

HILTON HEAD ISLAND ECONOMIC DEVELOPMENT CORPORATION

**REQUEST FOR PROPOSALS
EXECUTIVE SEARCH SUPPORT
RFP 2014-0006**

The Hilton Head Island Economic Development Corporation (EDC) is soliciting sealed proposals from qualified executive search firms to provide services supporting the selection of its first Executive Director. Demonstrated experience conducting searches for Executive Directors of economic development entities, preferably in a start-up environment, is required.

Sealed proposals are due by **2:00 pm, March 3**. Sealed proposals should be hand carried or delivered by traceable means to the Receptionist at One Town Center Court, Hilton Head Island, SC 29928. Proposals must be clearly marked "RFP 2014-0006 Executive Search Support." Proposal pricing must be good through **June 3, 2014**. Proposals must fully address all requirements to be considered responsive.

This RFP and exhibits may be viewed at www.hiltonheadislandsc.gov/government/procurement. For questions about this RFP, contact Nancy Gasen at 843-341-4621 or nancyg@hiltonheadislandsc.gov. Questions or requests for clarification may be submitted in writing by no later than **February 24**. Responses will be published on the Town of Hilton Head Island's website as an RFP addendum.

The EDC reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified offerors, or to cancel in part or in its entirety this RFP if it is in the EDC's best interest to do so.

This solicitation does not commit the EDC to award a contract or to pay for any costs incurred in the preparation of your proposal or to procure or contract for any goods or services.

Your proposal must be signed by an official of your company authorized to commit to and enter into a formal contract for goods and services.

The EDC does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

1.0 SPECIAL INSTRUCTIONS TO OFFERORS:

1.1 Purpose of RFP

This request solicits proposals to conduct a search for the Hilton Head Island Economic Development Corporation's first Executive Director. The Scope of Work for this search can be found in **Exhibit 1** of this document.

It is the intent of the Economic Development Corporation's Board of Directors to select the most qualified search firm based on an evaluation of the proposals utilizing the following selection criteria:

- Demonstrated understanding of the scope of work as reflected by proposal
- Total cost of services
- Quality of work for referenced clients of similar size and scope
- Qualifications and experience of personnel proposed for this engagement

1.2 Information about the Town of Hilton Head Island

The Town of Hilton Head Island is a barrier island on the Atlantic coast of South Carolina. The island is located about 30 miles from Savannah, Georgia and about 90 miles from Charleston, South Carolina. The Town provides services for approximately 40,000 residents and 2.5 million visitors annually. More information about the Town can be found on the website at www.hiltonheadislandsc.gov.

1.3 General Background Information

Last summer Hilton Head Island's Town Council authorized the creation of a nonprofit Economic Development Corporation (EDC) to establish a formal presence and point of contact for economic development activity on Hilton Head Island. The mission of the EDC is to encourage, develop and enhance local economic development and redevelopment required to sustain the quality of life on Hilton Head Island over the long term. The EDC is charged with creating a climate to attract and retain business investment potential, broadening and deepening the economy by coordinating economic regeneration under a singularly focused business entity.

Town Council approved the appointment of seven (7) charter members to serve as the EDC Board of Directors. Each member has specific skills and capabilities that are suitable to advance economic development efforts and are consistent with Town Council policy goals and the Mission of the Corporation. The Board is eager to hire the Corporation's first Executive Director to further its mission and is seeking experienced support in its search for a highly qualified professional.

