



**REQUEST FOR QUOTE (RFQ)  
CEO Executive Search  
RFQ 24-0218**

**Issued December 13, 2023**

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## **I. Introduction**

Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay and WorkNet Pinellas, Inc. dba CareerSource Pinellas (collectively referred to as “the Organizations” or “multi-county regional workforce development area”) are seeking a Request for Quote (RFQ) from qualified firms or consultants to conduct professional services associated with completing an executive search for the recruitment of a Chief Executive Officer for the Organizations. Your firm, among others, is invited to submit a RFQ on a competitive basis in the format described herein. This RFQ establishes requirements and defines responsibilities of the respondent to launch the search for the person who will serve in this role. The term "Respondent" refers to any person or organization responding to this RFQ.

## **II. Background**

The Organizations, 501(c)(3) non-profit entities, have been appointed and designated by its respective County Commissioners to act as the local area workforce boards for Hillsborough and Pinellas Counties. Effective July 1, 2024, all incorporated and unincorporated areas within Hillsborough County and Pinellas County will be consolidated and have been designated by the Governor of the State of Florida as a multi-county regional workforce development area. The consolidation is a required component of the Reimagining Education and Career Help (REACH) Act, passed by legislature and signed into law by Governor Desantis in 2021 which mandates a reduction in the number of local workforce development boards and a comprehensive review to enhance outcomes for businesses and individuals. A Hillsborough/Pinellas Workforce Development Consortium composed of the Chief Elected Officials of Hillsborough County Board of County Commissioners and Pinellas County Board of County Commissioners has been delegated the responsibility of Chief Local Elected Official for the multi-county regional workforce development area.

CareerSource Tampa Bay programs and initiatives are fully supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture as part of awards totaling \$23,377,669. CareerSource Pinellas is funded entirely by federal grants. Accordingly, 100% of the cost will be financed with federal funding from the US Departments of Labor, Health and Human Services and Agriculture as part of awards totaling approximately \$13,812,000.

## **III. Scope of Services**

The selected Repondent will:

- A. Work in close coordination with the Consortium Advisory Committee to understand the organizational landscape, including challenges to the Organizations and opportunities.
- B. Develop the ideal profile for the CEO and the skill set required to be successful. This includes identifying factors beyond desirable education, experience, and background of the candidates. Identifying requisite management skills and leadership style necessary and appropriate for the position is also expected.
- C. Review and offer suggestions for ensuring the completeness of CEO position description. The position description signals not only the depth of thought that has gone into the search process, but it must be attractive and inspiring to top performers. Please submit three (3)

or four (4) job descriptions that you have helped develop for other clients.

- D. Develop a plan to advertise, recruit, and select applicants who will meet the leadership expectations of the Organizations and the communities served. Recruitment strategy shall include Local Workforce Development Boards, State Level Workforce organizations, National Workforce Associations, and any additional appropriate venues identified by the Respondent.
- E. Specify how the candidate pool will be developed. Emphasis should be given on diverse candidates with workforce board experience. Provide examples of recruitment literature/brochure successfully used by the search firm in other executive searches.
- F. Review all resumes for background, qualifications, and credentials. Specify the selection criteria used. Prepare a written summary of candidates with the most promising qualifications.
- G. Evaluate candidates for serious consideration by conducting in-depth background and reference checks with individuals who are or have been able to evaluate the candidate's performance on the job. Prepare a short list of three to five qualified candidates and present to the Consortium Advisory Committee with a written report of each candidate's background noting strengths and weaknesses.
- H. Recommend and finalize a process with the Consortium Advisory Committee for interviews and coordinate the candidate's participation in interviews. Assist in developing the interview questions and other evaluation tools and tests that will provide insight into the talents and abilities of each candidate.
- I. Provide the Consortium Advisory Committee written status reports/updates weekly. Keep candidates apprised of their status.
- J. Assist and provide guidance to the Consortium Advisory Committee in the final selection of the candidate and structuring the job offer, the employment package, and relocation (if applicable) with the finalist.
- K. Notify candidates that were not selected.
- L. Maintain and allow for inspection or copying all records related to the CEO hiring process in accordance with the Public Records Law.
- M. Reinstate additional executive searches, at no fee to the Organizations, if successful candidates leave (via resignation or termination with or without cause) the employment of the Organizations within 180 days of placement.

A successful search is one that ends in the recruitment of a candidate who meets all the job requirements and qualifications and receives approval for hire by the Organizations. The end of engagement will be marked by a signed letter of hire and the candidate starting work as CEO of the Organizations and remains employed beyond 180 days. The Organizations anticipate filling this position by late March/early April 2024.

