

**REQUEST FOR PROPOSALS FROM CONSULTANTS TO PROVIDE
EXECUTIVE RECRUITMENT SERVICES IN RECRUITING AN EXECUTIVE
DIRECTOR FOR THE HAWAII COMMUNITY DEVELOPMENT AUTHORITY**

The State of Hawaii, Hawaii Community Development Authority (HCDA) invites proposals from consultants to provide executive recruitment services in recruiting an Executive Director for the agency.

A copy of the Request for Proposals (RFP) can be downloaded by accessing the State Procurement Office website page at: <http://spo.hawaii.gov/> or at the HCDA website at: <http://dbedt.hawaii.gov/hcda/> copies are also available at the address listed below between the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday, except for State holidays.

Seven (7) copies of the proposal are due and must be received by HCDA on or before 2 p.m. Hawaii Standard Time, Friday, February 26, 2016. Proposals should be mailed or hand delivered to:

**Executive Search Committee
Hawaii Community Development Authority
547 Queen Street
Honolulu, Hawaii 96813**

HCDA reserves the right to amend this RFP by written addenda, to amend the schedule provided herein, or to reject any and all proposals where HCDA deems it is in the best interest of the State of Hawaii.

For more information, contact Tommilyn Soares at (808)594-0300 or by email at tommilyn.soares@hawaii.gov

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SECTION A: BACKGROUND

In 1976, the Hawaii State Legislature created the Hawaii Community Development Authority (HCDA) to plan, regulate and implement redevelopment of community development districts throughout the State. The HCDA is responsible for the planning, establishing regulations, and development of underutilized areas of the State designated by the State of Hawaii Legislature. HCDA is currently responsible for the redevelopment of the Kakaako Community Development District within urban Honolulu, the Kalaeloa Community Development District in Leeward Oahu and Heeia Development District in Windward Oahu.

SECTION B: PURPOSE AND OBJECTIVES

The purpose of this RFP is to solicit proposals from consultants to provide executive recruitment services to an Executive Search Committee (ESC) appointed by the HCDA in recruiting an Executive Director for the agency.

SECTION C: SCOPE OF WORK

The Scope of Work in general involves development and implementation of an executive-level recruitment and subsequent hiring of an Executive Director for the HCDA. At a minimum the scope of work will include the following:

1. Review the current position description (PD) for the Executive Director and conduct discussions with the ESC in areas where the PD should be modified to address the current and future requirements and also leadership goals of the agency;
2. Based on the feedback from the ESC, revise and update the position description for the Executive Director; coordinate with the ESC to establish minimum qualifications for the Executive Director position;
3. Assist the ESC to establish the Executive Director's salary;
4. Coordinate to establish a proactive recruitment plan for attracting executive-level candidates with the ESC;
5. Actively solicit interest from executive level candidates with essential qualifications from Hawaii, the U.S. mainland and around the Asia Pacific region;
6. Assist the ESC to create a short list of qualified candidates; perform background checks and conduct interviews with those candidates;
7. Assist the ESC in all phases of recruitment and hiring of the HCDA Executive Director; Attend ESC meetings as necessary

SECTION D: GUIDELINES FOR RESPONDING TO RFP

1. Conditions

- a. The contract will be a fixed fee contract.
- b. Preparation of the proposal shall be at the consultant's expense.
- c. The proposal may be organized in any manner the consultant believes will best present the information required in Section D.2.
- d. All changes to the RFP will be made by the HCDA in the form of a written addenda.
- e. The consultant shall provide in writing those portions of the un-priced proposal that contain trade secrets or other proprietary data that are to remain confidential. Pursuant to Hawaii Administrative Rules §3-122-58, material designated as "confidential" shall be readily separable from the proposal in order to facilitate inspection of the non-confidential portion of the proposal.
- f. The consultant and any sub-consultant must comply in all respects with contract provisions as contained in, but not limited to, Federal Register 24 CFR, Part 85, and to all other pertinent Federal, State and County laws such as the following: Equal Employment Opportunity, Non-Discrimination in Employment, Anti-Kickback Act, Labor Standards, Work Hour, Women's Business Enterprises, Non-Segregated Facilities, Environmental Protection, Conflicts of Interest, Access, Inspection and Retention of Work and Records, Consolidated List of Persons or Firms Currently Debarred, Violations of Various Public Contracts Acts Incorporating Labor Standard Provision, Unauthorized Lobbying, Affirmative Action, and Interest Exclusion.

