



1100 Confroy Drive  
Suite 1  
South Boston, VA 24592

**BRIGHTER  
BOLDER  
BUSINESS**

**THE INDUSTRIAL DEVELOPMENT AUTHORITY (IDA)  
OF HALIFAX COUNTY, VIRGINIA**

**REQUEST FOR PROPOSALS FOR CONSULTANTS TO PROVIDE  
CONSULTING SERVICES FOR EXECUTIVE DIRECTOR SEARCH**

**February 2, 2021**

The IDA will receive written proposals until **2:00 p.m., Monday March 5, 2021 at the IDA Offices, 1100 Confroy Drive, Suite 1, South Boston, VA 24592.** Submittals must be addressed to **Mike Davidson, Interim Executive Director,** and delivered by parcel post or hand delivery to the above address. Please mark your envelope **"RFP Consulting Services ED Search" Submittals** received after the above time and date will not be considered and will be returned to the Offeror unopened.

**Address all Inquiries and Correspondence to:**

Halifax IDA  
Mike Davidson, Interim Executive Director  
1100 Confroy Drive, Suite 1  
South Boston, VA 24592  
434-572-1734  
mdavidson@HalifaxVirginia.com

**Special Instructions:**

1. Responses must be signed below in ink.
2. Responses will be accepted until the date and hour shown above.
3. This inquiry incurs no obligation on the part of the Halifax IDA.
4. All proposals are considered firm for our acceptance within 90 days after the due date.
5. Halifax IDA may cancel or withdraw a solicitation in whole or in part and reject any and all bids or proposals at any time prior to an award (Section 2.2-4319-Code of Virginia).

**In compliance with Request for Proposal for Consulting Services for Executive Director Search, and all the conditions imposed therein, the undersigned offers and agrees to furnish products/services in accordance with the signed proposal or as mutually agreed upon by subsequent negotiation.**

**Name and Address of Offeror:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Fax:** \_\_\_\_\_





## **I. PURPOSE**

The Industrial Development Authority of Halifax County, Virginia, herein referred to as "the IDA," is soliciting sealed proposals from qualified professional executive search firms to provide all labor, materials and supervision for the recruiting, selecting, and hiring of a qualified individual for the position of Executive Director. The selected consultant will design a diverse recruiting effort and conduct full background, effectiveness and performance assessments of qualified candidates and will be required to work diligently to advance the process, ensuring an expedient hire date for the new Executive Director. Offerors must have a demonstrated record in working with localities or other comparable entities in filling executive-level positions of a similar nature.

It is the IDA's intent that this Request for Proposal is part of a competitive procurement process which helps to serve the IDA's best interests while providing Offerors with a fair opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the process of "competitive sealed bidding." Price is not required to be the sole determining factor, although it may be, and the IDA may negotiate with one or more Offerors to arrive at a mutually agreeable relationship.

## **II. BACKGROUND**

The Industrial Development Authority of Halifax County, established in 1971, is a separately chartered political subdivision of the Commonwealth, allowing the IDA to act with exceptional speed and agility, similar to our most successful businesses.

The Industrial Development Authority (IDA) is tasked with improving Halifax County, Virginia through increased employment and economic growth. In order to best accomplish this mission, the IDA targets industry sectors that are most suited for success in Halifax County - industries whose needs we can meet, and whose deep sense of community fits ours.

Halifax County is located in rural south-central Virginia. The IDA Executive Director is employed at the pleasure of the Industrial Development Authority Board of Directors. The seven member Board of Directors is appointed by the Halifax County Board of Supervisors. The Executive Director will work in conjunction with the IDA Board of Directors to develop, revise, update and deploy a long-term Strategic Plan to improve the IDA's assets, message, activities and organizational development toward operational efficiency and mission success. The Executive Director will work with the Deputy Director to plan and prioritize best practices for IDA day-to-day operations, work flow,





and marketing. Broad duties and responsibilities include managing the Deputy Director and other staff, overseeing the development and implementation of plans to expand and improve Halifax IDA's physical and fiscal holdings, deploying the targeted marketing strategies and tactics, managing and attending prospect and ally events, developing and coordinating marketing materials, deploying marketing through various media (electronic, social, print, etc.), negotiating agreements and contracts with prospects and current clients, developing and maintaining productive relationships with local, regional, state and federal economic development and community partners and allies. Executive Director candidate must have experience in working within organizational structures like the Halifax IDA. The Halifax IDA is a separate entity from local government. Candidates must be an effective team player and have experience in personnel management, budget preparation, capital improvement planning, strategic and tactical planning.

