

# **Request for Qualifications: Executive Search Services**

**Quotes Due:** 5:00 PM EST  
January 17, 2020

Partner4Work 650 Smithfield  
Street, Suite 2600 Pittsburgh,  
PA 15222

**Date  
Released:**  
January 6,  
2020

**About Us:** Partner4Work (P4W) is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in the Pittsburgh region. With a budget of nearly \$25 million in public and private workforce funds, we deliver a comprehensive portfolio of programs and initiatives for adults and youth to ensure that current and future needs of businesses and job seekers are met.

**Context:** P4W seeks to procure the services of an Executive Search Firm with the experience and expertise necessary to identify and recruit candidates with the skills, ability, and flexibility to serve as the Chief Operating Officer of a complex public-private non-profit.

**Scope:** Services needed include:

- Solicit input from the CEO, senior leadership and Board members or subcommittee, if necessary, to understand the role, responsibilities, qualifications, and experience needed to effectively serve as Chief Operating Officer at P4W.
- Develop a recruitment strategy, process, and timeline for completion in consultation with the CEO.
- Review, revise, and release an accurate and enticing job description.
- Source candidates using a variety of tools and strategies including advertising, reaching out to potential candidates in the marketplace, and assessing the landscape of C-level individuals within workforce development, public, private, and not-for-profit space.
- Assess the qualifications of potential candidates against criteria of the job description; produce confidential candidate profiles; recommend candidates for interview.
- Support P4W in conducting a rigorous pre-screening, interview, reference-checking, and hiring process to select the best candidate.

**How to Apply** Bids must be submitted by 5:00 PM EST January 17, 2020, to [info@partner4work.org](mailto:info@partner4work.org). Late or incomplete submissions will not be considered. Proposals must contain the following:

1. Completed Cover Sheet (Attachment A)
2. Executive Summary (2-page maximum) Respondents should include the statement of qualifications, experience and description of the firm and its history. The response should indicate the firm's current and historical expertise in providing Executive Search services as outlined in this RFQ.
3. Staff qualifications: Responses must include the names and titles of the individuals providing the Executive Search Services as well as a biography of summary of qualifications. Responses must include the name, title, phone number and email address of the primary individual assigned to serve as the day-to-day contact as well as the individual authorized to negotiate and contractually bind the respondent.
4. Approach: Respondent must describe a plan for fulfilling the services as described in this RFQ.
5. Rate and fee structure: Respondent must provide a cost proposal for Executive Search Services. This should include the rate for each individual who may perform services, or the blended hourly rate, and the level of involvement anticipated for each component.

6. References: Responses must include three (3) references, preferably clients who have used the firm for Executive Search Services related to a COO. References must include a name, title, organization, phone number, address, and email address.

### **Review and Selection Process**

Responses will be evaluated on the following criteria:

- Experience and qualifications of the firm.
- Responsiveness to the RFQ
- Reasonableness and effectiveness of the proposed approach
- Fee for services.

### **Timeline**

Release of Request for Qualifications: January 6, 2020

Questions Due: 5:00 PM EST January 10, 2020

Proposals Due: 5:00 PM EST January 17, 2020

Selection and notification: January 24, 2020

Contract Start Date: January 27, 2020

**Questions?** Questions or requests for additional information must be made in writing to [info@partner4work.org](mailto:info@partner4work.org) by January 10, 2020. Answers will be posted at [www.partner4work.org](http://www.partner4work.org) by 5 p.m. on January 14, 2020, to make them available to the public and ensure a fair and transparent process. No questions will be answered after the deadline.

### **Disclaimers**

- This Request for Qualifications does not commit Partner4Work to award a contract.
- Partner4Work reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
- Partner4Work may make funding decisions based on the initial proposal received, without discussion of the proposal with the applicant. Accordingly, each proposal should be submitted on the strongest terms that the bidder can submit to Partner4Work.
- Partner4Work retains the right to request additional information from any applicant, before a contract award.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Partner4Work and the successful applicant have executed a mutually satisfactory contractual agreement. Partner4Work reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Partner4Work approval of the award and execution of a contractual agreement between the successful applicant and Partner4Work.

- The submission of the proposal warrants that the costs quoted for services in response to the RFQ are not in excess of those that would be charged any other individual for the same services performed by the applicant.
- Applicants are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure. Partner4Work reserves the right to issue additional RFQs if and when it is in Partner4Work's best interest to do so and, may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFQs. Partner4Work reserves the right to fund portions of a proposal or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFQ.
- Please note that requirements contained in this RFQ may change based on revised local, state, and federal rules. Therefore, proposers will be required to make staffing and programmatic modifications to accommodate the changes throughout the life of the agreement.
- Due to the type of funding Partner4Work uses, all proposals must be submitted with evidence of appropriate licenses, insurance, relevant internal procedures, etc., outlined in the proposal cover sheet. Partner4Work reserves the right to require additional items on selected contractors at any time in order to remain compliant with its funders. Partner4Work, in soliciting requests for proposals, shall not discriminate against any person or organization(s) submitting a response pursuant to this Request for Proposal because of race, color, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.