1.4 Submittal Format

At least one (1) original and five (5) copies of a proposal containing general sections in the following format should be submitted:

1. **General Information:** Describe size, resources and business history of your firm. Describe the location where primary services are to be provided and your ability to meet in person with the Economic Development Corporation Board or other personnel when required during the Contract term.
2. **Response to Scope of Work:** Demonstrate your understanding of executive search in the economic development area as detailed in the Scope of Work (Exhibit 1). This understanding should contain a detailed explanation of your methodology/approach for conducting the search. Describe your availability to conduct this search (in an expedited manner, without sacrificing quality of placement) and include any conditions that may restrict availability. Include a proposed schedule reflecting available start date, interim search phase dates, anticipated on-site meetings, and estimated completion date.
3. **Proposed Cost:** Provide an overall price for all services to be performed based upon the outlined Scope of Work, inclusive of all reimbursable expenses. Detailed cost breakdown should address the following:
 - (a) Executive search fee description and cost (address how the fee is determined - a flat \$ amount, % of compensation, etc.). Include typical payment schedule.
 - (b) Estimated itemized expenses not included in executive search fee

In addition, provide estimated contact hours with Town Staff and Board members needed to provide a quality, cost effective placement.

Describe/quantify any options for reducing overall cost without negatively impacting service quality (including if a member of Town Staff or the EDC Board were to act as the key point person with your firm acting as a consultant). If applicable, also describe any guarantee associated with placement.

4. **Firm Experience with Similar Searches:** Describe your firm's experience conducting searches as described in the Scope of Work. **Experience conducting searches for Executive Directors of economic development entities, preferably in a start-up environment, is required.** Provide a representative list of searches similar to that being requested by the EDC. The list should include search location, client, client's email address and telephone number, services provided by your firm, and term of services. References must be for searches conducted in the past 10 years. You may also describe any special experience, insight or qualifications that may differentiate your firm from others and prove particularly beneficial to this project.
5. **Qualifications and Experience of Assigned Personnel:** Identify search manager/primary point of contact and key staff to be assigned, along with their expected services related to the Scope of Work. Resumes and work experience related to searches similar to the EDC's search should be included for each individual referenced.

2.0 ADMINISTRATIVE AND CONTRACTUAL INFORMATION

2.1 Inquiries

All inquiries for information regarding procurement procedures, selection criteria, proposal submission requirements, technical operating environment, or other fiscal/administrative concerns shall be directed to:

Tom Fultz, Director of Administrative Services
E-mail: tomf@hiltonheadislandsc.gov
Phone: (843) 341-4791

All inquiries for information regarding the Scope of Work shall be directed to:
Nancy Gasen, Director of Human Resources
E-mail: nancyg@hiltonheadislandsc.gov
Phone: (843) 341-4621

2.2 RFP Specifications

This RFP is intended to describe the EDC's requirements and provide a response format in sufficient detail to secure comparable proposals.

2.3 Implied Requirements

Products and services not specifically mentioned in the RFP, but which are necessary to provide functional capabilities described by the vendor, must be included in the proposal.

2.4 Vendor-Supplied Materials

Any material submitted by a vendor shall become the property of the EDC unless otherwise requested at the time of submission. Any material considered confidential in nature must be so marked.

2.5 Vendor's Proposals

Vendors must submit a sealed response to this RFP in writing. The vendor's proposal must follow the format provided in Section 1.4 of this document. Any proposals that do not follow the format outlined in this RFP will be deemed non-responsive. Each proposal must be submitted with one (1) original and five (5) copies.

2.6 Economy of Preparation

Proposals should be prepared simply and economically. They should provide a straight forward and concise description of the project proposed. Emphasis should be placed on clarity and content. Any proposal that fails to respond to all the requirements in Section 2 will be deemed non-responsive.

2.7 Conditions of Agreement

The EDC desires to contract with a single offeror or team of offerors. The EDC will select the proposal that in its opinion is best suited to meet the requirements of the EDC. All evaluations will be reviewed utilizing the selection criteria published in this document.

The successful vendor will be expected to enter into contract negotiations with the EDC that will result in a final total price (including search fee and estimated expenses) for the search and all associated support. It is the EDC's intent to use the sample contract agreement for this project (see **Exhibit 2**).

2.8 Response Date

Sealed proposals must arrive at Town Hall on or before the date/time specified in this RFP. Proposals not received by closing time will be returned unopened to vendor after receipt.

