

High Plains Library District

REQUEST FOR PROPOSAL

EXECUTIVE SEARCH FIRM



2650 West 29th Street
GREELEY, COLORADO 80631

Proposals due August 18, 2017

August 1, 2017

**REQUEST FOR PROPOSAL FOR RECRUITING SERVICES FOR EXECUTIVE DIRECTOR
HIGH PLAINS LIBRARY DISTRICT**

HUMAN RESOURCES DEPARTMENT 2650 W. 29th STREET GREELEY, CO 80631

DUE DATE: AUGUST 18, 2017 AT 5:00 PM MDT

- I. **EXECUTIVE SEARCH FIRM.** The High Plains Library District (HPLD) Board of Trustees invites qualified executive search firms and consultants to submit a written proposal to conduct an executive recruitment campaign for the position of Executive Director. This is an excellent opportunity for an experienced, skilled administrator to apply to oversee the operations of the High Plains Library District. Proposals are being solicited for these services in accordance with the terms, conditions and instructions as set forth in the request for proposal.

There is no expressed or implied obligation of the High Plains Library District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request or for attending any meetings or conferences. The final award will be based on best overall value. The Board of Trustees shall consider the entire proposal for, but not limited to, proposal completeness, ability to meet requested service needs, experience in conducting executive search and recruitment, expertise and availability of key personnel, cost to the High Plains Library District, and satisfaction of other clients.

- II. **ELIGIBILITY.** The executive search firm should specialize in recruitment for executive and senior-level management positions in public library service institutions. To be eligible for consideration, the proposing firm must demonstrate that it, or the principal(s) assigned to the project, has successfully completed similar services to those specified in the Scope of Work section of this RFP, with institutions similar in size and complexity to HPLD. The successful proposer will work directly with the High Plains Library District Board of Trustees and a Selection Review committee, as well as the Association Director for Human Resources, and all other associates for all activities involved with this project.

The successful proposer may be responsible for the following activities including, but not limited to: assisting with the development of the position description/profile, testing and screening applicants, development of the search strategy, marketing,

advertising and announcements, candidate assessment, conducting candidate interviews, providing report(s) of candidate assessment, and recommending the most qualified candidates for interview opportunities with the Board of Trustees.

For consideration, proposals must contain evidence of the proposer's experience and abilities in the specified area and other disciplines directly related to the proposed services. All proposers shall provide profiles and resumes of the staff to be assigned to the project. Proposals will be evaluated by the High Plains Library District Executive Director Selection Committee and will be ranked in accordance with the following criteria:

- Completeness and quality of response
- Ability to meet requested service needs
- Experience with library executive recruiting
- Expertise and availability of key personnel
- Total cost to library Satisfaction of other clients

III. **BACKGROUND.** The High Plains Library District serves most of Weld County, Colorado. Based in Greeley, the High Plains Library District is a tax-supported library district dedicated to connecting communities to information, inspiration and entertainment for life. The District operates 7 branches libraries, provides funding and support to 6 municipal libraries, and operates several vehicles that provide services throughout the county. The District has a service population of 257,000, with a 2017 operating budget of \$26 million and a staff of 200 full-time and part-time employees. See www.MyLibrary.us for more information.

IV. **SCOPE OF WORK.** The executive search firm shall set meetings with the District's Executive Director Selection Committee and other stakeholders upon execution of a contract with the Board of Trustees. The firm will:

- Review and/or suggest updates to the existing job description.
- 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 Board of Trustees.

The Board of Trustees will have complete authority over the interview process and the development of the interview questions. All candidate applications will be made available to the Selection 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 Board of Trustees
- Advise the Board of Trustees 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 Library's Human Resources department with compensation negotiations.

V. **TERMS AND CONDITIONS.** The Board of Trustees intends to select one firm to provide this service but reserves the right to reject any or all proposals without explanation. If the selected firm does not execute a written signed agreement with the Board within a reasonable amount of time, the Board reserves the right to enter an agreement with the next most qualified firm. The Board reserves the right to request clarification of information submitted and investigate the ability of the executive search firm to meet the required needs. The Board reserves the right to waive all requirements for this proposal.

VI. **SCHEDULE.**

August 1, 2017 RFP Issued

August 18, 2017 Proposals due

August 25, 2017 Selection Committee reviews and recommends finalists

August 28-September 6, 2017 Finalist interviews

September, 18, 2017 Board of Trustees awards contract

VII. **FORMAT AND CONTENTS OF PROPOSAL.** The proposal should include:

a. Cover letter. Please include the RFP subject, name of firm, address, contact person with all applicable contact information, and date of preparation.

b. Qualifications. Describe the background, experience and capabilities of your firm as it relates to the Scope of Work outlined above. Highlight any successful placements in other large public libraries during the last five years.

c. Scope of Services. Provide a scope of services and a proposed outline of tasks, products and schedules. Also, identify the extent of Library personnel involvement deemed necessary, including key decision points at each stage of the project. Major proposed deviations from the desired scope of services outlined above should be clearly noted and justified.

d. Cost. Provide cost proposal for scope of services including fixed costs, fees, expenses (including anticipated advertising expenses), reimbursable costs, and any other anticipated costs.

e. Consulting staff. Provide the name, title, background and experience of the primary consultant for this project. Identify all staff who would be assigned to work directly or indirectly on this search and throughout the project.

f. Insurance. List all relevant insurance policies and coverage amounts carried by the firm. The selected proposer will be required to submit evidence of and comply with all insurance requirements deemed necessary by the Board.

h. References. Provide a list of at least three clients the firm has contracted with in the past three years who can verify your firm's ability to provide the scope of services requested. Provide name, title and complete contact information for each reference. Provide a list of current clients who are receiving services like those requested in this RFP with a brief description of the work.

i. Performance Guarantee. If your firm offers a performance guarantee, describe the terms and conditions under which the guarantee applies.

f. Additional Services. The selected firm is welcome to outline additional services or alternative approaches that it feels are in the best interest of the High Plains Library District.

VIII. **PROPOSAL SUBMISSION.** Deadline for submission is August 18, 2017 at 5:00 pm MDT. Please submit a signed original of your proposal to: High Plains Library District Human Resources Department 2650 W. 29th Street Greeley, CO 80631, **and** send an electronic copy of your proposal to ewing@highplains.us. The selected consultant will be notified on or before September 19, 2017.