

## REQUEST FOR QUOTE: CEO EXECUTIVE SEARCH

## RFQ 24-0218

## QUESTIONS &amp; ANSWERS

1. Why is the CEO position open? Is this due to the consolidation efforts referenced in the RFO document, or is there another driving factor?

**Response:** Chief Executive Officer for the soon-to-be Hillsborough and Pinellas multi-county workforce development area is a new position. Refer to [RFQ 24-0218](#) section II. Background.

2. Is there an pre-existing position specification on file for this role?  
(\*\*Note: We acknowledge and realize this may need to be revised, or organically developed moving forward\*\*)

**Response:** Chief Executive Officer for the soon-to-be Hillsborough and Pinellas multi-county workforce development area is a new position. It will be the responsibility of the selected firm/consultant to develop the position specification in coordination/collaboration with the Hillsborough/Pinellas Consortium Advisory Committee and other key stakeholders. Refer to [RFQ 24-0218](#) section III. Scope of Services.

3. Is there a pre-established budgeted compensation range for this position to include base, and incentive?
  - a. Base Salary: High to Low Range?
  - b. Incentive Compensation based on performance objectives/KPIs, or other?

(\*\*Note: We realize there may be a market analysis evaluation, and further input required by your vendor of choice\*\*)

**Response:** Chief Executive Officer for the soon-to-be Hillsborough and Pinellas multi-county workforce development area is a new position. This position is subject to Section 7013 of Public Law 109-234 limits salary and bonus compensation for individuals who are paid by funds appropriated to the Employment and Training Administration (ETA). Discussion regarding the CEO compensation package will be held with the selected firm/consultant.

4. What is the scope of budget responsibility to include top line revenue, or funds?

**Response:** The budget for the soon-to-be consolidated entity is not yet known as the multi-county workforce development area is not effective until July 1, 2024. For the most recent audited financials for each entity, click on the below links:

[CareerSource Pinellas](#)

[CareerSource Tampa Bay](#)

5. Will the CEO position be onsite, remote, or a combination of both?

**Response:** The role of the CEO will be delivered in a hybrid work model that encompasses a blend of in-office, remote and on-the-go responsibilities, and duties.

6. Will we be notified, or is there a specific date/time responses will be posted for these questions on the link referenced below and in the attached document? [https://careersourcetampabay.com/about-us/how-to-work-with\[1\]us/](https://careersourcetampabay.com/about-us/how-to-work-with[1]us/)

**Response:** Questions and answers to the RFQ will be posted on CareerSource Tampa Bay's website at <https://careersourcetampabay.com/about-us/how-to-work-with-us/> . It will be the responsibility of the interested firm/consultant to view the website. Notification will not be provided by any other means.

7. How many FTE's employees will this CEO oversee to include direct, and indirect reports?

**Response:** The number of employees for the soon-to-be consolidated entity is not yet known as the multi-county workforce development area is not effective until July 1, 2024. The current number of FTEs including state staff (functionally supervised):

CareerSource Tampa Bay	
Position/Title	Total Positions
Accounting Manager	1
Administrative Compliance Specialist	1
Executive Administrative Assistant	1
Business Development Manager	13
Career Coach	23
Chief of Community Talent Development	1
Contact Center Specialist	1
Data Analyst	1
Director of Business Services	1
Director of Information Technology	1
Director of Programs	3
Director Of Student Engagement	1
Disability Navigator	1
Facilities Manager	1
Facility Technician	1
Finance Specialist	1
Fiscal Compliance Coordinator	1
HR Generalist	1
HR Manager	1
Information Technology Manager	1
IT Support Technician	1
Job Order Lead	1
Job Order Unit Technician	3
Lead Business Development Manager	1
Lead Career Coach	3
Marketing Outreach Specialist	1
MIS Coordinator	1
MIS Data Entry Specialist	4
Program Coordinator	8
Program Monitor	2
Program Specialist	4.5
Public Relations Manager	1
Quality Assurance Coordinator	1
Recruiter	9
Recruiting Coach	3
Recruiting Coordinator	1
Resource Specialist	9
Senior Accountant	1
Senior Director of Development	1
Senior Performance Analyst	1
SVP & Chief Operating Officer	1
SVP & Chief Financial Officer	1
VP Fiscal and Administrative Compliance	1
VP Human Resources & Professional Development	1
VP Program Services	1
VP Public Relations & Marketing	1
VP MIS & Data Services	1
Welcome Center Lead	2
Workshop Instructor	3
<b>Total</b>	<b>124.5</b>

State staff, functional supervision (approx) 19

**Total** 143.5

CareerSource Pinellas	
Position/Title	Total Positions
Business Services Representative	6
Career Counselor	13
Chief Executive Officer	1
Chief Financial Officer	1
Coordinator	3
Director	3
HR Director	1
Lead	2
Navigator	1
Specialist	15
Supervisor	7
Technicians	7
<b>Total</b>	<b>60</b>

State staff, functional supervision (approx) 15

**Total** 75

8. Will the respondents responses to the Response Requirements outlined be held in confidence, and not shared in a public format, online, or other for competing vendor respondents to see, or review?

(\*\*Note: We consider some of the items requested as proprietary information, and just want to make sure it's not displayed in a public forum.\*\*)

**Response:** Pursuant to Section 445.007, Florida Statutes, regional workforce boards) are subject to Florida Sunshine Laws (chapters 119 and 286 and s. 24, Art. I of the Florida State Constitution). The bidders acknowledge that the Organizations are subject to Florida's Public Records and Sunshine Laws. Accordingly, materials produced by the Respondents under this RFQ, as well as certain meetings and other communications, are subject to such laws. Refer to RFQ 24-0218 section VIII. General Conditions.

9. After further reviewing the RFQ, could you please provide clarification on the weighting or scoring criteria for question 4C, requesting specific search examples of CEO placements for Local Workforce Boards? Although our firm has placed hundreds of CEOs nationwide for various large nonprofits and associations, our firm does not have supplemental examples of Workforce Board CEO placements to provide.

**Response:** A respondent will be evaluated on the following:

Criteria	Points
Experience and Qualifications	35
Approach and Strategy	35
Fees	30
Total	100

The specific search for positions of CEOs for local workforce development boards is one of eight equally weighted factors that will be considered for Experience and Qualifications.