3.0 RFP EVALUATION PROCESS

3.1 Review of Proposals

The review of submitted proposals will occur as soon as practical following date they are due. The review process will involve evaluating all proposals for completeness, conformity, clarity, and compliance to the RFP requirements. Proposals not meeting minimum requirements will be considered non-responsive and excluded from further consideration.

3.2 Oral Presentation/Interview

Vendors whose proposals are responsive and considered susceptible for award may be required to make an oral presentation and be interviewed regarding their proposal. If required, it is undetermined at this point whether the presentation/interview will be onsite or via conference call. The EDC anticipates any required presentations/interviews will take place between mid March and mid April.

3.3 Vendor Selection

After the completion of all oral presentations/interviews, the selection committee will identify that offeror who received the highest score using the published selection criteria. The selection committee will forward a recommendation to the EDC Board of Directors outlining the final ranking of those vendors who participated in the interviews and recommend the vendor most qualified to meet the requirements for this search. The successful offeror will be required to accept the terms and conditions of the sample contract for this project. The content of this RFP and the successful vendor's proposal will become a part of the final contract documents. Any additional documentation required by the vendor should be included as part of the proposal for review by the EDC.

Exhibits:

1. Scope of Work
2. Sample Contract Agreement

EXHIBIT 1

EXECUTIVE SEARCH SUPPORT

SCOPE OF WORK

The Hilton Head Island Economic Development Corporation (EDC) Board of Directors is seeking a qualified executive search firm to provide services including, but not limited, to the following:

Establish Search Priorities:

- Gain understanding of EDC mission and objectives for the new Executive Director
- Analyze the challenges unique to the organization and the role of Executive Director
- Determine the skills, knowledge and abilities required; offer perspective on how the Board can best define position needs; challenge assumptions where appropriate; present alternative ideas for how to conceive the role if appropriate
- Develop a customized position and candidate specification, describing the EDC, the role, responsibilities, goals and key challenges of the position as well as the experience, qualifications and competencies required for success
- Support the Board in developing a competitive total compensation package
- Determine the Board's priorities that will guide the search process

Develop and Implement Search Strategy:

- Conduct targeted research into businesses and sectors to find candidates with relevant skill-sets and qualifications; use knowledge of and relationships with other executive directors across related entities and functions to enhance search
- Develop list of prospects best qualified for the role, with the goal of providing distinct options for consideration
- Communicate with third-party contacts to further identify and qualify prospects
- Identify and utilize where appropriate other candidate sources such as advertising via professional associations, local candidate referrals, etc.

Attract and Evaluate Candidates:

- Contact potential candidates to test their interest in the position, drawing on insights about candidate interests and goals to persuade strong prospects to consider the new Executive Director position
- Conduct candidate interviews measuring competencies directly related to the skills, knowledge, abilities and aptitudes outlined in the position specification
- Develop a short list of candidates with the required qualifications and interest in the position
- Take proactive steps to ensure QUALIFIED diverse candidates are reviewed and considered for inclusion

Present Most Qualified Candidates for Interviews:

- Present the most qualified candidates based on in-depth written analysis and evaluation against the specification
- Consider informal external perspectives related to each candidate to confirm and enhance knowledge of the candidate's achievements, past performance and reputation
- Perform an in-depth executive capabilities assessment using recommended evaluation methodology in finalist selection situations
- Facilitate interview debriefing and selection of preferred candidate

Complete the Search:

- After the preferred candidate is selected, conduct thorough background checks and professional references to confirm qualifications/experience/-character, to further assess competencies, strengths and weaknesses, and to obtain additional external views of the candidate
- Assist in negotiations over compensation and other terms to help finalize offer acceptance
- Provide support with selection announcement if desired
- Communicate regularly with the Board and selected candidate during transition

EXHIBIT 2

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT) **AGREEMENT**

THIS AGREEMENT is made this <<Date>> between <<Company Name>> (hereinafter called "Contractor") and the Town of Hilton Head Island Economic Development Corporation (hereinafter called "EDC"), a corporation organized and operated as a nonprofit corporation under the applicable provisions of South Carolina law.

