

**TAHOE REGIONAL PLANNING AGENCY
EXECUTIVE DIRECTOR RECRUITMENT
REQUEST FOR PROPOSALS (RFP)
EXECUTIVE SEARCH RFP 2022
RFP 220014**

Announcement: June 1, 2022

Project Description: The Tahoe Regional Planning Agency is soliciting proposals and qualification statements from firms having talent and experience in the recruitment of executive level leadership for a governmental/public agency.

Evaluation: All compliant bid submissions will be evaluated on criteria including: the bidder's relevant experience, including supporting governmental entities; qualifications and success in providing the services outlined in this RFP, the bidder's financial proposal, the quality of the proposal (specifically, responsiveness to requirements and adequacy of information provided); the availability and timeliness of access to the products and services offered, and any other factors relevant to the firm's capacity and willingness to satisfy the Agency.

Deadline: **Extended to June 24, 2022** at 5:00 p.m. (PST) – deadline for submission of RFPs
June 17, 2022 – for submission of questions to RFP coordinator

Questions: All questions should be submitted via e-mail to the RFP Coordinator:

Angela Atchley
Tahoe Regional Planning Agency
PO Box 5310
128 Market Street
Stateline, NV 89449
775-589-5238
aatchley@trpa.gov

SECTION 1: GENERAL BACKGROUND AND SCHEDULE

Introduction:

The Tahoe Regional Planning Agency is soliciting proposals and qualification statements from firms who offer executive level recruitment services for governmental/public agencies. We are interested in working with an organization with a track record of successful placement services for executive level leadership roles.

TRPA Human Resources, Finance, and Legal staff along with Governing Board members shall review submitted bids and shall determine which submission best meets the needs of the Agency.

The submission must include a detailed description of the services provided including recruitment scope, and all rates and fees associated with each service.

TRPA Background Information:

Established in 1969, by a Federally sponsored, interstate compact between California and Nevada, TRPA is authorized under California law (California Government Code sections 66800 through 66801), Nevada law (NRS 277.190 through 277.200), and Federal law (PL 96-551).

The mission of TRPA is to “lead the cooperative effort to preserve, restore, and enhance the unique, natural, and human environment of the Lake Tahoe Region.” TRPA is the leading partner for plans and actions to preserve the environment of the Tahoe region. TRPA establishes transportation and land use policy and works with local, regional, state, and Federal organizations and governments to facilitate a cooperative approach in implementing these plans and programs. The TRPA Regional Plan is designed to maintain a healthy natural environment, meet adopted environmental thresholds, maintain social and economic health, and allow orderly growth in the Region.

TRPA is governed by a 15-member Board. California and Nevada each have seven members comprised of elected officials and governmental appointees. In addition, a non-voting member is appointed by the President of the United States. Further information can be obtained at TRPA’s website at www.trpa.gov.

TRPA is granted environmental planning and regulatory authority at Lake Tahoe pursuant to the Tahoe Regional Planning Compact (Public Law 96-551). TRPA requires all projects to be consistent with the applicable development and environmental standards found throughout the TRPA Regional Plan package.

PUBLIC RECORDS

The documents submitted in response to this RFP should be considered public information and subject to FOIA disclosure. Restrictions on any information submitted will render a bid non-responsive.

TRPA assumes no contractual obligation to enforce any exemption on behalf of a respondent to the RFP.

RFP COORDINATOR:

Upon release of this RFP, all communications concerning this proposal request should be directed to the RFP Coordinator listed below. All written questions and requests for clarification must be received by the deadline on the RFP schedule listed below. Email shall have the subject stating: **“RFP INQUIRY – RFP 220014- Executive Director Recruitment.”** Responses will be posted to the website <https://www.trpa.gov/contact/request-for-proposals/> in accordance with the RFP schedule listed below. The respondent should rely only on written statements issued by the RFP Coordinator.

