

EXECUTIVE SEARCH CONSULTING SERVICES SCOPE OF WORK

FOR THE
HAWAII COMMUNITY DEVELOPMENT AUTHORITY

November 2015

BACKGROUND:

The Hawaii Community Development Authority (HCDA), a body corporate and public instrumentality of the State, was created in 1976 by the Hawaii State Legislature to engage in timely planning, establishment of regulations, and initiation of development of underutilized areas in the State (see Section 206E, Hawaii Revised Statutes). Governance is via a 17-member board of directors that comprise the “Authority.” Currently, HCDA has three community development districts – Kaka’ako, Kalaeloa and Heeia. For more background on HCDA, potential offerors are encouraged to visit HCDA website at www.hcdaweb.org.

The Executive Director serves as the Chief Executive Officer of the Authority and is directly responsible to the Authority for the implementation of the Authority’s policies, the administration of its activities, and for carrying out the Authority’s instructions. The Executive Director is an “at-will” position that serves at the pleasure of the Authority and does not require State Senate confirmation.

The incumbent Executive Director informed us of plans to retire from his post effective December 31, 2015. The current staff of the HCDA consists of 23 FTEs. This position is exempt from State civil service, but features other State fringe benefits including vacation, sick leave, health benefits, and retirement.

SCOPE OF WORK:

Executive search consulting services shall, at a minimum, include:

1. Providing professional guidance to the Authority and execution of the local search for a new HCDA Executive Director;

2. Handling all administrative aspects of the search, including, but not limited to, design and placement of recruitment announcement, receiving/processing applications, interacting with applicants such as acknowledging receipt of applications, scheduling interviews, and thanking all candidates;
3. Working with the Authority on developing candidate criteria and interview questions based on the position description; and
4. Interacting on an as-needed basis with a search committee and/or the Authority in reviewing applicants, and performing reference and background checks of top candidates.

TIME OF PERFORMANCE & OTHER FACTORS:

The consultant shall be able to mobilize immediately upon notice to proceed to provide services in the scope of work as described above. A preliminary schedule has yet to be determined.

When responding with a quote, the offeror shall indicate the number of searches for positions of similar nature/responsibility (i.e. Executive Director or Chief Executive Officer, especially in the non-profit/government field) that offeror has successfully conducted in the past 12 months in Hawaii.

Please respond with a written quote, any associated documentation about the offeror and/or the firm, along with a fee proposal.