2. Proposal Content

All proposals are to contain, at a minimum, the following information:

- a. Qualifications and Technical Specifications
 - (1) A description of the consultant's organization including the affiliation and responsibilities of the project team members, sub-consultants, and lead person who will be assisting the ESC.
 - (2) A general statement of qualification identifying the consultant's and sub-consultant's relevant experience or specialized knowledge in:
 - (a) Human Resources;
 - (b) Executive Level recruitment;

- (c) Executive Level recruitment for governmental agencies;
 - (d) Compensation and Benefits; and
 - (e) Familiarity with HCDA goal and mission.
- b. A detailed work plan, which shall include at a minimum:
 - (1) A description of the consultant's understanding of the scope of work contained in Section C of this RFP and their proposed approach for completing the identified tasks and the services to be provided. Restatement of the scope of work will not be sufficient. Also, the consultant may choose not to include all tasks identified in the scope of work or to propose an alternative scope of services. However, if any identified task is not included in the proposal, or if an alternative scope of services is provided, the consultant must provide a justification.
 - (2) An estimated time schedule for each task and the level of personnel that will be assigned to each task.
 - (3) Information and assistance that is anticipated to be required by the consultant from HCDA.
- c. The proposal shall be signed by an individual authorized to bind the consultant and shall contain a statement that the proposal is a firm offer for a forty-five (45) day period. The proposal shall also provide the following information: name, title, address, and telephone number of the individual who may be contacted during the period of the proposal evaluation and with authority to negotiate and contractually bind the company.
- d. Cost: Provide an itemized budget for the project that is consistent with work plan referenced in Section D.2.b. of this RFP.

SECTION E: CONSULTANT SELECTION PROCEDURE

1. Only proposals received on or before the due date contained in Section J below will be considered.
2. Proposals which do not fully comply with the proposal content in Section D.2. will not be considered.

3. An Evaluation Committee has been formed by HCDA to evaluate the technical and cost portion of each proposal.
4. If deemed necessary, the Evaluation Committee may conduct interviews or discussions with consultants who submit proposals determined to be acceptable or potentially acceptable to being selected for award. HCDA reserves the right to accept proposals and make an award without such discussions. Consultants may be asked to disclose potential conflicts of interest during the selection process.
5. This RFP may be canceled if determined that doing so would be in the best interest of the State.
6. In making the final selection, the Evaluation Committee will review and evaluate all proposals relative to the Evaluation Criteria in Section G of this RFP.

SECTION F: DISCUSSION WITH CONSULTANTS

1. Before conducting any discussions pursuant to Section E.4. Of this RFP, a “priority list” shall be generated by the Evaluation Committee.
2. In order to generate a priority list, proposals shall be classified initially as acceptable, potentially acceptable, or unacceptable.
3. All responsive and responsible consultants who submit acceptable or potentially acceptable proposals are eligible for the priority list.
4. If numerous acceptable and potentially acceptable proposals have been submitted, the Evaluation Committee may rank the proposals and limit the priority list to at least three responsive and responsible consultants who submitted the highest-ranked proposals.
5. Those responsive and responsible consultants who are selected for the priority list are referred to as the “priority-listed consultants.”
6. Discussions will be limited to only “priority-listed consultants.”

SECTION G: EVALUATION CRITERIA

The Evaluation Committee will review and evaluate all proposals based on the following criteria:

- a. Method, approach, and technical capabilities, including human resources management and compensation and benefits, for completing the scope of work (40%);
- b. Experience in conducting executive level search, particularly for government agencies (30%);

- c. Experience in working with government agency executive search committees including community members (20%);
- d. The total budget request submitted, competitiveness, and fairness of price (10%).

SECTION H: CONTRACT AWARD PROCEDURES

Upon selection, the consultant will be awarded a fixed fee contract. The contract duration shall be for a period of six (6) months from the date of issuance of the Notice to Proceed. HCDA reserves the option to amend the contract scope, standards of performance, time of performance, and other benchmarks after the contract award, if deemed necessary in the best interest of the State of Hawaii.

SECTION I: PRE-PROPOSAL MEETING

No Pre-Proposal Meeting will be held for this solicitation. Written questions from consultants in the form of electronic mail will be accepted until the end of business day Tuesday, February 16, 2016. A consolidated response to any questions will be provided to those consultants who submitted questions. Questions should be submitted to the contact person listed in the RFP notice.

SECTION J: PROPOSAL DUE DATE

Seven (7) copies of the consultant's proposal are due and must be received by the Hawaii Community Development Authority, 547 Queen Street, Honolulu, Hawaii, 96813, no later than 2:00 p.m. Hawaii Standard Time, Friday, February 26, 2016. Proposals received after this deadline will not be considered.