Angela Atchley
Tahoe Regional Planning Agency
PO Box 5310
128 Market Street, Suite 3A
Stateline, NV 89449
775-589-5238
aatchley@trpa.gov

REQUEST FOR PROPOSAL SCHEDULE:

TRPA anticipates the following schedule, which is subject to change:

Date of Announcement:	June 1, 2022
Proposing Firms’ Questions Due:	June 17, 2022
Questions and Answers posted to www.trpa.gov	June 21, 2022
Deadline for Proposal Submissions:	June 24, 2022 @ 5pm
Sealed Proposals Opened:	June 27, 2022
Anticipated Award of Contract:	[TBD]
Commencement of Work:	[TBD]

Late proposal submissions will not be considered.

PROPOSAL SUBMISSION:

Proposals must initially be submitted electronically to bids@trpa.gov. Electronic submittals and supporting documentation (Microsoft Word or PDF) must be emailed with the subject line **“DO NOT OPEN – RFP 220014 - Executive Director Recruitment”** to bids@trpa.gov

Address electronic proposals to: bids@trpa.gov
Subject Line: **“DO NOT OPEN – RFP #220014 Executive Director Recruitment”**

All opened proposals and accompanying documentation become the property of TRPA and will not be returned. Any late proposals will be returned unopened.

TERMS AND CONDITIONS:

- TRPA reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. TRPA also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. TRPA reserves the right to request clarification of information from any bidder or to request supplemental material deemed necessary to assist in the evaluation of the proposal. TRPA reserves the right to accept any agreement deemed by the agency to be in its best interest. This RFP does not obligate the TRPA to accept or contract for any expressed or implied services.
- In the event that the bidder to whom any services are awarded does not execute a contract within thirty (30) calendar days after TRPA approval, TRPA may give notice to such bidder of intent to award the contract to the next most qualified bidder or to call for new proposals and may proceed to act accordingly.
- TRPA will not reimburse any bidder for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.
- Selected consultant(s) will be expected to sign the TRPA Consultant Services Agreement listed on <https://www.trpa.gov/wp-content/uploads/documents/archive/TRPA-Standard-Two-Party-Contract-%E2%80%93-Updated-7-16-19.pdf> . Any desired edits to this agreement should be included in the Contractor's proposal. Desired edits may not be accepted by TRPA.
- The Consultant or its employees may be subject to the provisions of Article III (a)(5) of the Tahoe Regional Planning Compact (P.L. 96-551, 94 Stat. 3233, Cal. Gov't Code Section 66801, N.R.S. 277.200), which requires disclosure of any defined economic interest and prohibits such persons from attempting to influence Agency decisions affecting certain economic interests.
- Bidder shall thoroughly examine and be familiar with these terms and conditions of the TRPA Consultant Services Agreement. The failure or omission of any bidder to receive or examine this document shall in no way relieve any bidder of obligations with respect to this proposal or the subsequent contract.
- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. TRPA will verify bidders' status by checking the SAM system.
- All subcontractors, if any, used by the selected consultant will require prior written consent of TRPA and will be subject to all provisions stipulated in the TRPA Consultant Services Agreement.

SECTION 2: SCOPE OF SERVICES

PROJECT DESCRIPTION:

A statement of the services to be performed. This statement is the most important part of the RFP. A completed Statement will cover the following:

1. **Objective** – Source qualified candidates for the role of Executive Director to lead the Agency. The Executive Director position is key to the operations and management of the Agency and is responsible for working collaboratively with the Governing Board to establish both short and long-range goals and priorities for the Agency and ensure that TRPA’s resources are efficiently administered to meet the needs, interests, and priorities of the region in accordance with the Agency’s governing documents, mission and vision statements, and TRPA Board policy direction. The Executive Director role requires a strategically focused leader who is process minded, possesses a collaborative leadership style, and has the ability to promote staff development and engage key stakeholders through established working groups.
2. **Context of the Project** – Provide thorough sourcing and recruitment expertise utilizing a variety of modern sourcing and recruitment methodologies and technologies, including passive search, to attract a diverse and highly qualified level of executive talent from which a qualified selection can be made.
3. **Scope** - Submissions should include options for national, regional and local sourcing of candidates. Services provided should consider full cycle recruitment to include interviews with Governing Board members and other key stakeholders (as identified by the Agency) to determine required and preferred qualifications, creation of a job brochure based on an Agency developed candidate profile, sourcing of candidates, initial review and pre-screen of qualified candidates, coordination of interview panels, scheduling of interviews, development of performance exercises and interview questions, reference and background screening, salary and hire date negotiation.
4. **Responsibilities** – As part of your proposals, please identify which tasks and sub-tasks will be performed by the Contractor and which will be performed by TRPA assigned personnel.
5. **Schedule** – generate a schedule for the sequence of tasks to be performed by the contractor and a similar schedule for Agency responsibilities, including the proposed contract completion date:

a. Commencement of work	July 1, 2022
b. Completion of Job Description	TBD
c. Initiate search	TBD
d. Provide candidate list to decision-makers	TBD
e. Schedule interviews	TBD
f. Governing Board action	TBD
g. Contract End	October 31, 2022
6. **Budget** – the contractor will identify and cost all components of their response. Please provide a base search cost with options for different types of searches (nation-wide, passive candidates, etc.). An option for a firm fixed price search would be appreciated.
7. **Consultant Requirements** – describe the skills, abilities and experience needed for this work

- a. Include links to any resources or documents that the Consultant should understand.

SECTION 3: Proposal Contents and Selection Process

MINIMUM REQUIRED PROPOSAL CONTENTS:

All proposal responses should address the following matters:

1. Definition of the Project: Indicate your understanding of the Project objectives and how your services will meet them.
2. Project approach: Describe how the Project will be managed, implemented, and evaluated to accomplish the objectives and requirements outlined in this request. This should include, but is not limited to, any and all sourcing, recruitment, and interview strategies designed to identify the best candidates.
3. Team Organization: Describe how the project team will be organized to facilitate effective management, implementation, and evaluation.
4. Qualifications and Experience: Provide a summary of company and assigned project team qualifications related to the sourcing and recruitment of executive level leaders.
5. Schedule and Cost: The initial term of this contract shall be for 4 months or until October 31, 2022. Provide an itemized cost estimate based on the Tasks described in the Scope of Work section. Please provide a "Not to Exceed" cap and a bid guarantee through July 1, 2022.
6. References: Provide a minimum of three (3) client references of similar sized and/or governmental accounts which the bidder and the assigned project team has served in a similar capacity over the past three (3) years and/or is currently serving. Provide a contact person, telephone number, and email address for each referenced customer. References should be submitted as an attachment to this response.

NOTIFICATION AND SELECTION PROCESS:

The process for selecting the Applicant may include the following:

1. General proposal evaluation criteria will include content of the proposal, project approach and understanding, qualifications, references, cost, service availability, and timing.

Section	Evaluation Criteria
1. Definition of the Project	<ul style="list-style-type: none">• Demonstrates exceptional knowledge of the overall goals and objectives
2. Project Approach	<ul style="list-style-type: none">• Overall project approach including role, philosophy, and project process used by the firm. Overall strategy and deliverables.
3. Team Organization	<ul style="list-style-type: none">• Project team and leadership. Planning activities, support tools, and reporting methodology.
4. Qualifications and Experience	<ul style="list-style-type: none">• Depth of relevant experience, verifiable ability of proposed firm to meet Agency expectations.
5. Schedule & Cost	<ul style="list-style-type: none">• Acceptability of proposed overall cost and specific cost formulation by the Agency.• Availability and accessibility of the firm during the duration of this project.
6. References	<ul style="list-style-type: none">• Satisfactory responses from prior engagement references provided for proposed firm.
7. Content	<ul style="list-style-type: none">• Satisfactory completion of all general RFP content and submission requirements

2. An initial screening of applicants will determine level of knowledge, experience, and qualifications. Only responses from qualified applicants will be evaluated further.
3. Qualified applicants may be invited to an interview.
4. Should the selected applicant and TRPA be unable to agree to the terms of a contract within fourteen (14) calendar days after TRPA approval, TRPA will reserve the right to disqualify the consultant and select another qualified applicant. Should this process not result in the hiring of a consultant, the RFP may be reissued.
5. TRPA agrees to make a good faith effort to contract with small, minority, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority, and women owned businesses to reply to this RFP and submit DBEWE Certification as an attachment to this RFP.

TRPA will contract with the party that will best accomplish the project objectives for the best value and in the best interests of the Agency.