



**REQUEST FOR PROPOSALS (RFP)**  
**EXECUTIVE SEARCH FIRM**  
**EXECUTIVE DIRECTOR RECRUITMENT**  
**Close of RFP March 29, 2020**

March 6, 2020

**Introduction and Background:**

ACCESS is a local non-profit organization established in 1976 as a non-profit corporation to develop and administer programs and services designed to assist low-income residents and senior citizens in Jackson County Oregon. The Executive Director is responsible for continuing the vision and leadership of an organization with approximately 80 employees and a budget of over \$18 million in grants and private donations.

ACCESS is seeking an experienced **Executive Director**. The Executive Director reports to the Board of Directors and is responsible for effectively leading ACCESS as well as overseeing all financial and operational aspects of the agency. Reporting directly to the Executive Director are 6 key executive roles including the Nutrition Director, Housing Director, Support Services Director, Finance Director, Operations Director, and Development Director. The ACCESS Executive Director serves as the public face and voice of the agency and plays a leading role in building and maintaining collaborative relationships with the social service community as well as communicating the mission of ACCESS and building support for ACCESS with the business community and the public. Working in concert with the Board of Directors, the Executive Director plays a key role in helping to define strategic opportunities and a shared vision for the future of this effective and successful agency.

**Proposal Requirements:**

ACCESS will consider proposals from Executive Search Firms with specific experience and success in recruiting Executive Directors for small to mid-size non-profit agencies. The Request for Proposals will be open until March 29, 2020.

The Board reserves the right to make the final hiring decision. All proposals must include the following:

1. Firm name, address, telephone number, and contact person(s).
2. Brief history of the firm, including number of years' experience. List recent firm experience with placements in regions comparable to the Rogue Valley
3. List of recruitments conducted, with contact names for reference checks within the last five years.
4. A plan and schedule of how the firm will conduct the selection process.
5. Identification of specific services to be provided (i.e. candidate screening process, background check, reference check, etc.)
6. Information regarding the average number of years their top candidates have remained on the job after placement, and replacement service if the selected individual resigns or is terminated within a certain time frame.
7. List of Key Personnel with the Firm as well as consultants proposed for the project along with the individual's background, education, registrations, and experience, including number of years of experience, title or function; relevant projects, and approximate dates of projects; and the role the individual will assume in this project.
8. Total fee for recruitment.
9. Method for wage study.
10. Total fee for wage study.

**Evaluation Procedure:**



All properly submitted submissions will be reviewed, evaluated and ranked by a committee of ACCESS on the basis of the criteria and weight of the criteria. After an evaluation of the written submissions ACCESS will rank the firms and select a Firm to negotiate a contract. If ACCESS is not able to negotiate a contract with the selected Respondent, ACCESS will negotiate with the next ranked Respondent.

**Evaluation Criteria:**

1. The Respondent’s experience and reputation
2. The capabilities and experience of the personnel assigned to the project.
3. The extent to which the services meets ACCESS’ needs
4. The Pricing proposed by the Firm

ACCESS Executive Search Firm RFP					
Factor	Point Range	Firm			
The Respondent’s experience and reputation	40				
The capabilities and experience of the personnel assigned to the project	10				
The extent to which the services meets ACCESS' needs	10				
The Pricing proposed by the Firm	40				
Total (Max of 100)	100				

Proposals, to be considered and evaluated, must be sealed and received on or before March 29, 2020 at ACCESS, 3630 Aviation Way, Medford, OR 97504. Proposals appropriately received will be opened at this time. Proposals received after March 29, 2020 will not be accepted or considered. Faxed or e-mailed proposals are not acceptable. Each proposal, one (1) original and three (3) copies, must be appropriately signed by an authorized representative of the Offeror, and must be submitted in a sealed envelope or package. The notation “Executive Search Services”, and the specified opening time and date must be clearly marked on the front of that sealed envelope or package. ACCESS, and its officers, employees or agents will not be responsible for the opening of a proposal envelope or package prior to the scheduled opening if that envelope or package is not appropriately sealed and marked as specified.

Ownership of Material - Ownership of all data, materials, and documentation originated and prepared for ACCESS pursuant to the RFP shall belong exclusively to ACCESS. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the proposal.

WITH REGARD TO SUBMITTAL OF A STATEMENT OF A PROPOSAL (INDIVIDUALLY AND COLLECTIVELY REFERRED TO AS “RESPONSE”), THE RESPONDENT AGREES TO AND HEREBY WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST ACCESS, AND ITS DIRECTOR’S, PERSONS, OFFICERS, COMMITTEE’S, EMPLOYEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY RESPONSE; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, THE RFP, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY RESPONSE



OR ANY PART OF ANY RESPONSE; (4) WAIVER BY ACCESS OF ANY TECHNICALITIES IN THE RFP PACKAGE OR ANY RESPONSE; (5) WAIVER OR CHANGE IN ANY NON-MATERIAL PROVISION OF THE RFP SOLICITATION PACKAGE OR MATERIALS THAT DO NOT ADVERSLEY AND SPECIFICALLY AFFECT THE PERVIOUSLY SUBMITTED RESPONSE; AND/OR (6) THE AWARD OF A CONTRACT, IF ANY.”

