



**2021-118 RFP
KITSAP PUBLIC FACILITIES DISTRICT
EXECUTIVE DIRECTOR
EMPLOYMENT RECRUITMENT**

RESPONSE DEADLINE: May 18, 2021 @ 2:00 PM

OFFERORS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION.

1.0 PROJECT DESCRIPTION

The Kitsap Public Facilities District (KPF¹) wishes to retain the services of a professional executive search firm to assist it in recruiting candidates for consideration for our next Executive Director.

The KPF¹ Board is looking for a firm that will designate a project representative to work with our Executive Director Selection Committee in developing guidelines for this position, including a profile of the desired qualifications and experience necessary for the Executive Director.

The representative would be required to facilitate meetings to develop this profile. During meetings, the representative should also make available time to have meetings with other stakeholders who may not be part of the selection committee but do have additional input to provide.

The search firm would then undertake the necessary actions to recruit the maximum number of candidates who qualify. The selected search firm will be required to provide a list of qualified candidates to the Selection Committee within seven days after the advertisement is closed. The search firm should be prepared to recommend a minimum of three candidates which it believes are most qualified to serve as Executive Director, based upon the understanding of the Selection Committee's desires.

The search firm shall then assist the Selection Committee in scheduling interviews with those candidates and such other candidates as the Selection Committee may deem appropriate. The representative should be prepared to have at least one meeting with the Selection Committee to discuss the candidates prior to the interviews. The representative should be available to attend interviews if the Selection Committee chooses and be available to guide the Selection Committee through the process and offer any judgement with regard to the candidates and the selection process.

2.0 CRITERIA FOR SELECTION

The KPF¹ will review submittals and may schedule interviews with search firms that it deems most qualified. The organization may choose to select a search firm based on the scores of the submittals alone. The organization will then work to execute a contract with the selected search firm, and the contract will be approved by the Board of Directors of the KPF¹.

¹ KPF¹ is a municipal corporation created pursuant to chapter 36.100 RCW and Kitsap County Resolution No. 093-2000. Kitsap County is assisting KPF¹ in this recruitment.

The submittal shall include the following pieces:

Section	Evaluation Factor	Max Point Value
1	Letter of Interest	5
2	Firm Qualifications & Experience	30
3	Capacity & Capability to Perform the Work (timeline, assigned team)	25
4	Recruiting Approach	15
5	Proposed Pricing & Contract	25
Maximum Points		100

As the KPF D is a public entity, please note that submittals are not confidential. Firms may notate areas where they would like confidentiality maintained, if at all possible, although it cannot be guaranteed by the KPF D. Proposed pricing cannot be marked as confidential.

RFP Selection Process Estimated Timeline

May 4: RFP released

May 18: Due Date for responses

May 19: Committee review, interviews determined

May 26: Interviews conducted. Decision of selected search firm made, recommended to the Board and contract negotiation commences.

June 2: Proposed start date for executive firm to begin

3.0 SUBMITTAL REQUIREMENTS

The KPF D invites qualified firms to submit Letters of Interest and Statements of Qualifications and Experience for consideration to provide services on the following project: assist the KPF D board in developing our Executive Director profile, recruiting and hiring the organization's next Executive Director. The summary of qualifications should include, at a minimum, a coversheet that contain pertinent contact information (i.e. firm name, address, phone and fax numbers, and name of project manager), as well as identification of all key personnel.

Submissions including letter of interest, resumes, statement of qualifications and cost proposals must be received by Vicki Martin, Kitsap County Buyer, no later than 2:00 pm local time on or before Tuesday, May 18, 2021. Any submittals received after the due date and time will not be accepted. The KPF D reserves the right to reject any or all submittals, to waive any or all submittals received, to re-advertise for submittals to award in whole or in part to one or more proposers, or take any other such actions that may be deemed to be in the best interests of the KPF D.

Offers shall be submitted to the Kitsap County Buyer at the location specified below in a sealed envelope or package provided by the offeror and shall include the offeror's name and address, the Request for Proposal (RFP) name and number, and the submittal due date clearly identified on the outside of the envelope or package. The offeror is responsible for the timely delivery of submitted offers, regardless of the delivery method. Offerors should allow sufficient time to ensure timely receipt by the County. Offers received after the submittal due date and time will not be opened or considered. The timeliness of offer submissions is determined by the County. **Postmarked, telegraphic (facsimile) or emailed offers will not be considered.**

Responders shall submit one (1) signed original and six (6) copies along with one (1) electronic copy (on CD or USB drive-.PDF format) of their proposal to:

By mail to:

Vicki Martin, Buyer
Kitsap County Purchasing Office
614 Division Street, MS-7
Port Orchard, WA 98366

OR

For hand delivery, express, or courier:

By Appointment – call 360-.337.4788

Vicki Martin
Kitsap County Administration Building
Purchasing Office – Fourth Floor
619 Division Street
Port Orchard, WA 98366

Sealed proposals will be accepted no later than Tuesday, May 18, 2021 at 2:00PM at which time they will be recorded and forwarded to Kitsap Public Facilities District. Any questions regarding this project should be directed to Vicki Martin, Kitsap County Buyer, at vmartin@co.kitsap.wa.us Additional information supplied based on questions asked by perspective respondents will be provided by Kitsap County via posting on the County's website.