

Executive Search Consultant

REQUEST FOR PROPOSALS **SYNOPSIS**

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) is seeking proposals to contract with an individual or a firm to provide Consulting Services and guidance to the Productive Living Board's Executive Search Committee as it conducts a search for an Executive Director.

Closing Date: Submit an electronic copy in PDF format no later than **3:00 p.m. CST** on **Friday, February 19, 2016.**

Submit To: dkaufmann@plboard.com

Donald J. Kaufmann
Interim Executive Director

To access the RFP or ask questions:

Technical assistance is limited to answering questions regarding clarification of RFP instructions, definitions, or terms. Questions may be submitted on the PLB website.

- Go to www.plboard.com
- Click Request for Proposals on the right side of the web page
- To ask a question click [Ask Question](#)
- To review answers click [Review Answers](#)

All phone calls are referred to the website.

PRODUCTIVE LIVING BOARD
EXECUTIVE SEARCH CONSULTANT
REQUEST FOR PROPOSALS

I. Background

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) was established in 1979 when voters approved a special property tax to fund services for St. Louis County citizens with developmental disabilities. The PLB has an annual budget of \$20 million and a staff of fourteen.

The PLB does not provide any services directly. Instead the PLB oversees the distribution of funds to 36 local agencies. These agencies provide residential and employment supports and services to approximately 4,400 individuals.

II. Statement of Purpose

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) is seeking proposals to contract with an individual or a firm to provide Consulting Services and guidance to the Productive Living Board's Executive Search Committee as it conducts a search for an Executive Director. This process will be accomplished in accordance with the PLB Succession Plan which was prepared in 2015. The PLB's Executive Director is responsible for planning, directing, controlling, and coordinating the overall administrative management, programmatic and fiscal functions of the PLB and implementing policies and decisions of the Board of Directors as Chief Executive Officer.

III. Scope of Project

Assist the PLB Executive Search Committee in application of the following procedures as the Committee deems appropriate:

- 1.1. Review and utilize the list of critical competencies of the Executive Director Position.
- 1.2. Review and update the job description.
- 1.3. Post the job description.
- 1.4. Assist in a local/statewide search and Invite internal and potential external candidates to apply.

- 1.5. In conjunction with the Executive Search Committee, review resumes and interview candidates.
- 1.6. Conduct background and reference checks on final candidates.
- 1.7. Negotiate employment arrangements.
- 1.8. Present the final candidate to the Board for interviews.

IV. Instructions to Applicants

A. **Proposal Content Requirements:** All proposals must be submitted in the following format and include all of the required information.

1. Applicant Information: On a cover sheet to the proposal, provide the official name, address, phone number, and email address of the applicant, as well as the name of the principal contact person and the name and title of the person authorized to execute the contract.
2. Scope of Project: Provide a comprehensive work plan and timeline for the project that addresses each of the design criterion outlined in Section III, Scope of Project.
3. Staff Qualifications: Identify the key individuals who will have primary responsibility for the development, implementation and management of this project, and state their relationship to the organization. Include experience with similar engagements, as well as the extent of time to be spent on this project, and job responsibilities.
4. References: Provide a minimum of three references complete with personal contacts, phone numbers and addresses of organizations for which the individual/organization has performed similar services.
5. Bid: Provide a “not to exceed” bid for the described services and, if applicable, projected expenses by line item.
6. Signature of Responsible Persons: Proposals must be signed by an authorized individual(s) of the applicant organization and include the name, title, address, telephone number and email address of the individual(s) with authority to negotiate and contractually bind the individual/organization.
7. Proposal Guidelines: Proposals must be completed within the guidelines of the RFP. All proposals received will be considered to be in final form. Supplemental information will not be considered after the deadline for submission of proposals unless requested by the PLB.

Closing Date: **Submit an electronic copy** in PDF format no later than **3:00 p.m. CST on Friday, February 19, 2016**. All proposals received will be considered in final format.

Electronic Copy: dkaufmann@plboard.com

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Interim Executive Director

V. Review of Proposals

- A. The PLB Executive Search Committee will evaluate all proposals.
- B. The PLB Executive Search Committee may request a meeting with those individuals best representing the needs as described in this RFP.
- C. The PLB Executive Search Committee will forward to the full Board a recommendation regarding which proposal should receive the award.
- D. A final decision on this matter is expected to be made no later than March 31, 2016.
- E. Proposals will be reviewed by the PLB in accordance with the following weighted criteria:
 - 1. The proposed approach to the scope of work
 - 2. The level of experience of the individual(s) identified to work on this project
 - 3. The individual's/organization's experience with similar projects
 - 4. The responses from references
 - 5. The total proposed cost

VI. Conflict of Interest

- A. Applicants agree that they or their employees do not currently have, nor will they have, any conflict of interest between themselves and the PLB or PLB-funded agencies. Any perceived or potential conflict of interest must be disclosed in the proposal.

VII. Contractual Agreement

- A. The PLB will issue a contract/letter of agreement with the selected applicant.
- B. The manner and time of payment will be addressed in the contract/letter of agreement.
- C. All individuals assigned to this engagement will be required to sign the PLB's Confidentiality Agreement.

VIII. Rights Reserved to the PLB

- A. The PLB reserves the right to reject any and all proposals or to waive any irregularities and omissions if, in its judgment, the best interest of the PLB will be served.
- B. The PLB must review and approve all materials for use in this project prior to their implementation.
- C. The PLB will have all ownership rights to the products resulting from this project, with the exception of any previously copyrighted materials.