

Request for Proposals:

Vice President for People

ORGANIZATIONAL INFORMATION:

Name: **Chesapeake Bay Foundation, Inc.**
Address: **6 Herndon Ave., Annapolis, MD 21403**
Contact: **Willy Agee**

ISSUE DATE:

March 7, 2022

SUMMARY OF NEED:

CBF requires an executive search firm that specializes in executive and senior level non-profit executives. The successful firm will work with CBF's President and CEO and other Executive leaders for coordination of the entire recruitment and hiring process. To be eligible for consideration, the proposing firm must demonstrate that it has successfully completed similar services specifically in the Human Resources category on a national level to those specified in the Scope of Work section of this RFP.

Firm will understand the specific, unique requirements of the CBF Vice President for People role and the necessary knowledge, skills, and experiences of the ideal candidate.

SCOPE OF WORK:

- **Develop a Recruitment Timeline, Strategy & Process**
- **Post and Advertise the Position on a Local, Regional and National Level**
- **Source a Diverse Network of Top HR Leadership Talent**
- **Resume Review and Phone Screen Qualified Candidates in coordination with CBF's President and the search team.**
- **Second Round Interviews by Service Provider**
- **In-person Interviews by CBF internal hiring committee including Executive Management and current HR Team**
- **Conducting In-Depth Reference Checks, Criminal Background Checks and Psychological Profile**
- **Verify Candidate's Education, Experience, and any Other Specialties/Certifications Identified in Process**
- **Contact Candidates Not Selected for the Interview Process**

THE SCHEDULE:

We request that your proposal be delivered electronically to CBF staff member Willy Agee no later than March 18, 2022 by 5pm, EST.

It is the intent of CBF to make a selection no later than April 8, 2022. We will notify you once a decision for award of bid is made.

MINIMUM REQUIREMENTS:

At a minimum, you must be able to provide the following: (or have the following qualifications - list minimum requirements)

- **Must be able to provide a Certificate of Insurance including but not limited to General Liability.**
- **VP-Level recruitment experience with a national reach of candidates**

**MINORITY
PARTICIPATION:**

CBF actively encourages proposals from Small, Women and Minority Owned (SWAM) Businesses. Please note if you are a Small, Women or Minority Owned Business and if you are certified by the State/Commonwealth/DC.

**FOR FURTHER
INFORMATION OR
QUESTIONS:**

Willy Agee
wagee@cbf.org

BID RESPONSE FORM

Please complete the following information for your response:

1. The name and full contact information of your company and, if applicable, any other entity comprising your team: [Attach resumes of individuals involved.]

2. List and describe three projects completed within the previous five years that are relevant to this project. If the relevance is not immediately obvious, please describe briefly the relationship as you see it: [Attach additional information as appropriate.]

3. List three client references and their contact information for whom you or your team members have completed work similar to that described in this RFP:

4. Include basic information and history about the business entity, financial information, technical capability, and any other information you feel is important for us to know.

5. Fee Proposal, detailed to the greatest extent possible – cost for service: hourly rates (if applicable), typical direct out-of-pocket costs such as travel reimbursement and any other anticipated expenses that you foresee:

6. Additional information, such as you/your team member's particular experiences, training, and/or background(s) that may make you uniquely qualified for this position (such as experience with ...): [Attach additional materials as appropriate.]

A successful applicant will need to provide proof of insurance based on the services or product provided.

The undersigned certifies that the information submitted above is true and accurate.

The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have agreed to the provisions of the affidavit.

(Name of Firm)

(Authorized Signature)

(Title)

(Please print Name)

(Date)