Additional information is available at [www.HalifaxVirginia.com](http://www.HalifaxVirginia.com).

### **III. EXPECTED ENGAGEMENT PERIOD**

A. The engagement period for the established contract is expected to be three to six months, beginning with contract award, on or near March 19, 2021, and ending at completion of services in accordance with this solicitation.

B. If a candidate has not accepted an offer within six months, the engagement will continue either until an acceptable candidate takes the IDA's offer of employment or until the IDA gives notice to the consultant that the engagement has been terminated.

### **IV. SCOPE OF WORK**

The IDA seeks the following executive search services. The successful firm, herein referred to as "the Consultant" shall perform all tasks under the resulting agreement in accordance with generally accepted standards and provide the IDA with the best possible advice and services within their authority and capacity. The scope of work shall include, but is not limited to, the following:

#### **A. Perform Needs Assessment**

The Consultant shall confer with the Board of Directors and designated staff to accomplish the following:

1. Become familiar with the mission, goals, and objectives of the IDA
2. Obtain information on the IDA's organization, structure and culture
3. Obtain information on the duties and responsibilities of the Executive Director
4. Identify the knowledge, skills, and abilities needed by a successful candidate
5. Identify desirable training, experience, and professional and personal characteristics, and



6. Identify pay, benefit, and other compensation considerations associated with the position.

A candidate recruitment profile that includes the selection criteria determined in the needs assessment shall be provided by the Consultant.

#### **B. Identify Potential Candidates**

The Consultant shall plan and execute a comprehensive recruitment effort to attract a diverse pool of candidates. Efforts shall include, but are not limited to, advertising both in print and online, network/industry contacts, and referrals. The Consultant will prepare recruitment materials, including advertisements, letters, brochures, and other documents and online media used for the recruitment.

The Consultant will solicit interest in the position from qualified candidates; receive, acknowledge and screen applications; and evaluate information in résumés and cover letters based on the criteria developed as part of the needs assessment. The Consultant must respect and guard the candidates' confidentiality throughout the entire selection process and provide timely acknowledgement and periodic updates to applicants.

#### **C. Conduct Candidate Screening**

After identifying those candidates whose qualifications most closely match the criteria established by the IDA, the Consultant shall analyze and assess the professional and personal qualification and achievements of each, matching their credentials with the position specifications. This shall include, but is not limited to, reviewing résumés, verifying past employment, performing reference checks, verifying education, and reviewing candidates' public internet profile to include online media reports, websites, social media, etc. The Consultant may also conduct phone screening interviews with each of these candidates to verify and expand on their experience and qualifications and interest in the position. Following the screening, the Consultant shall provide a report to the IDA covering all applicants and recommendations, with written justification of the five to ten candidates who most closely meet the identified specifications. For each of those candidates, the Consultant will prepare a briefing paper or file outlining the respective candidates work and salary history and results of the interviews and background checks.

#### **D. Candidate Interviews**

The consultant shall meet with the IDA to review the list of candidates and assist them in identifying a list of three to seven candidates to interview. The Consultant shall assist the IDA during the interview period by recommending appropriate selection methods, developing interview questions, counseling the IDA on proper interview techniques, coordinating interview schedules, attending the interviews and making additional contacts with the interviewees as needed.





**E. Reference Checks and Verification of Credentials**

Following the interviews, the Consultant shall work with the IDA to select finalist(s). The Consultant shall then conduct more detailed background checks for finalist(s) to include criminal, credit and credentialing checks.

**F. Offer Coordination and Acceptance**

The Consultant shall assist in negotiating the final employment agreement, benefits, and salary. The IDA will provide the Consultant with compensation and benefits information. The Consultant shall assist with any necessary compensation negotiations, and otherwise assist both the candidate and the IDA to reach agreement. Once the selected candidate accepts an offer, the Consultant shall notify non-selectees of the close of the recruitment and selection effort.

**G. Additional Search**

If the successful candidate leaves his/her position as the Executive Director within one year of placement, the Consultant shall reinitiate a one-time additional executive search, at no fee to the IDA.

