton Economic Development, Inc. has operated as a non-profit organization that has made great strides in putting together an effective economic development organization addressing our core economic development mission and goals for the community. Franklin Southampton Economic Development, Inc. focuses on four main areas including the retention of existing industry, business attraction, entrepreneurship, and tourism. The President and CEO reports to a 5-member Board of Directors. See fsediva.com for more information.

IV. SCOPE OF WORK

Applicant Process

The executive search firm shall set meetings with the Board of Directors, and/or Selection Committee, and other stakeholders upon execution of a contract with the Board of Directors. The firm will:

- Review and/or suggest updates to the existing job description
- Develop a candidate profile
- Meet in person or electronically with the Board of Directors to understand individual goals and objectives in the hiring process
- Develop a recruitment strategy including recommending appropriate advertisement strategies
- Carry out the recruitment process
- Screen all applications and create a recommended candidate list
- Design and finalize the interview process, prepare interview questions for the Board's consideration, suggest panel make-up, and other associated tasks
- Conduct the interview process

- Perform appropriate background and reference checks
- Negotiate offer for hire with candidate(s) if requested by the Board of Directors

Candidate Interview Process

While the Board of Directors will suggest interview questions and will have oversight of the interview process, the firm may be called upon to assist. All candidate applications will be made available to the Board of Directors prior to the finalization of a candidate list.

The search firm will be responsible for:

- Posting the position through local, regional, and national channels, professional journals, and publications.
- Receiving and reviewing resumes of applicants, determining that the candidates meet minimum qualifications, and following up with telephone interviews to clarify each applicant's qualifications and experience.
- Preparing and presenting to the Board of Directors a written summary of at least 5 candidates with the most promising qualifications and experience.
- Assisting the Board in evaluating these candidates and further identifying the top 2-4 candidates for serious consideration and interviews.
- Conducting in-depth reference checks with individuals to evaluate candidates' past job performance, criminal history, financial background, and any other pertinent factors.
- Ascertain the strengths and personal dimensions of each candidate and report to the Board of Directors
- Advise the Board of Directors of any other areas, services, or important steps to take that are not listed above.
- Coordinate the candidates' schedules and participation in the interviews
- Debrief the interview committee following each candidate interview and identify additional candidates if necessary
- Verify selected candidate's educational background, employment record, and any other information identified in the strategy process
- Notify applicants not selected
- Assist the Board of Directors with compensation negotiations

V. TERMS AND CONDITIONS

The Board of Directors intends to select one firm to provide this service but reserves the right to reject any or all proposals without explanation. If the selected firm does not execute a written signed agreement with the Board within a reasonable amount of time, the Board reserves the right to enter an agreement with the next most qualified firm. The Board reserves the right to request clarification of information submitted and investigate the ability of the executive search firm to meet the required needs. The Board reserves the right to waive all requirements for this proposal.

VI. SCHEDULE

January 6, 2021: RFP Issued

January 20, 2021: Proposals due

January 22, 2021: Proposals forwarded to Board of Directors

January 26, 2021: Board of Directors approves proposal/agreement with
chosen firm

April 19-23, 2021: Board of Directors reviews and recommends finalists for
President and CEO

May 10-14, 2021: Finalist interviews
for President and CEO

May 19, 2021: Award Contract for
President and CEO

VII. FORMAT AND CONTENTS OF PROPOSAL

The proposal should include:

- a. Cover letter. Please include the RFP subject, name of firm, address, contact person with all applicable contact information, and date of preparation.
- b. Qualifications. Describe the background, experience, and capabilities of your firm as it relates to the Scope of Work outlined above. Highlight any successful placements in other economic development/local government organizations during the last five years.
- c. Scope of Services. Provide a scope of services and a proposed outline of tasks, products, and schedules. Also, identify the extent of Board of Directors and/or staff involvement deemed necessary, including key decision points at each stage of the project. Major proposed deviations from the desired scope of services outlined above should be clearly noted and justified.
- d. Cost. Provide cost proposal for scope of services including fixed costs, fees, expenses (including anticipated advertising expenses), reimbursable costs, and any other anticipated costs.
- e. Consulting staff. Provide the name, title, background, and experience of the primary

consultant for this project. Identify all staff who would be assigned to work directly or indirectly on this search and throughout the project.

- f. Insurance. List all relevant insurance policies and coverage amounts carried by the firm. The selected proposer will be required to submit evidence of and comply with all insurance requirements deemed necessary by the Board.
- g. References. Provide a list of at least three clients the firm has contracted with in the past three years who can verify your firm's ability to provide the scope of services requested. Provide name, title, and complete contact information for each reference. Provide a list of current clients who are receiving services like those requested in this RFP with a brief description of the work.
- h. Performance Guarantee. If your firm offers a performance guarantee, describe the terms and conditions under which the guarantee applies.
- i. Additional Services. The selected firm is welcome to outline additional services or alternative approaches that it feels are in the best interest of the Franklin Southampton Economic Development.

VIII. PROPOSAL SUBMISSION

Deadline for submission is January 20, 2021 at 5:00 pm EST. Please submit 6 signed copies of your proposal to: Franklin Southampton Economic Development, Inc. Attn: Ashley Covington, 601 North Mechanic Street, Suite 300, Franklin, VA 23851, **and** send an electronic copy of your proposal to acovington@franklinsouthamptonva.com. The selected consultant will be notified on or before January 29, 2021.

Supplement Information

Questions concerning this request for proposals should be in writing (email preferred) and directed to:

Ashley Covington
Interim President and CEO
601 North Mechanic Street, Suite 300
Franklin, VA 23851
757-562-1958
acovington@franklinsouthamptonva.com