



REQUEST FOR PROPOSAL  
For  
CEO Recruitment and Selection  
Bid Number: 20190426

April 26, 2019

Fresno Economic Opportunities Commission (Fresno EOC) is soliciting proposals to establish a contract with one (1) qualified and experienced vendor to conduct the recruitment and selection of the next Chief Executive Officer (CEO).

Proposals will be considered from qualified and experienced search firms who in the judgment of Fresno EOC are financially responsible. Through prior work performed, firms must be able to show evidence of reliability, capability, experience, and knowledgeable personnel to perform the services.

You can also find this Request for Proposals (RFP) on the Fresno EOC website homepage [www.fresnoeoc.org](http://www.fresnoeoc.org).

Proposal Submission:

Qualified firms are invited to submit a proposal meeting the requirements described herein no later than 2:00 p.m. May 17, 2019. Submit a digital proposal in pdf format to:

[CEOSelection@fresnoeoc.org](mailto:CEOSelection@fresnoeoc.org)

with a subject line: CEO Recruitment and Selection.

It is the responsibility of the Bidder to ensure proposals are received by the above deadline. Late proposals will not be considered.

Questions:

Direct all questions regarding this RFP to Linda Hayes via email: [CEOSelection@fresnoeoc.org](mailto:CEOSelection@fresnoeoc.org). All questions and responses are public and posted in a timely manner on the Fresno EOC website homepage ([www.fresnoeoc.org](http://www.fresnoeoc.org)) under the RFP section. Fresno EOC will not accept questions after: 5:00 p.m. May 10, 2019. There will be no bidder conference and phone calls will not be accepted.

This Request for Proposal does not commit Fresno EOC to award a contract or pay any costs incurred in the preparation of a proposal in response to this request. Fresno EOC reserves the right to accept the proposal that it considers to be in its best interest. Fresno EOC will be the sole judge in making this determination. All materials submitted to Fresno EOC by firms in response to this RFP become the sole property of Fresno EOC and will be used at its discretion unless the proposer identifies any trademarks or patents that protect products submitted. Selection of the firm is at the sole discretion of the Fresno EOC Board of Commissioners.

Thank you for your interest in working with Fresno Economic Opportunities Commission.

Linda Hayes, Board Chair  
Fresno Economic Opportunities Commission



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Fresno Economic Opportunities Commission (Fresno EOC) is soliciting proposals to establish a contract with one (1) qualified and experienced vendor to work with the Board of Directors to conduct the recruitment and selection of the next Chief Executive Officer (CEO).

**About Fresno Economic Opportunities Commission (Fresno EOC)**

Fresno EOC is a non-profit community benefit corporation organized under section 501 (c)(3) of the Internal Revenue Code. Fresno EOC is part of a large network of Community Action Agencies authorized by the Economic Opportunities Act of 1965. A tri-partite board of 24 commissioners including representatives of public officials, community representatives and elected representatives of low-income target areas governs the Agency. Over the past 52 years, Fresno EOC has emerged as one of the premier Community Action Agencies in the nation with an annual operating budget of \$100+ million. Fresno EOC employs 1200+ individuals all directed towards empowering the disadvantaged in our community.

**Response Format**

Responses should be concise and include the materials which are requested within this RFP. Generic marketing and promotional materials are neither required nor desired. Responding vendors should concisely, but completely describe the scope of services they feel are appropriate to Fresno EOC and its affiliate entities.

**Background**

Fresno EOC seeks a vendor to assist the Board of Commissioners in the recruitment and selection of the next CEO. Along with the selected vendor, the Fresno EOC Board will conduct a nationwide search that identifies top leaders in non-profit management. The ideal firm will have an already established network of potential candidates and will have substantial experience recruiting for positions within non-profit organizations, the private sector and NGOs.

**Scope of Service**

**Sourcing and Recruitment**

Vendor will source prospective candidates from a variety of platforms including its database, and/or by headhunting to match the skills and qualifications required by the CEO Recruitment Announcement. To achieve this, the vendor will need the ability to analyze local, regional and national labor markets, tap networks of professional affiliations, and leverage social media and other non-traditional methods of candidate sourcing.

**Screening**

Vendor will analyze profiles identified or received through applications or other sources and identify the ones who most closely match the position announcement.

**Shortlisting**

Working with the Board of Commissioners, the Vendor will compile a shortlist of the most qualified candidates for final interviews and selection.



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**Interviewing**

Working with the Board, the Vendor will organize interviews of shortlisted candidates with all identified stakeholders. Preparation will include question and process development, site selection, all notifications and any other related follow up.

**Consultation**

The Vendor will help the Board synthesize collected information and choose the successful candidate.

**Reference Checks**

The Vendor will perform a standard reference check for one to three of the top interviewed candidates, as directed by the Board.

**PERIOD OF PERFORMANCE**

The period of performance of any contract resulting from this solicitation is anticipated to result in an offer by October 1, 2019.