**V. SUBMISSION OF PROPOSALS**

**A. Submission Procedures**

1. To receive consideration your proposal with original signature along with four (4) copies and one electronic copy must be received in the IDA Office no later than 2:00 pm on March 5, 2021.
2. The original copy must be clearly identified on the outside cover.
3. The submission of proposals by fax, phone, e-mail, or verbal offer will not be accepted.
4. All proposals must be in a sealed package clearly marked "RFP Consulting Services ED Search"
5. It is the responsibility of each Offeror to see that their proposal is in the Office of the IDA by the specified time and date.
6. Please note that some overnight courier services cannot guarantee delivery to this location by 2:00 p.m. and plan accordingly.
7. Any offers or amendments received by the IDA after the date and time specified for the scheduled opening of proposals will not be considered. Date of postmark will not be considered. There will be no extensions and no exceptions.
8. Submittals can be hand-delivered or mailed to the following address:

Halifax IDA  
Attn: Mike Davidson, Interim Deputy Director  
1100 Confroy Drive, Suite 1  
South Boston, VA 24592





**B. Proprietary Information**

All proposals submitted under this RFP shall become the property of IDA and will be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the material is submitted. The written notice must specifically identify the materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method, such as highlighting or underlining, and must indicate only the specific words, figures or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

**C. Proposal Content**

All proposals should be prepared simply and economically. Emphasis should be on completeness and clarity of content. Proposals shall contain the following:

1. Completed cover page of this RFP signed by an authorized representative of the firm
2. A narrative including an overview of the firm's qualifications and experience in providing the services described herein.
3. Resumes of proposed staff to be assigned to the project.
4. A listing of executive searches the firm has successfully completed within the last five years for similar positions. The list should include the position title, the name of the organization for which the search was conducted and the date the search was completed. Contact information for the client organizational must also be provided. If applicable, provide examples of recruitment materials successfully used.
5. A detailed and comprehensive presentation of the firm's approach/plan to recruiting and hiring a new Executive Director.
6. A detailed pricing proposal for the project. The pricing proposal must include all costs to the IDA including the following:
  - a. An itemized list of fees for each provided service
  - b. A payment schedule with each payment tied to a service deliverable or identifiable point in the project.
  - c. A fixed price for all travel required to perform the proposed project as well as any additional travel cost for any supplementary services requested by the IDA (i.e. per trip; per diem; etc.)
  - d. A listing of cost for any additional consulting services associated with the project
  - e. Any cost to the IDA should the IDA not make a selection from the firm's recommended candidates.
7. A project timeline that identifies milestones and key deliverables.
8. A completed copy of any addenda issued.





**D. Additional Information**

Offerors should be as complete as possible in their response. The IDA may contact the Offeror to clarify any response, may solicit information from any available sources concerning any aspect of the proposal, and may review other information deemed pertinent to the evaluation process.

**VI. QUESTIONS & ADDENDA**

**A. Questions**

1. All questions regarding this RFP must be submitted in writing to the Mike Davidson, IDA Interim Executive Director and must be received by the IDA no later than 12:00 pm no later than February 12, 2021.
2. All responses to questions will be provided in an official written addendum distributed no later than close of business on February 15, 2021.
3. The IDA will not assume responsibility for claims of oral instructions.

**B. Addenda**

All addenda issued shall become part of this RFP. It is the responsibility of each Offeror to ensure that they obtain a copy of all addenda. Addenda will be posted on Halifax IDA website, [www.Halifaxvirginia.com](http://www.Halifaxvirginia.com)

**VII. SELECTION PROCEDURE AND EVALUATION OF PROPOSALS**

The evaluation and selection processes will be governed by and completed in accordance with the Virginia Public Procurement Act (VPPA). If any provision of this RFP is found to be inconsistent or in conflict with such policy, the terms of the VPPA shall govern.

**A. Selection Process**

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the IDA shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The IDA may cancel this Request for Proposals or reject all proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was deemed to be most advantageous. Should the IDA determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.





**B. Proposal Evaluation Criteria:**

The following criteria will be used to review and evaluate Offerors' proposals:

1. Qualifications and experience (30 points):  
Firm and individual staff qualifications and experience will be evaluated including, but not limited to, resumes, references, and letters of recommendation. The IDA strongly desires to award a contract to a highly qualified and experienced executive search firm with a strong record of successful recruitment.
2. The Offeror's process/plan for conducting executive searches (30 points):  
The IDA strongly desires a firm with a plan that is comprehensive and provides the most opportunity for success in placing an individual as the Executive Director.
3. Cost (25 points)
4. Timeline for completing the recruitment process (15 points)

**VIII. PAYMENT TERMS**

After work commences, invoices will be submitted monthly to the IDA. Invoices should be submitted to Halifax IDA, 1100 Confroy Drive Suite 1, South Boston, VA 24592 by the 5th of the month.

