



**REQUEST FOR PROPOSALS – EXECUTIVE SEARCH FIRM
January 5, 2018**

The Baltimore Regional Housing Partnership, Inc. is seeking competitive proposals from Offerors to provide Executive Search Services in accordance with all terms, conditions and specifications as set out in this Request for Proposal (RFP).

All respondents must submit 1 original and 3 hard copies of the proposal in a SEALED Envelope LABELED APPROPRIATELY along with an electronic copy according to the instructions contained in this Request for Proposal for Executive Search Services that must be received by BRHP **on or before January 22, 2018 at 5:00 P.M. EST.**

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Pete Cimbolic
Senior Program and Policy Manager

Baltimore Regional Housing Partnership, Inc.
20 South Charles Street, Suite 801
Baltimore, Maryland 21201

(t): 667-207-2150
(e): pcimbolic@brhp.org



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I. GENERAL INFORMATION

- A. Description of Entity.** The Baltimore Regional Housing Partnership (BRHP), a nonprofit organization, is the Regional Administrator of the Baltimore Housing Mobility Program, under contract with the Housing Authority of Baltimore City. The Baltimore Housing Mobility Program has opened pathways to a better future for over ten years. It currently provides over 3,800 low-income families expanded housing, educational, and employment options in opportunity areas across the region. In 2018, BRHP will assist several hundred additional families to move to communities of opportunity, and will continue to serve more than 4,000 families in 2019 and beyond. Eligible families that complete the housing counseling program receive a Housing Choice Voucher, higher quality housing in an opportunity area, and counseling support in their transition to their new community. In addition to the housing mobility counseling and Housing Choice Voucher programs, BRHP is responsible for development services of project-based units pursuant to a HUD grant, administering the Regional Project Based Voucher program in conjunction with regional housing authorities, and participating in the Mobility Works consortium of agencies and nonprofits dedicated to expanding housing mobility nationally.
- B. Who May Respond.** Established Executive Search Firms or Recruiters, especially those experienced with recruiting for nonprofits, public housing authorities, or other federally funded agencies or organizations.
- C. Equal Opportunity Policy.** BRHP does not discriminate against any employee, applicant or sub-contractor because of race, sex, color, religion, ancestry, national origin, age, sexual orientation, sexual identity, disability or handicap. BRHP takes affirmative steps to ensure that applicants are employed or sub-contracted, and that employees and sub-contractors are treated fairly during employment or for the term of their contract, without regard to their race, sex, color, religion, age or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfers; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

II. SCOPE OF SERVICES

The Offeror shall be readily available to meet with the Board of Director's Executive Search Committee (the Committee) upon execution of the contract. The firm will:

- Review and/or suggest updates to the existing job description.
- Meet with the BRHP Board Executive Search Committee, as well as BRHP management staff to develop candidate profile.

- Develop a candidate profile.
- Develop a recruitment strategy including recommending an appropriate advertisement.
- Carry out recruitment process.
- Screen all applications and create a recommended candidate list.
- Design and finalize the interview process, prepare interview questions for the committee's consideration, suggest panel make-up, and other associated tasks.
- Carry out interview process.
- Perform appropriate background and reference checks.
- Negotiate offer for hire with candidate(s) upon request by the Committee.

The Board of Director's Executive Search Committee will have complete authority over the interview process and the development of the interview questions. All candidate applications will be made available to the Committee prior to the finalization of a candidate list. The search firm will be responsible for:

- Posting the position through local, regional and national channels, journals and publications.
- Receiving and reviewing resumes of applicants, determining that the candidates meet minimum qualifications, and following up with telephone interviews to clarify each applicant's qualifications and experience.
- Preparing and presenting to the Executive Director Selection Committee a written summary of at least 5 candidates with the most promising qualifications and experience.
- Assisting the Board in evaluating these candidates and further identifying the top 2-4 candidates for serious consideration and interviews.
- Conducting in-depth reference checks with individuals to evaluate candidates' past job performance, criminal history, financial background, and any other pertinent factors.
- Ascertain the strengths and personal dimensions of each candidate and report to the Committee.
- Advise the Committee of any other areas, services, or important steps to take that are not listed above.

The search firm will:

- Coordinate the candidates' schedule and participation in the interviews.
- Debrief the interview committee following each candidate interview and identify additional candidates if necessary.
- Verify selected candidate's educational background, employment record, and any other information identified in the strategy process.
- Notify applicants not selected.

- Assist the Committee with compensation negotiations.

III. GENERAL SPECIFICATIONS

The following provision will also apply.

1. Timeliness of response and accessibility to the Committee and staff is an important aspect of this service. Accessibility includes the ability to be generally available to attend meetings in person on short notice and to be reached promptly by telephone and/or e-mail.
2. Service response is also of high importance. The Offeror is expected to provide an estimated time of completion for requested services and keep the Committee and staff apprised of any delays or special considerations in a timely manner.

IV. CONTRACT ETHICS

1. No employee of BRHP who exercises any responsibilities in the review, approval or implementation of the proposal or contract shall participate in any decisions which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any BRHP employee or board member, or for any BRHP employee or board member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.
3. The firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of BRHP.