WHEREAS, the EDC has a requirement to <<list service or supply>>;

WHEREAS, the EDC and the Contractor desire to enter into an Agreement wherein the Contractor shall provide such services as set forth herein below.

NOW, THEREFORE, for and in consideration of the mutual promises, undertakings and covenants set forth herein, the receipt and sufficiency of which is acknowledged and affirmed by the EDC and the Contractor, the parties hereto agree as follows:

1. The Contractor shall <<list task or services to be provided>>.
2. The total cost of this contract shall not exceed <<List total cost>>.
3. The term of this Agreement shall be from date of execution to <<date>>.
4. The Chairman of the EDC Board of Directors may terminate this contract in whole or in part at any time for the convenience of the EDC. If the contract is terminated for the convenience, the EDC will pay the contractor for costs incurred to that date of termination.
5. Should any part of this Agreement be rendered void, invalid, or unenforceable by any court of law, such a determination shall not render void, invalid, or unenforceable any other part of this Agreement.
6. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
7. This Agreement may not be modified unless such modification is in writing and signed by both parties.
8. The Contractor may not assign this contract without the prior written approval of the EDC.
9. The Contractor shall defend, indemnify, and hold harmless the EDC, its officers, directors, agents, and employees from and against any and all actions,

costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or on appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the EDC.

10. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this Agreement. Nothing contained herein creates any relationship between the EDC and the Contractor other than that which is expressly stated herein. The EDC is interested only in the results to be achieved under this Agreement, and the conduct and control of the agents and employees of the Contractor and the methods utilized by the Contractor in fulfilling its obligations hereunder shall lie solely and exclusively with the Contractor and its agents and employees shall not be considered agents or employees of the EDC for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the EDC.
11. The Contractor, by signing this Contract, hereby certifies that Contractor shall comply with all applicable requirements of the South Carolina Illegal Immigration Reform Act, S.C. Code Ann. §41-8-10 (2007) et seq., (the "Act"), and that Contractor covenants and agrees as follows:

11.1. Contractor shall not knowingly or intentionally employ any unauthorized alien and, unless excluded from coverage of the "Act", shall verify the work authorization of newly hired employees performing work under the contract by either:

(a) registering and participating in the Federal Work Authorization Program (E-verify) and verifying the work authorization of every new hired employee within five (5) business days after employing employee;
or

(b) employing only workers who, at the time of said employment:

1. possess a valid South Carolina driver's license or identification card;
or

2. are eligible to obtain a South Carolina driver's license or identification card by providing proof of name, social security number and date and place of birth; or

3. possess a valid driver's license or identification card from another state deemed by the Executive Director Department of Motor Vehicles to have requirements at least as strict as those in South Carolina.

Contractor may choose either option 1 (a) or option 1(b) but acknowledges that Contractor cannot use both.

11.2. Contractor agrees to provide to the EDC all documentation requested by it to establish either:

(a) the applicability of the South Carolina Illegal Immigration Reform Act to Contractor; or

(b) compliance with the South Carolina Illegal Immigration Reform Act by Contractor.

11.3. Contractor agrees to include in any contracts with its sub-contractors language requiring its sub-contractors to:

(a) comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws; and

(b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws.

11.4. Contractor acknowledges and agrees that it shall comply with requirements of the Immigration Reform and Control Act of 1986 including the non-discrimination provisions thereof, and shall complete all required I-9 documentation for all workers employed by it.

11.5. Contractor certifies it shall comply with all state, federal, and local laws, rules, regulations and orders applicable to it in performance of work under the contract.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto the date first written hereinabove.

WITNESSES:

CONTRACTOR'S FULL NAME>>

By: _____

Its: _____

WITNESSES:

TOWN OF HILTON HEAD ISLAND ECONOMIC DEVELOPMENT CORPORATION

By: _____

Tom Upshaw

Its: Chairman of the Board