

Rotary Club of Oklahoma City

**REQUEST FOR PROPOSALS
FOR EXECUTIVE SEARCH SERVICES**

RFP Issued: July 24, 2018
Proposals Due: August 10, 2018
Executive Search Firm Selected: September 7, 2018

**Rotary Club of OKC
REQUEST FOR PROPOSALS
FOR EXECUTIVE SEARCH SERVICES IN CONNECTION
WITH HIRING OF
EXECUTIVE DIRECTOR**

I. Introduction and Search Overview

Founding of Rotary Club of Oklahoma City

On November 22, 1910 the Rotary Club of Oklahoma City (Club) was founded. It has grown in numbers to be one of the largest Rotary Clubs in the world, with approximately 600 members. A separate 501(c)3 entity, the Rotary Club 29 Foundation (the Foundation) was formed in 1982 for the purpose of furthering the charitable activities of the Club.

Our Mission & Vision

Service above Self

Object

The object of the Club is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

1. The development of acquaintance as an opportunity for service;
2. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
3. The application of the ideal of service in each Rotarian's personal, business, and community life;
4. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Avenues of Service

Rotary's Five Avenues of Service are the philosophical and practical framework for the work of the Club.

1. Club Service, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
2. Vocational Service, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles and lending their vocational skills to club-developed projects in order to address the issues and needs of society.
3. Community Service, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
4. International Service, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.

5. Youth Service, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

Status

The Club currently has two employees, an Executive Administrator and an Account Administrator and Pianist. These 2 staff members support the Club and Foundation. Certain accounting functions of the Club are provided under a contract with Wedel Rahill. The Executive Administrator, an employee of the Club for over 40 years, has announced her retirement effective June 30, 2019.

II. Statement of Work – Executive Search Firm Services

The Club intends that the successful submitter, once engaged, will conduct a comprehensive evaluation of the Club and Foundation’s staffing needs with a focused search for qualified candidates to fill a position created by the retirement of the Executive Administrator. The search strategy, agreed upon with the Club, will include a staffing plan for the organization and the development of a job description for the senior position. To carry out this objective, the Club expects that the successful submitter will work in close consultation with the Club Search Committee to:

1. Develop a search strategy and timeline.
2. Develop a comprehensive evaluation of the staffing needs of the Club with suggested timeline for implementation. This will include an occupational profile for the replacement or redefined position for the retiring Executive Administrator along with a job description for the search engagement.
3. Develop job vacancy notices and place them in appropriate online sources and publications.
4. Reach out to potentially appropriate candidates the submitter is already otherwise aware of to obtain indications of interest.
5. Develop a pool of diverse potential finalist candidates, then thoroughly screen and evaluate potential finalist candidates before presenting them for an interview with the client. Such evaluation is expected to include in-depth interviews in person or by video-conferencing, appropriate preliminary inquiries into references and background, and a careful assessment of the candidates’ strengths and weaknesses against the specification for the proposed position. The successful submitter will also be expected to conduct, as agreed upon, reference and background checks on finalist candidates.
6. Advise the Club promptly if the search will differ considerably from that originally determined search strategy.

Note: While not constituting “job descriptions”, an outline of tasks performed by the current staff has been created and will be available to the successful submitter.

III. Proposal Requirements

Proposals must address the following:

1. **Firm and Key Personnel Qualifications**

Describe the Submitter's experience and background with searches of this type, including specifically experience with conducting executive searches designed to identify a pool of applicants reflecting racial, ethnic, gender or other diversity. Highlight the breadth of knowledge and experience of the search manager and individual key personnel who will be assigned to the search. Provide or describe a sample of comparable work completed by the firm.

Provide resumes for the search manager and each of the key personnel identified, describing the individual's qualifications and experience which make him or her particularly suited for this search. Include relevant education, training and work experience.

2. **Statement and Methodology**

Describe your understanding of the overall objective and the objectives and deliverables for each Phase of the search. Include a clear description of the work to be performed, the anticipated methodology used to complete the work (including specifically, methodologies for working in close consultation with the Search Committee and the methodology for ensuring a diverse applicant pool) and the objectives to be reached and/or product to be delivered for each phase of the search. Describe resources and data which may be available to complete the search.

3. **Management**

Provide a work plan for carrying out the search. Clearly identify the proposed search manager and key personnel. The Proposal must include the labor hours anticipated to complete the search and must demonstrate the Submitter's ability and willingness to meet the proposed search schedule.

4. **Fees**

Identify the fee basis to complete the search. Rates, whether fixed or hourly, must include all overhead costs and profit. Costs for subcontractors, if any, must be clearly identified.

5. **Alternatives**

The Proposal may include discussion of alternative tasks or areas of work which the submitter believes will better enable the Club to reach its objectives for this search. If the Proposal contains any such alternatives, the Proposal must clearly identify the ways in which the proposal would modify the scope of work as presented in this RFP and be clearly identified in the proposed workplan.

6. **Subcontractors**

Identify all subcontractors and subcontract activities proposed to be used. Indicate the specific roles for each subcontractor and provide firm and key personnel qualification and experience information similar to that provided for the Submitter

in accordance with Paragraph A of this section.

7. References

Provide three (3) recent references concerning your firm's performance on comparable searches. Indicate the search name, a brief description of the search and the name, title, telephone number and email address of a reference who is knowledgeable about the search and who may be contacted by proposal evaluators.

IV. Evaluation Process and Selection Criteria

1. The Evaluation Process

Written proposals will be reviewed and evaluated in accordance with the criteria set forth below. The Club reserves the right to conduct interviews with some or all Proposal Submitters before making a final selection.

2. The Selection Criteria

a) *Firm and Key Personnel Qualifications*

The Submitter should demonstrate his/her firm's experience which qualifies it for the search as well as the breadth of knowledge and experience of the search manager and individual key personnel who will be assigned to the search.

b) *Statement and Methodology*

A concise search statement must be provided which indicates a clear understanding of the search objectives and deliverables. Response must include a clear description of the work to be performed, the anticipated methodology used to complete the work and the objectives to be reached and/or product to be delivered.

c) *Management*

The Submitter's search manager and key personnel must be clearly identified. The response must include the labor hours anticipated to complete the search and must demonstrate the Submitter's ability and willingness to meet the proposed search schedule.

d) *Cost*

The Proposal must identify the fixed fee, a figure-not-to-exceed, and the hourly rate for the search manager and key personnel and the estimated cost to complete the search, including direct expenses. Clarity of the proposed budget, reasonableness of cost estimates and the relationship of cost to completed deliverables are important elements of this criteria.

3. Contract Award

The Club reserves the right to award the contract to the submitter with the best overall approach, regardless of cost, or to not award a contract to any submitter.

V. Proposal Format and Administrative Requirements

1. Delivery of Proposals

Proposals (electronic) must be submitted no later than 5:00 p.m., on August 10, 2018. Proposals must not exceed 5 pages, not including a cover letter, resumes and examples of previous related work.

Submitters are solely responsible for ensuring that electronic Proposals are delivered on time. Delays caused for any reason will not be grounds for extension of the proposal due date and time. Late received proposals will be accepted upon the sole discretion of the Club search committee.

2. Cost of Proposal

All costs incurred in preparing Proposals shall be borne by the Submitter. Any final contract awarded will not provide for costs of the proposal to the selected Contractor.

3. Communications with Rotary Club of Oklahoma City

All communications concerning this RFP must be directed to:

Charles E. Wiggin

Chairman, Rotary Club of OKC Search Committee Chair

Email: cwiggin@wigginprop.com

Any technical questions regarding the online form can be directed to:

cheryl@okcrotary.com