

**Request for Proposal
Executive Director Recruitment**

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Section I. INTRODUCTION

The Puget Sound Clean Air Agency requests proposals for the following purpose according to the terms and conditions attached. In this RFP, the terms "bidder," "contractor" and "consultant" are used interchangeably.

Purpose: To solicit proposals to provide services for the following project: The Puget Sound Clean Air Agency Board of Directors is seeking support for the recruitment of an Executive Director for the Puget Sound Clean Air Agency. The selected bidder will work with the Board of Directors, a Board of Directors sub-committee and agency staff in the development and implementation of a national recruitment effort.

Schedule: The following is a tentative schedule of events:

<u>DATE</u>	<u>EVENT</u>
January 27, 2010	Release of RFP
February 9, 2010	Proposals due by noon
February 12, 2010	Agency selects winning bidder
February 16, 2010	Contract preparation
February 22, 2010	Contract term begins

June 30, 2010

Contract terminates

Contact Project Manager For Further Information: Questions on the requirements of this RFP or how to apply should be directed by telephone, e-mail, or in writing to the Project Manager.

Project Manager:	Maryann G. Renzi
Phone Number:	206-689-4041
E-mail address:	maryannr@pscleanair.org
Mailing Address:	1904 Third Avenue, Suite 105 Seattle, WA 98101

The Project Manager is the sole point of contact in the agency for this RFP. Any other communication will be considered unofficial and non-binding on the agency.

Agency Not Obligated By This RFP. Release of this RFP or selection of a bidder does not obligate the agency in any way to contract for the services specified herein or approve or expend any funds for the services described herein. Such funds shall only be approved or expended by the agency subsequent to execution of a contract between the agency and the successful bidder.

The agency will not be liable for any costs incurred by any bidder in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP. No claim for reimbursement of time, material or travel expenses shall be made by a bidder against the agency, regardless of the results of the selection process.

Bidders should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of a bidder's proposal. It is understood that submitted proposals will become part of the agency's records on this matter without obligation to the agency.

Minority and Women-Owned Business Participation. The agency encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this RFP or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in contract documents will apply.

Bidders may contact OMWBE at (360) 753-9693 or www.omwbe.wa.gov to obtain information on certified firms.

Section II. BACKGROUND AND SCOPE OF SERVICES

The Agency is a municipal corporation responsible for protecting and enhancing the air quality in King, Kitsap, Pierce, and Snohomish counties in the state of Washington. The Agency has approximately 70 staff in three divisions and annual budget of approximately \$20 million. There are three division directors, six department managers and an Executive Director. The Agency is governed by a nine-member board of directors representing the four counties and the largest city in each of the 4 counties within our jurisdiction, with the ninth member representing the public at-large.

The Agency enforces air quality regulations and provides technical assistance to over 4,000 permitted businesses, some as large as the Boeing Company, and many as small as neighborhood "mom-and-pop" gas stations. The Agency monitors and reports the air quality status in our four counties, and notifies citizens, businesses, and local governments when we need them to curtail pollution-causing activities during poor air quality events.

With the exception of the management staff, the Agency's employees are members of the Teamster's Union. Agency management and the union bargain a new collective bargaining agreement every three years. The Agency is in the second year of the most recent agreement.

The Executive Director reports to the Board of Directors. The Executive Director's role has both an internal and external focus; the external focus is local, regional, national and international. The Executive Director works closely with the Board of Directors, Agency Advisory Council, Legislative staff, and other government agencies, non-profit and for profit organizations to fulfill the mission of the agency. The Executive Director's direct reports are the three division directors. More information about the Agency can be found at the Agency website: <http://www.pscleanair.org>.

The Agency is seeking a consultant to assist the Board of Directors in its national recruitment effort for the Executive Director position. The current Executive Director is resigning in February 2010. The Agency desires to complete the recruitment and hiring process by June 30, 2010.

Specific tasks under this RFP will include the following 15 (fifteen) tasks:

- Task 1:** Create a national marketing and recruitment plan for approval by Board sub-committee
- Task 2:** Develop a position description based on existing profile, additional feedback from Board sub-committee and external resources for similar air quality agency positions.
- Task 3:** Create and place advertisements (online and/or newspapers; may include locating and utilizing industry or position-specific sites or publications).
- Task 4:** Follow up on leads from the Board of Directors and/or Agency regarding potential candidates at other agencies/firms

- Task 5:** Review resumes and screen applicants against competencies and metrics agreed upon by Board sub-committee
- Task 6:** Present regular, in-person updates to the Board sub-committee and/ or full Board on recruitment progress
- Task 7:** Conduct telephone and in-person screening interviews
- Task 8:** Administer assessments for final candidates as deemed necessary by Board sub-committee
- Task 9:** Present final candidates to the Board sub-committee as early as possible but no later than May 30, 2010.
- Task 10:** Upon request by the Board sub-committee, coach the Board regarding the interview process.
- Task 11:** Create questions based on final skills and competencies for the Board's final round of in-person interviews utilizing behavioral-based questions as appropriate
- Task 12:** Develop, implement and manage the in-person, final applicant interview process, i.e. arrange timelines, appointments, interview packets, etc
- Task 13:** Upon request, participate in final round of in-person interviews.
- Task 14:** Conduct reference and background checks for final candidates
- Task 15:** Assist the Board in extending final offer to successful candidate, declines to unsuccessful candidates and complete all final paperwork by no later than June 30, 2010.