Specifications: Responses to this RFP should cover the following components; the number shown in parentheses is the weighting that component will receive in the rating matrix:

1. Firm Background
  - Firm Name
  - Home Office Address
  - Website
  - Contact Information for this RFP:
    1. Name and Title
    2. Phone
    3. Fax
    4. Email
  
2. Firm Structure and Experience (5 points)
  - Describe the ownership and structure of your firm
  - Number of branches and size (overall as well as locally within Fresno County)
  - Number of employees
  - Number of years in existence
  - List your firm's lines of business (including affiliated companies)
  - General services offered



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- Describe your firm's expertise in each of the following areas:
    - Executive Sourcing and Recruitment
    - Applicant Screening
    - Board Consultation
    - Interview Planning and Process Development
    - Background Checks
  - Provide a creative solution you have provided to a client in the past year.
  - Number of new and resigning clients in 2018.
  - Provide your privacy policy about sharing client information with outside parties.
  - Provide a conflict of interest statement that your firm, associate firms and/or key staff may have regarding these services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, state so.
  - Provide proof of insurances carried for errors and omissions and fiduciary liability.
3. Non Profit Expertise / Relevant Experience / Client References (10 points)
- Descriptions/examples of previous experience that may be relevant to or similar to that of Fresno EOC's plans.
  - Describe your experience working in Fresno County or a similar area.
  - Provide a list of current non-profit clients and explain your experience providing services to businesses with non-profit structure.
  - List three clients, preferably non-profit organizations, whom we may contact as references. Please also include the number of years you have been working (or worked) with them.
4. Proposed Service Approach (25 points)
- Describe your understanding of Fresno EOC's desired outcomes.
  - Discuss your firm's recruitment and selection philosophy, including proposed techniques and methodology.
  - Describe your proposed timeline for meeting Fresno EOC's desired outcomes.
  - State any difficulties foreseen in performing the designated tasks.
  - Describe your firm's technological capabilities and what resources are available.
  - Describe any services or portion of services, which will be performed by another vendor, and provide relevant information on said vendor's qualifications and personnel.



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5. Service Team (10 points)
  - Describe the proposed team such as:
    1. Name
    2. Job title
    3. Location
    4. Education
    5. Current responsibilities and area of expertise
    6. Years of experience
    7. Number of years with your firm
    8. Professional affiliations
    9. Professional qualifications (such as: honors, designations, other credentials)
  - Include resumes of these key individuals as an Appendix to this proposal.
  - Supply an outline of key milestones to implement services and the responsible party for completion of each milestone.
  - Provide a list and description of any current or pending administrative or similar actions against your or your firm or an affirmative statement that there are none.
  
6. Women Owned, Disabled Veteran Owned, Minority Owned, or Small Business Owned (20 points)
  - Efforts will be made to utilize small businesses, women, disabled veteran, and minority- owned businesses, with the consideration that the primary responsibility is the most favorable return to Fresno EOC. If applicable, provide publicly certified documentation or a self-certification statement that is subject to examination. If not applicable, please so state.
  - Please provide details of any efforts towards diversity by your firm.
  
7. Proposed Fee Structure / Pricing (30 points)
  - All proposals must state the maximum total compensation for performing services for the term of the agreement.
  - Describe any and all fees for services to our plan under this proposal and payment terms which are available in terms of frequency (monthly, quarterly, etc.) and if payment is in advance or in arrears for that period.
  - Willingness to guarantee your fees for a specific period. Pricing will be reviewed based on reasonableness for services being provided, competitive market rates, and fee structure. Fresno EOC is not obligated to select the firm with the lowest fee proposal to perform these professional services.



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Patent Indemnity

The Bidder shall hold Fresno EOC, its officers, agents, and employees, harmless from liabilities of any nature or kind because of the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article of appliance furnished or used under this RFP.

Propriety Proposal Material

Fresno EOC respects your professional privacy, any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

Equal Opportunity Compliance

Fresno EOC requires all vendors to comply with Federal, State, and Local policies and regulations concerning equal opportunity and agrees not to discriminate in its employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, physical handicap or any other trait or characteristic protected by law.

Selection Process

All eligible proposals will be reviewed and rated for their qualifications, experience, price, and suitability to complete the Scope of Work for this RFP. Fresno EOC, at its discretion, may request presentations from a short list of firms and/or request additional clarification information from any or all Bidders. However, Fresno EOC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Bidder can propose. All bids are subject to approval by the Fresno EOC Board of Commissioners. Notice to selected bidder to proceed with scope of work is anticipated on June 10, 2019.

Proposal evaluation shall be based solely on the information provided in the proposal submittal package. Be sure to include all relevant information and evidence of your firm's record of performance and ability to perform the work.

Right to Reject

Fresno EOC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP. Fresno EOC reserves the right to waive informalities or irregularities in bids. In case of deviation from enclosed specifications, the bidders shall indicate in writing the exception(s) from the specifications. If no exception(s) is noted, it is understood that the specification will be complied within detail as requested WITHOUT EXCEPTION.



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Firm Name \_\_\_\_\_

Table with 2 columns: Maximum Points, Score

Firm Structure and Experience

Table with 2 columns: Maximum Points (5), Score

Non-Profit Expertise / Relevant Experience / Client References

Table with 2 columns: Maximum Points (10), Score

Proposed Service Approach

Table with 2 columns: Maximum Points (25), Score

Service Team

Table with 2 columns: Maximum Points (10), Score

Women Owned, Disabled Veteran Owned, Minority Owned, or Small Business Owned

Table with 2 columns: Maximum Points (20), Score

Proposed Fee Structure Pricing

Table with 2 columns: Maximum Points (30), Score

Total Score

Table with 2 columns: Maximum Points (100), Score

Reviewer's Signature \_\_\_\_\_

Reviewer's Name \_\_\_\_\_

Date \_\_\_\_\_



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**AUTHORIZATION:**

The undersigned hereby asserts that he/she is duly authorized to submit this proposal, that all information contained in it is true, correct and complete, and that the undersigned is authorized to enter into a contract with Fresno Economic Opportunities Commission should he/she be selected and approved for services, as negotiated.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Name of Principal/CEO/Owner      Print      Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
License # (if applicable)