

**Request for Proposals
For
Executive Director Search Services
Superior Housing Authority (SHA)**

February 4, 2025

RFP Issued

**February 28, 2025
by 2:00 PM CST**

RFP Responses Due

RFP is available on our website at www.superiorhousing.org

1. Introduction

1.1 Summary

The Superior Housing Authority (“SHA”) is issuing this Request for Proposal (“RFP”) to solicit responses from executive search firms interested in providing services related to identifying potential candidates for the position of SHA Executive Director. After careful review of responses received and associated due diligence performed by the Board of Commissioners of SHA (“Board”), the Board will select one firm to perform the executive search services described in this document.

Respondents will vie for selection to provide executive search services as more fully described in Section 2. The submissions of all respondent firms shall be compared and evaluated pursuant to the evaluation criteria set forth in this RFP.

RESPONDENTS, PLEASE NOTE:

- a) Selection of a respondent under this RFP does not commit SHA to procuring specific services pursuant to this RFP.
- b) The parties will negotiate contract terms upon selection. All contracts are subject to review by SHA legal counsel and approval by the SHA Board. A firm will be awarded the work upon signing of a contract, which will outline terms, scope, budget, and other necessary items. SHA reserves the right to reject all proposals.

1.2 The Superior Housing Authority

The Superior Housing Authority (SHA) is the Public Housing Agency (PHA) for the City of Superior, Wisconsin. Our mission is to serve eligible families and individuals by operating and managing quality, safe, and affordable housing, and connecting those in need with community services that help achieve greater stability and self-sufficiency.

The SHA is currently comprised of 266 conventional public housing units in the City of Superior and administers 184 tenant-based Housing Choice Vouchers and VASH vouchers throughout Douglas County. The SHA also manages nine privately owned, Low-Income Housing Tax Credit (LIHTC) properties in the City of Superior, Wisconsin and City of Duluth, Minnesota.

SHA is governed by a five-member Board of Commissioners appointed by the Mayor with approval of the City Council.

SHA is operated on a daily basis by an Executive Director with a staff of 26 and annual budget authority over \$2.69 million.

1.3 The SHA Search Committee

The Search Committee will be composed of a minimum of 3 and a maximum of 6 Board of Commissioners and/or SHA staff.

2. Services Required

2.1 Context

SHA is seeking to procure the services of an executive search firm capable of conducting a search for candidates qualified to serve as the Executive Director.

2.2 Scope of Services

The executive search firm shall assist SHA in attracting, interviewing, and hiring an Executive Director for SHA.

The services that will be required shall include:

- a) Soliciting input from the Board, or a sub-committee thereof, through meetings and/or interviews to understand the issues, expectations, roles, responsibilities, qualifications, and appropriate experience criteria associated with the position.
- b) Developing a recruitment strategy, process, and timetable for completion of the work in consultation with the Search Committee.
- c) Propose salary range.
- d) Develop Executive Director job description.
- e) Recruiting candidates through several different channels including advertising in nationally recognized publications and websites likely to attract qualified candidates, proactively reaching out to candidates in the marketplace that may not be actively seeking the position, accessing the firm's network of qualified candidates, and other best practice recruitment strategies utilized in the industry.
- f) Assessing the qualifications of interested candidates against those required in the Job Description and recommending potential candidates for interview to the Search Committee.
- g) Supporting the Search Committee and full Board in engaging in a rigorous interview, reference-checking, and hiring process to select the best candidate.
- h) Present five top candidates to the Board.

3. Submission of Responses

3.1 Schedule

- a) The RFP process will proceed according to the following anticipated schedule:

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- b) Responses must be received by the deadline stated above in 3.1.a. If SHA determines that it is in the best interest of SHA to extend the deadline to allow for additional firms to be considered, it will do so. SHA assumes no responsibility or liability for late delivery or receipt of responses.
- c) The responses will be evaluated pursuant to the criteria set forth in this RFP. Notification of selection or non-selection of all respondents who submitted conforming responses will be mailed when the selection process is final.

3.2 Instructions for Submission of Responses

Respondents are cautioned to read carefully and conform to the requirements of this RFP. Failure to comply with the provisions of this RFP may serve as grounds for rejection of a response. Questions regarding this RFP must be submitted to: Pam Benson, Executive Director, at pambenson@superiorhousing.org.

All responses must be submitted electronically in pdf format to:

pambenson@superiorhousing.org

- a) A statement indicating compliance with the terms, conditions, and specifications contained in this RFP must be presented in the response.
- b) Submission of the signed Authorized Respondent's Signature and Acceptance Form (Attachment B) shall satisfy this requirement.