ACCESS reserves the right to reject any or all responses, to waive any irregularities and/or technicalities in response received or award a part but not all of the work involved on the Project(s). ACCESS, in its sole discretion, will determine whether any or all of the responses are responsive and reserves the right to make a determination as to whether any one or more Respondents are qualified. The submission of a response to this RFP is an offer by the Respondent to contract only and does not constitute a contract. There will be no contractual obligations on the part of ACCESS to any Respondent, nor will any Respondent have any property interest or other right in the contract unless and until all terms of the contract have been agreed upon by ACCESS, including, without limitation, the cost of the services; all provisions of the contract have been negotiated to the satisfaction of ACCESS; the contract is unconditionally signed by ACCESS and the selected Respondent the contract is delivered by all parties; and all conditions to be fulfilled by the Respondent prior to contracting have either been fulfilled by the Respondent or waived in the writing by ACCESS.

**Restricted and Prohibited Communications:** During the period between the date ACCESS issues this RFP and the selection of the Respondent who is awarded a contract by ACCESS, if any, respondents shall restrict all contact with the Board and direct all questions regarding this RFP, Respondent’s response, the interviews, the solicitation process, or any other matter regarding the solicitation, including questions regarding terms and conditions, only to ACCESS staff. Do not contact members of the Board. Contact with any of these individuals after issuance of the RFP and before selection of a contractor is made, may result in disqualification of your response.

**Contact Information & SUBMISSIONS TO BE SENT TO:**

Carlea Langston  
3630 Aviation Way  
Medford, OR 97504  
[clangston@accesshelps.org](mailto:clangston@accesshelps.org)  
541-618-4010

**POSITION DESCRIPTION:**

<b>Job Title &amp; Code:</b>	Executive Director (Exempt)
<b>Salary:</b>	\$90,500 - \$160,500 Annually DOE
<b>Benefits Offered:</b>	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Pension Plan
<b>Supervisor:</b>	Board Chair
<b>Department:</b>	Administration

**Position Summary**

With the Board, establish strategic goals and provide over-arching direction, motivation and follow through to bring about attainment of strategic and tactical goals. Manage the agency; through staff and in person, direct activities to bring about the execution of plans for the fulfillment of vision and mission.

**Position Duties & Responsibilities**

- 1: Leadership -** With the Board, establish strategic goals and provide over-arching direction, motivation and follow through to bring about attainment of strategic and tactical goals.



- 1.1. Provide strategic leadership by working with the Board and management team to establish long range goals, strategies, plans and policies.
- 1.2. Establish credibility throughout the organization and with the Board of Directors as an effective developer of solutions to business challenges.
- 1.3. Keep the Board of Directors fully informed on the condition of the agency and other important factors affecting the health of the organization through regular communication.
- 1.4. Work with the Board Chair to ensure effective and efficient board committee structure and operation.
- 1.5. Provide leadership and management to ensure that the mission and guiding principles of the company are put into practice.
- 1.6. Foster a success-oriented, accountable environment within the company delivered in a manner consistent with our guiding principles.
- 1.7. Ensure organization policies and procedures are current, appropriate and upheld.

**2: Management / Tactical Execution** - Manage the agency; through staff and in person, direct activities to bring about the execution of plans for the fulfillment of vision and mission.

- 2.1 Motivate and lead a high-performance management team; attract, recruit and retain required members of the management team not currently in place; provide mentoring as a cornerstone to the management career development program.
- 2.2 Implement agency's Board of Directors approved strategic plan and implement other Board and agency plans in a timely way as they relate to campaigns, programs, annual fund development, communications, business development and major gifts and endowments.
- 2.3 Supervise and evaluate direct reports by holding them accountable to their job descriptions and goals.
- 2.4 Establish organization-wide succession planning to ensure successful long-term mission fulfillment.
- 2.5 Ensure legal compliance and program and fiscal accountability.
- 2.6 Provide an effective personal role in fund raising
  - Oversee Development Department activities via dotted line accountability of Development Supervisor.
  - Provide leadership in developing fundraising plans with staff and Board of Directors.
  - Provide support and work with the Board of Directors in raising funds for the agency.
  - Identify and develop new partnerships with business and community leaders.

**Position Requirements**

- Belief in ACCESS' mission to help people help themselves.
- This position is required to have a work issued cell phone (in lieu of a cell phone other similar options are available per the agency Cell Phone Election Form).
- Not less than ten years of total work experience post-college, including significant prior experience in a senior role within a non-profit or related community service.
- A college degree is preferred; strong high-level work experience may be judged sufficient.
- Good to excellent public speaking skills with poise, confidence and passion sufficient to inspire others to help ACCESS in its mission.
- Ability to understand and act upon financial budgets and periodic statements of cash flow.
- Ability to act independently while also fostering collaboration.
- Able and willing to stay visible and involved in the community, to build a network of agency friends (friend-raising).
- Self-motivated.
- Strong supervisory skills.
- Valid Oregon driver's license with record that is acceptable under ACCESS' insurance policies.