Section III. CONTRACT TERM

The contract is anticipated to commence February 22, 2010 and continue through June 30, 2010. Any amendments extending the period of performance shall be at the sole discretion of the agency.

Section IV. FORMAT AND CONTENTS OF PROPOSALS

Format. The agency prefers proposals submitted in hard copy meet the following format (for proposals submitted electronically, please see Section V below):

- Submitted on white recycled paper, stapled (not bound), and printed double-sided.

- No longer than twenty (20) 8½ x 11 double-sided sheets of paper. (Do not send samples of work unless requested by the agency.)
- No three-ring, spiral bound, or plastic bound proposals.
- No card stock or colored paper.

Contents of Proposals. Proposals should include all the items identified in this RFP, with emphasis on conforming to the RFP requirements, and clarity of content. Elaborate or unnecessarily lengthy submittals are discouraged.

Proposals must include all of the following information:

- **Title Page** - Bidders shall place as the first page of their proposal a completed copy of the RFP Title Page, attached to this RFP as Appendix 5. This form must include the name of the individual who is the primary contact for the bidder during the proposal evaluation, the contact's position, telephone number, fax number, and e-mail address. The Title Page must also contain the signature of a person legally authorized to bind the bidder. The bidder must also certify the length of time the proposal will remain in effect (minimum 120 days) and the length of time that all prices will remain in effect (minimum twelve months).
- **Table of Contents** - Clearly identify material contained in the proposal by section and page number.
- **Objectives (Section I)** - Identify the objectives of the project and describe the scope of work from the bidder's perspective.
- **Relevant Experience of Bidder (Section II)** - Provide a description of the bidder's organization, agency or firm. Describe all experience relevant to this contract and provide at least three appropriate references which include contact name, address, and current telephone number.
- **Work Statement (Section III)** - Describe the work to be performed. Include all relevant information regarding how the contract objectives will be met. Bidders must address each of the tasks outlined above in Section II - BACKGROUND AND SCOPE OF SERVICES and describe how they will accomplish the tasks within the proposed project budget.
- **Schedule of Deliverables (Section IV)** - Provide a list of all work products and a schedule of work to be done which shows timelines for specific tasks, if needed.

- **Budget and Cost Breakdown (Section V)** - State total costs, including sales tax if applicable. Identify all personnel who will be involved in the contract by name and include their hourly or daily rate of compensation and the number of hours or days their services will be used for each task.

Signature. All proposals shall be signed by the bidder.

Number of proposals. If submitted by hard copy, bidders must submit one signed original of the bid and one copy.

Section V. SUBMISSION OF PROPOSALS

Introduction. Proposals may be submitted in hard copy, fax, or electronically. Bidders are solely responsible for ensuring proposals are delivered on time and assume the risk for the method of delivery chosen. Submitted bids are considered final. Late proposals will not be accepted. Any correction or resubmission by the bidder will not extend the submittal due date.

Specific Instructions for Submitting Proposals By Hard Copy. The bidder shall submit two complete copies of the proposal in a sealed envelope that is plainly marked in the upper, left-hand corner with the name and address of the bidder. The agency address should contain the name of the project, the project manager, and the term
CONFIDENTIAL.

Bids for this proposal are due no later than noon on February 9, 2010 and must be delivered to:

Receptionist
Puget Sound Clean Air Agency
1904 Third Avenue, Suite 105
Seattle, WA 98101

If proposals are mailed, they must be received by the agency by noon on the due date. Bidders mailing proposals should allow normal delivery time to ensure timely receipt of their proposals by the agency. The agency assumes no responsibility for delays caused by any delivery service, including the U. S. Postal Service.

Specific Instructions for Electronically Submitting Proposals. Proposals submitted electronically must be submitted as an attachment to an e-mail message to [Carol Pogers](mailto:Carol.Pogers@pscleanair.org) at RFP@pscleanair.org. Proposals must be received by the agency by noon local time in Seattle, Washington, on February 9, 2010. Attachments to an e-mail message shall be in Microsoft Word format, Microsoft Excel or Adobe PDF. Zipped files cannot be received by the agency and cannot be used for submission of proposals. Bidders should include the title of the project and the name of the project manager in the subject line of the e-

mail. The agency does not assume responsibility for any problems in the e-mail transmission.

Bidders submitting proposals by e-mail must include with their proposal, signed and scanned copies of Appendices 3, 4, and 5. In addition, bidders shall send hard copies with original signatures, of Appendices 3, 4, and 5 to the Project Manager.

General Provisions Applicable to All Proposals

Instruction to Bidders. The attachments to the Request for Proposal, identified as Appendices 1, 2, 3, 4, and 5 are an integral part of the Request for Proposal and set forth policy and compliance requirements.