3.3 Information Required

- a) Executive Summary: Respondents should provide a summary of their organization, their qualifications, and their proposed approach for working with SHA. This summary should be a maximum of two pages in length.
- b) Statement of Firm Qualifications: All responses must include a statement of qualifications, experience, and description of the respondent firm and its history. The response should

indicate the firm's current and historical expertise in providing the executive search services identified in the RFP. Specifically, describe the type and number of Executive Director searches completed by the firm, and indicate the subsequent longevity held by successful candidates.

- c) **Staff Qualifications:** All responses must include names and titles of each individual who will be providing the executive search services as well as written description of the individual's experience. All respondents must identify the individual(s) who will have primary responsibility for contact and communications with SHA and the person who is authorized to negotiate and contractually bind respondent. SHA reserves the right to investigate and review the background of any or all personnel assigned to work under the Contract, thereto, and, based on such investigations, to reject the use of any persons within SHA's discretion.
- d) **Approach:** All responses should include a plan for performing the services that articulates what services and the level of effort that would be required for the engagement.
- e) **Billing Rates and Structure:** Respondent shall provide a cost proposal for their executive search services. As part of the cost proposal, please list each person that may perform services and their title, the proposed rate or blended hourly rate proposed, and the level of involvement anticipated for each component.
- f) **References:** All responses must include references from at least three clients of the firm, and preferably clients who have utilized the firm on matters related to executive search services. The references must include a contact person, a full address, email address and a phone number.
- g) **Nonprofit Experience:** All responses must include a description of the firm's experience in working with nonprofit organizations, public/government entities, and/or associations specifically in the area of an executive search.
- h) Completed Debarment Certification Form (attached)

4. Evaluation Process and Criteria

SHA shall evaluate each response that is properly submitted. After submission and review of responses, interviews may be requested. Selection of a respondent to provide the executive search services will be based on the following criteria:

- a) Experience and qualifications of the firm, and more specifically individual team members to be assigned to the engagement, in performing executive search services for similar governmental and/or private organizations.
- b) Proposal's responsiveness to RFP requirements.
- c) Firm and staff's competence and knowledge demonstrated during the interview process, if applicable.
- d) Price

While the order of these factors does not generally denote relative importance, SHA acknowledges that selecting best value providers primarily requires a balanced combination of (1) reasonable rates and the availability of flat fees, blended rates and caps on fees, and (2) strong experience and demonstrated expertise in providing executive search services.

SHA reserves the right to consider such other relevant factors as it deems appropriate to hire the best value provider of the executive search services. SHA may or may not seek additional information from respondents prior to making a selection.

This RFP does not commit SHA to select any firm, pay any costs incurred in preparing a response, or procure or contract for any services or supplies. SHA reserves the right to accept or reject any or all submittals received, cancel or modify the RFP in part or in its entirety, or change the RFP guidelines, when it is in the best interests of SHA to do so.

5. Other Provisions

5.1 General Information

- a) It is the policy of SHA that contracts are awarded only to responsive and responsible respondents. In order to qualify as responsive, the respondent must respond to all requirements of the RFP in a complete and thorough manner. In order to qualify as responsible, the respondent must demonstrate: (1) the availability of adequate resources and staffing to efficiently and expeditiously service SHA's needs; (2) the necessary experience, organization, qualifications, skills and facilities to provide the types of executive search services set forth in this RFP; (3) a satisfactory record of performance in the provision of the executive search services set forth in this RFP; (4) the ability and willingness to comply with the requirements of Federal and State law relative to equal employment opportunity.
- b) ANY PROPOSAL DETERMINED TO BE NON-RESPONSIVE TO THIS RFP, INCLUDING INSTRUCTIONS GOVERNING THE SUBMISSION OF PROPOSALS, WILL BE DISQUALIFIED WITHOUT EVALUATION UNLESS THE EVALUATION COMMITTEE DETERMINES THAT THE NONCOMPLIANCE IS INSUBSTANTIAL.
- c) SHA makes no guarantee that any specific executive search services will be purchased pursuant to any Contract entered into with respondent as a result of this RFP.
- d) Unless otherwise specified in this RFP, all communications, responses, and documentation must be in English, and all cost proposals or figures in US currency. All responses must be submitted in accordance with the specific terms of this RFP.
- e) Respondents are prohibited from communicating directly with any employee of SHA except as specified in this RFP, and no other individual employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this RFP.
- f) The goal of this RFP is to select and enter into a Contract with the respondent that will provide the best value of executive search services to achieve the procurement goals of SHA. Respondents are therefore invited to propose alternatives which provide substantially better or more cost-effective performance than achievable under a stated RFP specification.
- g) Costs that are not specifically identified in the respondent's response and/or not specifically accepted by SHA as part of the Contract will not be compensated under any contract awarded pursuant to this RFP. SHA shall not be responsible for any costs or expenses incurred by Respondents in responding to this RFP.
- h) Respondent's submitted Response shall be treated by SHA as an accurate statement of Respondent's capabilities and experience. Should any statement asserted by respondent prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for rejection of the response and/or of any resulting

