

**Request for Proposal
Union County Development Board (Union, South Carolina)
Executive Search Consultant**

I. GENERAL OVERVIEW

Invitation to Submit Proposal Overview

Union County Development Board (“UCDB”) is soliciting proposals from qualified executive search firms to assist in advertising for and recruiting an Executive Director. The selected firm would be expected to conduct a search to identify qualified candidates, to perform the initial evaluation and screening of candidates, to provide assistance with follow-up interviews, evaluations and review of references, and to provide consultation and support to UCDB throughout this recruitment.

Union County Development Board Background Information

Since its inception in 1982, the UCDB has successfully served Union County, SC through the primary purpose of recruiting new industry, retaining existing industry, thereby creating new jobs and capital investment. Ultimately, the Union County Development Board is tasked with promoting sustainable economic growth and quality of life for the citizens of Union County. To reach this ultimate goal, a strategic process for recruiting targeted industries, 2) putting into place support mechanisms for retaining existing industry, 3) encouraging diverse business growth, and 4) improving internal and external communications is in place.

In July of 2009, a new Board structure was approved marking a dramatic shift in the makeup of the UCDB. Today, we are an energized, progressive team of leaders with diverse backgrounds and expertise in practical areas that positively impact economic development and growth. These areas include: public utilities, private utilities, industry, secondary education, post- secondary education, healthcare, and other professional occupations that impact economic development. A list of board members may be found at <https://uniondevelopmentboard.com/about-ucdb/>

While new industry recruitment is a primary goal, overall, the UCDB is the driving force for responsible growth across the county in all areas of economic development. We boast strong relationships—locally, regionally, and at the state level—that give us a strong competitive advantage as we position our varied strengths and attributes moving forward, both internally and externally.

For more information on UCDB, please visit www.uniondevelopmentboard.com

UCDB has crafted a position description that contains a summary of qualifications, experience, and professional characteristics that UCDB is seeking for this role. The consultant will use this summary to develop and implement a variety of marketing strategies that will advertise the position to generate qualified candidates. The position description can be found in Appendix A.

A. Contract Period

The duration of the consultant agreement has not yet been determined. However, UCDB would like to conclude the hiring process no later than February 28, 2021.

B. Calendar of Events

The tentative schedule of events concerning this RFP is listed below. UCDB reserves the right to adjust these dates at its sole discretion.

Anticipated RFP Schedule

- Release of RFP October 8
- Pre-Proposal Questions October 16
- Response to Questions October 22
- Deadline for receipt of proposals November 2
- Interviews with finalists, if necessary November 6 and November 9
 - **Interviews will be conducted virtually**
- Contract executed November 12, 2020

II. SCOPE OF WORK

UCDB is seeking to retain an executive search firm to locate suitable candidates, assist with the interview process, and recommend top candidates to UCDB's Search Committee. The position of Executive Director is a critical, visible position requiring strong management experience, demonstrated leadership ability, extensive work experience in the economic development field, a track record of success, and a strong understanding of the issues that impact overall community development.

The successful respondent to this RFP will assist UCDB's Search Committee in developing and in assessing a highly qualified and diverse pool of candidates from which to select a new Executive Director. The successful respondent will also have a proven track record of matching and placing competent, successful economic development professionals within economic development organizations.

Interested applicants should demonstrate that their firm has successfully provided professional services as described below. This list is illustrative of the tasks expected to be performed by the Consultant:

1. Review and enhance the key competency areas for evaluating candidates;

2. Design interview questions;
3. Identify organizations that represent likely targets for prospective candidates;
4. Identify prospective candidates within those organizations that appear to fit the criteria;
5. Contact prospects to determine their qualifications for and interest in this position;
6. Conduct telephone interviews with and actively recruit individuals meeting the requirements as described in the position description;
7. Prepare and submit a resume for each candidate that has the appropriate qualifications and interest;
8. Identify their current compensation;
9. Based on feedback from UCDB's Search Committee, conduct interviews with select candidates. **Through an abundance of caution, these interviews will be conducted virtually given the situation with COVID.**
10. Prepare and submit detailed written comments for each interviewee, including an informed assessment of their suitability and enthusiasm for the position;
11. Recommend finalists by preparing a slate including comparative remarks;
12. Provide support in scheduling and conducting interviews with finalists to ensure that comparable information is obtained from each candidate interviewed and that the UCDB Board of Directors has a common set of criteria for evaluating finalists;
13. Complete thorough reference checks and verify academic and business credentials of finalists; and
14. Communicate with all candidates regarding the process and outcome of the search.

III. UCDB SUPPORT

UCDB will provide the following information in support:

- Copies of existing job descriptions for staff reporting to the Executive Director;
- Copies of Union County's personnel policies and benefit information, as necessary;
- Access to an in-house contact person to answer questions and coordinate logistics with consultant.

IV. RFP PROCEDURES

Proposals will be evaluated by UCDB's Search Committee based on the criteria detailed in this section. It is important for interested applicants to clearly demonstrate their expertise in the areas described in this RFP.

Please use Appendix B as a reference to ensure that you cover all evaluation criteria. UCDB's Search Committee will generally use the following criteria to evaluate all acceptable proposals and to select the successful applicant:

- An overview of your firm's experience in providing executive search services, with primary emphasis on successful public power industry searches;
- Your qualifications, including specific experience with comparable organizations in the energy industry;
- Biographical sketches of the principal(s) and staff who would be assigned to this activity;
- The proposed fee schedule, payment provisions requested, and estimated expenses;
- A list of client references;
- A statement attesting that all information provided in your proposal to is true and accurate to the best of your knowledge;
- Any guarantees offered by your firm;
- Any post-offer/acceptance services provided, including assistance with on-boarding.

Evaluation Process

UCDB's Search Committee will evaluate each submitted proposal to determine those firms who may be invited for an oral interview after which a recommendation will be made to the full UCDB Board of Directors for review and acceptance.

All proposals submitted will be evaluated using the following criteria:

- Compliance with the RFP;
- Understanding of UCDB's needs;
- Understanding of the tasks and skills required to bring the project to a successful conclusion;
- Specific services proposed to be provided;
- Ability to complete the work within the time specified;

- Qualifications of the firm, including but not limited to its experience and the specific personnel to be assigned to the project;
- References;
- Work plan, approach, and quality of product.

Please email proposals to apowell-baker@lockhartpower.com by 5:00 pm, Monday, November 2, 2020.