V. PROPOSAL SUBMISSION.

- A. **Closing Submission Date.** Proposals must be submitted by electronic and hard copy as specified in paragraph D below **no later than 5:00 P.M. EST on January 22, 2018.** Proposals received after the deadline will not be accepted. It is neither BRHP's



responsibility nor practice to acknowledge receipt of any proposal. It is the Offeror's responsibility to assure that a proposal is received.

B. Inquiries. Inquiries concerning this RFP should be emailed to:

Pete Cimbolic
Senior Policy and Program Manager
pcimbolic@brhp.org

C. Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by BRHP.

D. Instructions to Prospective Contractors. All Offerors shall provide one (1) original and three (3) copies of a written proposal by hard copy along with an electronic copy. Your proposal should be addressed as follows:

Pete Cimbolic
Senior Program and Policy Manager
20 South Charles Street, Suite 801
Baltimore, Maryland 21201
pcimbolic@brhp.org

It is important that the Offeror's hard copy of the proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

SEALED PROPOSAL FOR EXECUTIVE SEARCH FIRM
(Date)

In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with BRHP staff or members of the Board of Directors regarding the proposal. Failure to comply with this request will result in disqualification of the proposal.

E. Right to Reject. BRHP reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all Offerors and further reserves the right to select the proposal which furthers the best interests of BRHP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.

F. Minority-Owned Businesses. BRHP strongly encourages small, locally-owned, minority-owned, women-owned, socially and economically disadvantaged and

service-disabled veteran-owned businesses to submit a proposal, in response to this RFP. Efforts will be made by BRHP to utilize these types of businesses.

G. Consent. By submitting a proposal to BRHP, Offeror consents to the Scope of Work and General Specifications noted herein. Exceptions desired must be clearly noted in the submitted proposal.

H. Effective Period. Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

VI. PROPOSAL CONTENTS.

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below, pages numbered (where applicable), sections tabbed and proposals bound:

A. Letter of Introduction. Proposal shall include one to two pages that include the following information:

1. Brief description of firm including its principals, organization, size, structure, areas of practice and office location(s). Indicate, if appropriate, if the firm qualifies under one of the specific categories referenced in Section V(F) of this RFP.
2. Date established and years of experience.
3. Indicate ability to start work according to request.

B. Professional Experience/Qualifications. Please include the following information:

1. Details of firm's specific work and expertise with directly related projects and the principal's role as related to the required *Scope of Services*.
2. Description of two recent projects that are of similar nature and scope of work detailed within this RFP.
3. Experience working with non-profit agencies, public housing authorities, or other federally funded agencies or organizations.
4. Include resumes and/or biographies of all principals and key professional members who will be assigned to this engagement which specifically outlines extent of their involvement in referenced experience along with anticipated percentage of work performed by principals.
5. Include three references where the firm has provided similar work.



- C. Cost.** Provide cost proposal for scope of services including fixed costs, fees, expenses (including anticipated advertising expenses), reimbursable costs, any other anticipated costs or fee structures. BRHP reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.
- D. Required Documents.** Please include the following required attachments as a part of your proposal:
1. **Attachment #1:** Insurance Coverage – Evidence of all appropriate and applicable insurance coverage carried by the Offeror, including policy coverage periods and limits.
 2. **Attachment #2:** Form HUD-5369-B, Instructions to Offerors – Non-Construction.
 3. **Attachment #3:** Form HUD-5369-C, Certifications and Representations of Offerors – Non-Construction Contract.
 4. **Attachment #4:** Form HUD-5370-C, General Conditions for Non-Construction Contracts.
 5. **Attachment #5:** Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters.

VII. EVALUATION CRITERIA AND PROCEDURE.

- A. Evaluation Criteria.** BRHP will evaluate all proposals received based upon the following factors with corresponding ranking points:

Evaluation Factor	Maximum Rating Points
Qualifications and Experience: Level of experience and knowledge of individual(s) identified to work on matters described in Scope of Work.	30



Related Experience: Previous experience and similar work related to non-profit agencies, public housing authorities, or other federally funded agencies or organizations.	30
Approach to Scope of Work: Understanding of scope of services, quality of approach to meet scope of work in specified time frames.	10
Cost and Fee Structure	20
Geographic Location and Accessibility	10

B. Evaluation Procedure.

1. **Review Process.** BRHP may, at its discretion, request presentations by, or a meeting with, any or all firms, to clarify or negotiate modifications to the Offeror’s proposal. However, BRHP 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, that the Offeror can propose. BRHP contemplates award of the contract to the responsible Offeror with the highest total points.

2. **Notification of Award.** It is expected that a decision selecting the successful Firm will be made within four (3) weeks of the closing date of this RFP. Upon conclusion of the final negotiations with the successful firm, all Offerors submitting proposals to this RFP will be informed, in writing, of the name(s) of the successful firm. It is expected that the contract shall be for a period commencing as of February 1, 2018 and running until the position is filled.