## IV. Timeline

Solicitation Action	Date
Issue RFQ	December 13, 2023
Question & Answer Period	December 18-22, 2023 (closes at 5:00 PM EST, 12/22)
Notice of Intent	January 5, 2024, 1:00 PM EST
Responses Due	January 12, 2024, 2:00 PM EST
Evaluation of Proposals	Begins January 22, 2024, 3:00 PM EST
Notification of Award	To be determined*
Anticipated Contract Begin Date	To be determined*

\* An amendment to the RFQ will be posted once the expected time frame is known.

## V. Response Requirements

1. Respondents shall follow the instructions in this RFQ in order to be considered fully responsive. Submissions shall be concise and easily understood.
2. Each Respondent agrees that the preparation of all materials and all presentations are at the Respondent's sole cost and expense, and the Organizations shall not, under any circumstances, be responsible for any costs or expenses incurred by a Respondent.
3. The response shall include the following content and in the following order:
  - A. Introduction. Provide the official name, address, phone number, fax number and email of the Respondent's firm, as well as the name of the principal contact person and the name of the person authorized to execute the contract.
  - B. Respondent Company Information.
    1. How long has the firm been in business under the present name and structure? Provide any other names under which the firm has done business and the date it operated under each name and the locations at which it operated under each name.
    2. State of Incorporation/Formation and the date incorporated/formed/qualified to do business.
    3. Are you affiliated with any other business entity, i.e., are you a subsidiary, do you have subsidiaries or joint partnerships? If yes, please identify the organization(s) and the relationship(s).
    4. How long has the company been at the location which you designated above as the company address? How many other company locations do you have and in what cities are they located?
    5. Current total number of individuals employed by the firm nationally and total number of individuals employed at the above listed address.
    6. Describe any prior or pending litigation, either civil or criminal, which may affect the performance of the services to be rendered, in which the firm, any of its employees, subcontractors or sub-consultants is or has been involved within the last three (3) years. Include the nature, resolution and/or current status of the litigation.

### C. Experience and Qualifications

1. What is the focus of your firm (what are the primary purposes of the firm)? What are the primary markets served?
  2. Provide a detailed description of comparable public and private contracts (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past three years. The description should identify for each project: (i) the client, (ii) description of work, (iii) total dollar value of the contract, (iv) contract duration, (v) customer contact person and phone number for reference, (vi) the results of the project, and (vii) tenure of the selected candidate in the position. Where possible, list and describe those projects performed for governmental clients or similar size private entities.
  3. Provide at least three (3) references for services performed for similar organizations to the multi-county regional workforce development area, if possible).
    - a. Include size of the entity and the name, address and telephone number of a contact person currently available.
    - b. Include specific corporations in which you have placed candidates at the level of CEO.
  4. How many searches have you done for positions of Chief Executive Officer for Local Workforce Boards? Of these, how many were for jurisdictions with populations of 2,500,000 or more? Of these, how many for the State of Florida?
  5. Is your firm an active/current member of the Association of Executive Search Consultants (AESC)? If your firm is not a current AESC member, is it willing to abide by/adhere to the Professional Guidelines and Ethics of the Association of Executive Search Consultants (AESC) <https://www.aesc.org/about-us/our-standards> ?
  6. Names and a brief description of the experience and qualifications of the proposed staff member(s) who will be performing the services.
  7. What distinguishes your firm from your competitors
8. Approach/Strategy Used to Perform Project
- a. A brief description of your approach and strategy
  - b. How do you develop a candidate pool?
  - c. How do you develop selection criteria and test competencies?
  - d. What is your interview process?
  - e. How do you set expectations with the Organizations' Selection Committee?
  - f. Methods used to communicate and to work with the Organizations and its designated representatives.
  - g. Tentative schedule/timetable for each phase of the project.
  - h. Detail number of current engagements and confirm ability to focus on the Organizations' recruitment.
  - i. Describe major challenges to a CEO search and how the project team will address them.
  - j. Provide a project schedule identifying specific key tasks and duration from inception of project up through the hiring of the CEO. The project schedule should include milestones, such as:
    - a. Development of Job Description (JD) and salary range
    - b. Posting position and length of time.

- c. Screening applicants for qualifications and length of time
  - d. Conducting interviews and length of time
  - e. Presenting top candidates to the Organizations' Selection Committee.
  - f. Approval of finalists
  - g. Sending Conditional job
  - h. Sending Rejection letters
  - i. CEO first Day of Work
  - k. What progress reports would be made, in what format, and at what stages of the project?
9. Additional Material
- a. A sample of any standard contract normally used by the Respondent.
  - b. Philosophy and policies regarding client satisfaction and guarantee in the event of an unsuccessful search or premature (within one year of appointment) dismissal/termination or resignation of identified candidates. State any guarantees offered.
10. Fees
- a. The total cost, as well as an itemized breakdown of the cost associated with major or important components of the search, as determined by the Respondent.
  - b. Clearly define, identify, and provide an estimate of additional services and/or reimbursable expenses not included in the basic fee.
  - c. Guarantees.
    - i. Describe any guarantees and the nature of the guarantees that you are willing to make with regard to the quality of your work, including any guarantee relating to any early separation of the selected candidate.
    - ii. Describe the process if the Selection Committee is not satisfied with the presented slate of candidates.