Disposition of Proposals. The agency reserves the right to reject any and all proposals received without penalty and to not issue a contract as a result of this RFP.

Rejection of Proposals. The agency will reject a proposal for any one of the following reasons:

- A proposal does not include all the information listed in Section IV of this RFP, Format and Contents of Proposals.
- A proposal is received any time after the above date and time set for receipt of proposals.
- A proposal is not signed by the bidder.
- A proposal does not contain signed Appendices 3, 4 and 5.
- Two copies of the proposal are not submitted (if submitted by hard copy).

Discrepancies. If discrepancies between sections or other errors are found in a proposal, the agency may reject the proposal. However, at its discretion, the agency may correct any mathematical errors. Bidders are responsible for all errors or omissions in their proposals, and any such errors will not diminish a bidder's obligations to the agency.

Clarifications. The agency reserves the right to obtain clarification of any information in a bidder's proposal or to obtain additional information necessary to properly evaluate a proposal.

Proposals Become Property of the Agency. All proposals become the property of the agency, and are subject to disclosure under the state public disclosure laws. Any information in a proposal that a bidder desires to claim as proprietary and exempt from disclosure under RCW 42.17 must be clearly designated as such. The agency will consider a bidder's request for exemption from disclosure to the extent permitted by law.

Section VI. PROPOSAL EVALUATION CRITERIA

The agency will evaluate all proposals and award points (100 points maximum) based on the following criteria:

1. **Level of qualification** - experience, knowledge and local availability of primary project personnel.
(Total possible points – 25)
2. **Responsiveness to the RFP** - understanding of the project, project purpose and the importance of the project to the interests of the agency.
(Total possible points - 25)
3. **Project organization** - responsiveness to the specific tasks outlined in the work statement.
(Total possible points - 25)
4. **Total budget proposal** - proposed cost of project, including total costs, costs of specific tasks and hourly rates.
(Total possible points - 25)

The agency reserves the right to select a bidder without further discussion of the proposal submitted. Therefore, proposals should be submitted initially on the most favorable terms bidders can propose.

Section VII. SELECTION OF SUCCESSFUL BIDDERS

The successful bidder will be selected based on the above criteria. Selection is expected to be made no later than February 12, 2010.

Section VIII. PROTEST PROCEDURE

Who May Protest. This procedure is available to bidders who submit a response to this RFP. Any bidder who wants to protest the agency's selection of a successful bidder must submit a written protest to the agency within 7 calendar days of receiving written notification from the agency of the selection of the successful bidder. (A protest is considered submitted to the agency on the date the agency actually receives the protest, not the date the protest is mailed.)

Protest Procedures Must Be Followed. Bidders protesting the agency's selection of a successful bidder must follow the procedures in this section. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available under this RFP.

Protest Procedures. All protests must be in writing and signed by the protesting party or authorized agent. Protests must include the name and address of the protesting party, a

detailed description of the specific grounds for the protest and all supporting documentation, and the specific relief requested. Protests must be addressed to the agency Project Manager. Protests may be submitted by e-mail, but must be followed by an original signed document.

Only protests stipulating an issue of fact concerning the following subjects will be considered:

- A matter of bias, discrimination or conflict of interest by the evaluator, or
- Errors in computing scores, or
- Noncompliance with procedures described in the RFP.

Protests will be rejected as without merit if they address issues such as an evaluator's judgment on the quality of a proposal, or the agency's assessment of its own needs or the needs or requirements of other agencies.

Protest Review. Upon receiving a protest, the agency will hold a protest review. The agency Executive Director or designee not previously involved in evaluating the bids received will consider the record and all available information, and issue a written decision, usually within ten business days of receipt of the protest.

In the event a protest may affect the interest of other bidders that submitted proposals, the agency will provide such bidders an opportunity to submit their views and any relevant information on the protest to the agency. Such information will be considered during the protest review.

Agency Determinations. After holding a protest review, the agency will make one of the following determinations:

- The protest lacks merit and uphold the agency's original action; or
- Technical or harmless errors in the agency's RFP process were made, the agency is in substantial compliance, and the protest is rejected, or
- The protest has merit and the agency will take appropriate action, which may include:
 - correct the errors and reevaluate all proposals,
 - reissue the RFP and begin a new process, or
 - other courses of action as appropriate

If the agency determines the protest is without merit or rejects the protest, the agency will proceed with contracting with the apparently successful bidder. If the agency determines the protest has merit, the agency will take one of the alternatives described above.

Section IX. CONTRACT PREPARATION

RFP Tracking No.: RFP2010-5

The selected contractor will enter into a contract with the agency as a condition of receiving funds. Contract preparation will begin promptly upon selection of contractor. Before beginning contract discussions with project manager, the successful bidder should become familiar with the agency's standard contract language, included as Appendix 2 in the RFP.

This material is available in alternate formats for individuals with disabilities. Please contact Carol Pogers by e-mail: CarolP@pscleanair.org, or by phone: (206) 689-4080 or 1-800-552-3565, ext. 4080.