contract. The RFP evaluation committee will rule on any such matters and will determine appropriate action.

- i) SHA reserves the right to amend the RFP at any time prior to the deadline for submission of responses. Respondents will be notified by addenda.
- j) Submitted responses must be valid in all respects for a minimum period of one hundred and eighty (180) days after the deadline for submission.
- k) SHA's prior approval is required for any subcontracted services under any Contract entered into as a result of this RFP. Selected respondents are responsible for the satisfactory performance and adequate oversight of their subcontractors. Subcontractors are required to meet the same requirements and are held to the same reimbursable cost standards as the selected respondents.
- l) The Contract entered into as a result of this RFP shall be on a fee for service basis. It is anticipated that SHA shall select one respondent to this RFP and intends to enter into a Contract with one respondent. It is anticipated that the term of the Contract entered into pursuant to this RFP will be for a term of at least twelve months, with options for SHA to renew it at its discretion.

5.2 Waiver Authority

SHA reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the response, to accept or reject any or all responses received, and/or to cancel all or part of this RFP at any time prior to awards.

5.3 Disclaimer

This RFP does not commit SHA to award any funds, pay any costs incurred in preparing a response, or procure or contract for services or supplies. SHA reserves the right to accept or reject any or all responses received, negotiate with all qualified respondents, cancel or modify the RFP in part or in its entirety, or change the response guidelines, when it is in its best interest.

DEBARMENT CERTIFICATION FORM

The Contractor certifies that, neither the Contractor firm nor any owner, partner, officer, or principal of the Contractor:

- a. Is presently debarred or suspended from covered transactions by any federal or state department/agency;
- b. Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; or
- d. Has within a three-year period preceding this certification had one or more public transactions or contracts (federal, state or local) terminated for cause or default.
- e. The Contractor is "Actively" registered with SAMS (Service for Award Management), and has been assigned the following DUNS Number: _____
_____.

The Contractor further certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who discloses to Contractor that it is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

Dated this _____ day of _____, 20_____

By _____
Authorized Signature for Contractor

Printed Name and Title

Addendum "A"

Executive Director Search Services

for the

Superior Housing Authority

HOUSING AUTHORITY OF THE CITY OF SUPERIOR, WISCONSIN

P.O. BOX 458

1219 N. 8TH STREET

SUPERIOR, WI 54880

PHONE (715) 394-6601

FAX (715) 394-3512

February 18, 2025

Re: Executive Director Search Services Request for Proposals Addendum "A":

To Whom It May Concern:

The Superior Housing Authority (SHA) is amending the Executive Director Search Services Request for Proposals (RFP), with the following additions/changes:

- **Revise – Section 3.2 – Instructions for Submission of Responses** – the following forms are not required to be submitted with Proposals:
 - Pg. 4 b. Submission of the signed Authorized Respondent's Signature and Acceptance Form (Attachment B was not included with the RFP; therefore, not required); however, must provide item 3.2 (a) statement of compliance.
- **Revise – Page 9 – Debarment Certification Form** – e. DUNS number is not required; however, Contractor must certify that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor that discloses to Contractor that it is, debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency. The RFP has been updated on our website at www.superiorhousing.org and includes Addendum A.

Please date, sign and e-mail a copy of Addendum "A" (page 2) to Rhonda Berg, Confidential Office Manager, at rhonda@superiorhousing.org prior to the bid opening or include with proposal that is due on February 28, 2025 at 2:00 p.m., CST.

If you have any questions or concerns, please feel free to contact Rhonda Berg, at (715) 718-8142.

Sincerely,

Pam Benson

Pam Benson
Executive Director

Contractor Signature

Date Addendum "A" (2-pages) received

Company Name

Phone

Address

Fax

City, State, Zip

E-mail address