## C. Q&A, Notice of Intent, and Submission

### 1. Question and Answers

Questions and/or requests for clarification may be emailed to [rfp@careersourcetb.com](mailto:rfp@careersourcetb.com) any time between the release of the RFQ through December 22, 2023 at 5:00 PM, EST. The subject line shall read "**CEO Executive Search – Q&A**". Verbal questions and/or requests for clarification will not be accepted.

Responses will be posted at <https://careersourcetampabay.com/about-us/how-to-work-with-us/>.

*The Organizations reserve the right to reject any or all questions and/or requests for clarification, in whole or in part.*

*To avoid actual or perceived conflict, or undue influence over the process, all Respondents are prohibited from contacting any Board member, committee member, or staff (other than*

*the contact listed above) of the Organizations regarding this RFQ. Contact with anyone on any matters related to this RFQ are grounds for disqualification of the prospective Respondent.*

## 2. Notice of Intent

Qualified firms or consultants who are interested in submitting a response are requested to email a notice of intent to [rfp@careersourcetb.com](mailto:rfp@careersourcetb.com) no later than 1:00 PM, EST on January 5, 2024.

The subject line shall read “CEO Executive Search – Notice of Intent”. The notice of intent shall include the following:

- Entity Name
- Contact name, phone number and email address

## 3. Submission

Responses shall be received no later than 2:00 PM, EST on January 12, 2024.

Responses may be sent via U.S. Mail, Courier, Hand Delivered or emailed to the location and individual indicated below:

- U.S. Mail, Courier or hand delivered response shall be clearly labeled “CEO Executive Search” and submitted as follows:
  - One paper original in a single pdf and one electronic pdf on a thumb drive delivered to:  
CareerSource Tampa Bay  
Attention: Anna Munro  
4350 West Cypress Street, Suite 875  
Tampa FL 33607
- If emailing a Response, it must be submitted as a single pdf document to [rfp@careersourcetb.com](mailto:rfp@careersourcetb.com). The subject line shall read “CEO Executive Search – Response”

*Any response, or portion thereof, received after the submittal deadline will be declared nonresponsive and will not be considered.*

## VI. Notification of Award

The Organizations shall post an amendment to the RFQ with the intended award date at <https://careersourcetampabay.com/about-us/how-to-work-with-us/> The Organizations shall not provide notices of award by any other means.

## VII. Small Businesses, Minority-Owned Firms, and Women’s Business Enterprise

Small businesses, Minority and female-owned businesses are encouraged to apply. No individual shall be excluded from participation in, denied benefits of, subjected to discrimination under, or



denied employment in the administration of or in connection with any services provided under the RFQ because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

## **VIII. General Conditions**

- A. Assignment of Contract. No third party contracts or subcontracts will be allowed, unless specifically approved, in writing by the Organizations.
- B. Applicability of Sunshine Laws. 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.
- C. Confidentiality and Safeguarding of Information. The entity awarded the contract may have access to confidential information during the course of performing the services described in this RFQ. The entity must implement procedures to ensure protection and confidentiality of all data, files and records involved with this contract.
- D. Reserved Rights. The rights reserved by the Organizations, which shall be exercised in its sole and absolute discretion, and shall be at no fault, cost or liability whatsoever, include without limitation, the right to:
  - 1. Supplement, amend or otherwise modify or cancel any provisions set forth in his solicitation at any time.
  - 2. To accept or reject any or all responses, to re-advertise this RFQ, to postpone or cancel this process and to change or modify the project schedule at any time.
  - 3. Disqualify any respondent that submits an incomplete or inadequate response or is not responsive to the requirements of this RFQ.
  - 4. Waive any defect, technicality or irregularity in any response received.
  - 5. Require additional information and/or oral presentation from one or more respondents to supplement or to clarify the RFQ submitted.
  - 6. Determine whether the respondent's written or oral representations are true, accurate and complete or whether the respondent has adequately responded and has the necessary experience, including seeking and evaluating independent information on any respondent.
  - 7. Consider any information submitted that is not requested by the Organizations in a proposal response as supplemental information and not subject to evaluation by the selection committee.
  - 8. Unless otherwise specifically proposed by the respondent, the Organizations reserves the right to hold such pricing as effective for the entire intended contract term.
  - 9. End contract negotiations if acceptable progress is not being made within a reasonable time frame.
  - 10. Change specifications and modify contracts as necessary to (a) facilitate compliance with the legislation, regulations.
  - 11. Request additional services. If the respondent is to be engaged to perform any additional services, the scope and fee will be negotiated in a separate contract to be awarded as a result of this solicitation. Such contracts, including provisions for additional fees, are valid only if approved in writing by both the respondent and the Organizations.