**IX. SPECIAL TERMS AND CONDITIONS**

**A. Insurance**

The selected Offeror shall, during the entire performance of the contract, keep in force at least the following minimum limits of Insurance:

1. Workers compensation insurance shall comply with requirements of the laws of the Commonwealth of Virginia.
2. Professional Liability - \$1,000,000 - Insurance Coverage for Errors and Omissions on Claims Made Basis
3. General Liability - \$1,000,000 per occurrence - Coverage for personal injury, bodily injury, and property damage
4. Automobile Liability - \$1,000,000 combined - Coverage for owned, hired, non-owned, bodily injury, and property damage

The selected Offeror shall furnish an original Certificate of Insurance prior to commencing work. The IDA shall be named as an additional insured and so endorsed on the policy. No insurance certificate is required at the time of proposal submission.





**B. Termination of Contract for Convenience**

Halifax IDA, by written notice, may terminate the resulting contract in whole or in part when it is determined by the public body to be in the IDA's best interest. Termination shall be effected by serving a notice of termination. In the event of termination pursuant to this paragraph, the IDA shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of this termination.

**C. Termination of Contract by Default**

Should the selected Offeror fail to deliver the services in accordance with the contract terms and conditions, the IDA has the right to terminate any contract resulting from this solicitation for default. Termination shall be effected by serving a notice of termination stating the manner of the default. In the event of termination pursuant to this paragraph, the IDA shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of this termination less any fines or other fees that may be withheld.

**IX. GENERAL TERMS AND CONDITIONS**

- A. All proposals must be submitted in accordance with this RFP. All information received shall become part of the proposal.
- B. The Offeror certifies that it knows of nothing that could raise the issue of conflict of interest with regard to this RFP.
- C. A contract shall be deemed executory only to the extent of appropriations available for the purchase of such the same or similar goods or services as requested in this proposal. Future obligations shall be subject to future appropriations, if any, by the IDA. Nothing contained herein shall be construed to require any future obligation by the IDA.
- D. The award of a contract shall be at the sole discretion of the IDA. The award shall be based upon the evaluation of all information made available to the IDA. The Board reserves the right to enter into any contract deemed to be in its best interest. The IDA shall not be obligated to furnish a statement of the reason why a proposal was not deemed to be the most advantageous.
- E. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract. No fixed price contract may be increased by more than twenty percent (20%) or \$50,000, whichever is greater, of the amount of the contract without the advance approval of the Chairman, and under no circumstances may the amount of this contract be increased, without adequate consideration, for any purpose





(including, but not limited to, relief of the Contractor from the consequences of an error in its bid or offer).

- F. Ownership of all data, materials, and documentation originated and prepared for the IDA pursuant to the RFP shall belong exclusively to the IDA and be subject to public inspection in accordance with the Virginia Freedom of Information Act.
- G. The Offeror agrees that their proposal shall be good and may not be withdrawn for a period of ninety (90) days.
- H. The IDA shall not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal or participating in the interview and negotiation processes.
- I. All proposals shall become the property of IDA. In accordance with the VPPA, they will not be open for public inspection prior to final selection by the IDA.
- J. The IDA reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality in the RFP.
- K. This RFP, any subsequent contract and the work performed there under shall be governed in all respects by the laws of the Commonwealth of Virginia. The Offeror shall comply with applicable federal, state, and local laws and regulations.
- L. The Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this contract, without the prior written consent of the IDA.
- M. The Offeror shall indemnify and save harmless Halifax IDA, its supervisors, officers, agents, servants, and employees from and against any and all liability, claims, losses, suits, legal proceedings, and costs occurring from any cause whatsoever in any work required by this RFP.
- N. By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- O. The Offeror shall agree to the nondiscrimination provisions set out in § 2.2-4311, Code of Virginia.
- P. The Offeror shall agree to the drug-free workplace provisions set out in § 2.2-4312, Code of Virginia.





- Q. The Offeror shall agree to comply with all federal immigration laws. Offeror shall not knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.
- R. In accordance with § 2.2-4311.2, Code of Virginia, Offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 shall include the identification number issued to it by the State Corporation Commission. Any Offeror not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include a statement describing why they are not required to be so authorized.

