

REQUEST FOR PROPOSALS FOR RECRUITMENT SERVICES

The Jefferson County Development Authority is requesting proposals from interested, qualified, and experienced professional search firms to provide recruitment services for the position of Executive Director. A Request for Proposals (RFP), which includes instructions for its completion, is attached.

Respondents to this RFP shall submit completed proposals in a sealed envelope, clearly marked with "Proposal for Recruitment Services" and the name of the firm submitting the proposal. An original copy must be submitted **by 4:00 p.m. EST on Friday, September 20, 2019**, to the following address:

Jefferson County Development Authority
1948 Wiltshire Road
Suite #4
Kearneysville, WV 25430

If you have any questions about the RFP, please submit your inquiries in writing, preferably via e-mail to:

Neil McLaughlin
President, JCDA Board of Directors
c/o JCDA
1948 Wiltshire Road, Suite #4
Kearneysville, WV 25430
info@jcda.net
304-728-3255

JEFFERSON COUNTY DEVELOPMENT AUTHORITY
Request for Proposals for Recruitment Services

INTRODUCTION

The Jefferson County Development Authority (“JCDA”) is requesting proposals from professional search firms or consulting entities for recruitment services. All proposals must be received by the JCDA no later than **4:00 p.m. EST on Friday, September 20, 2019. Late proposals may not be considered.** An original, signed version, sealed and clearly marked, “Proposal for Recruitment Services” must be submitted. The proposal must show the return address and telephone number of the proposer.

Proposals must be responsive to the JCDA’s request. The JCDA shall determine the most responsive and responsible consultant providing the best service at the most reasonable cost. Cost alone shall not be the determinative factor. The JCDA reserves the right in its absolute discretion to make no award or contract.

BACKGROUND

Located in Kearneysville, W.Va., the JCDA was created in 1979 by the County Commission of Jefferson County under the authority vested in it by Section 1, Article 12 Chapter 7 of the West Virginia Code. The JCDA and other development authorities across the state were created to:

“...promote, develop and advance the business prosperity and economic welfare of the municipality or county for which it is created, its citizens and its industrial complex; to encourage and assist through loans, investments or other business transactions in the locating of new business and industry within the municipality or county and to rehabilitate and assist existing businesses and industries therein; to stimulate and promote the expansion of all kinds of business and industrial activity which will tend to advance business and industrial development and maintain the economic stability of the municipality or county, provide maximum opportunities for employment, encourage thrift, and improve the standard of living of the citizens of the county; to cooperate and act in conjunction with other organizations, federal, state or local, in the promotion and advancement of industrial, commercial, agricultural, and recreational developments within the municipality or county; and to furnish money and credit, land and industrial sites, technical assistance and such other aid as may be deemed requisite to approved and deserving applicants for the promotion, development and conduct of all kinds of business activity within the municipality or county.”

The JCDA manages Burr Business Park, a 400-acre facility along Wiltshire Road in the community of Bardane, which is north of Charles Town, W.Va. The park, which contains several one- to five-acre lots, is home to a number of businesses and operations, including Automated Merchandising Systems, DALB, Randox, the Schonstedt Instrument Co. and the U.S. Coast Guard Operations Systems Center. Burr Plaza is a part of this complex and includes retail, commercial, and office buildings for small to mid-size businesses.

GENERAL SCOPE OF SERVICE REQUIRED

The JCDA is seeking the assistance of a professional search firm to conduct a recruitment process to fill the position of Executive Director. The scope of service includes:

- Meeting with the JCDA's board president and selection committee to obtain information regarding the expectations, challenges, requirements, and responsibilities of the position.
- Meeting with key personnel to obtain information about the JCDA, including demographics, budget, and organizational structure.
- Meeting with key community leaders and business stakeholders to obtain information related to expectations, challenges, and partnership relationships.
- Development of a position profile and a recommendation of a competitive salary range.
- An aggressive direct networking campaign for top talent to include local and regional outreach as determined during the initial meetings with the JCDA.
- Development of advertisements and postings placed in required public media outlets, appropriate professional publications, and recommended on-line job sites.
- Thorough screening of applicants, including face-to-face or videoconferences of viable candidates. Screening is to include background and criminal checks, references, and media checks to ensure the finalists have backgrounds of the highest integrity.
- Creation of a list of quality finalists.
- Meeting with the JCDA board president and selection committee with final recommendations and assistance with the selection process, including attending one round of interviews with finalist candidates as determined by the JCDA.

The consultant or the JCDA may propose additional tasks as deemed necessary to complete the assignment. Any additional work shall be compensated as agreed upon in the consultant's contract with the JCDA.

ELIGIBILITY

Prospective firms or entities are not eligible to submit a proposal if current or past corporate and/or other interests may—in the opinion of the JCDA—give rise to conflict of interest in connection with this RFP or the Services. Firms are to submit with their proposal documents a description of any issue that may constitute a direct or indirect conflict of interest for review by the JCDA. The JCDA's decision on this matter will be final.

PROPOSAL SUBMISSION REQUIREMENTS

The consultant shall be responsible for preparing an effective, clear, and concise proposal. It is recommended that proposals contain the following information:

- A cover letter introducing the company and the individual who will be the primary contact person.
- On no more than one printed page, a statement of the firm's understanding of the service to be performed and a positive commitment to provide the service as indicated in this RFP.
- A statement that the consultant will provide proof of insurance.
- A statement that the consultant is registered to conduct business in West Virginia.
- Specific qualifications regarding experience in conducting professional search/recruitment services, including the names of clients doing similar work as JCDA or in the economic and community development fields. A reference list should be attached to the proposal, with client names, contact persons, and phone numbers.
- A discussion of any methodologies or approaches taken in conducting executive/professional searches and/or recruitment services.
- A detailed timeline for completion of each phase and the total project. The JCDA is interested in pursuing this recruitment in as expeditious manner as possible.
- A description of the firm's organization and staff's qualifications.
- A proposed fee schedule including any incidental or hourly fees.
- The signature of an authorized individual to bind the firm. The proposal must be a firm offer for a 60-day period.

SELECTION PROCESS

Each of the proposals received will be evaluated and determined if it meets the stated requirements. Failure to meet these requirements will be a cause for eliminating the consultant from further consideration.

The JCDA shall not be liable in any way for any costs arising incurred by any consultant in the preparation of its proposal in response to this RFP or any losses or damages arising from the JCDA's rejection of any proposal for any reason whatsoever.

Initial evaluation of the proposals will be made by the JCDA's appointed selection committee. In addition to evaluating written proposals, oral interviews may be requested.

Proposals will be evaluated generally on the following criteria:

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| Technical Proposal – 35% Project Approach/Methodology Proposed Work Plan | <u>20</u> points (max) <u>15</u> points (max) | <u>35</u> Total Points |
| Management Proposal - 35% Firm relevant experience Qualifications/Experience of proposed key staff | <u>20</u> points (max) <u>15</u> points (max) | <u>35</u> Total Points |
| Cost Proposal – 30% | | <u>30</u> Total Points |
| TOTAL | | <u>100</u> Points |

PROPOSAL REVIEW AND AWARD SCHEDULE

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| RFP Distributed | August 23 |
| Proposals Due | September 20 |
| Proposals Reviewed/Evaluated by selection committee | By September 30 |
| In-person Interviews as requested of finalists | October 1-October 7 |
| Selection Committee Recommendation and Board Approval of Contract | October 15 |
| Contract Executed work begins immediately following award of contract | October 16 |