**To:** KCHRA Governance Committee

**Date:** June 18, 2020

**Subject:** Executive Recruiting Firm Update, King County Regional Homelessness Authority

**From:** Bobby Humes, Director, Seattle Department of Human Resources

**Purpose:** Seattle Department of Human Resources (SDHR) is seeking approval by the KCRHA Governing Committee (GC) to contract with the Hawkins Company to conduct a nationwide search to identify diverse and well-qualified candidates to serve as the first CEO of the KCRHA.

**Background and Options:** SDHR solicitated proposals in February 2020 for capable CEO recruitment firms. Two qualified firms responded, The Hawkins Company and Workplace Change submitted proposals by the March 18, 2020, deadline. Both met the minimum qualifications to proceed:

* Five (5) years’ experience conducting outreach resulting in placement at a senior level
* Five (5) years’ experience using an applicant tracking system

With only two qualified firms, the KCRHA staff working group discussed whether to extend the RFP timeline to allow more firms to bid given potential Covid-19 impacts or proceed with the two respondents. The City of Seattle procurement rules prohibited an extension because the posted deadline had passed. Starting a new RFP process would have created a significant delay in the CEO hiring process and the onset of operations of the KCRHA, and thus the staff work group decided to proceed with the evaluation of the two search firms.

**Proposal Evaluation:** The proposal evaluation committee was comprised of 14 individuals: staff from the City of Seattle, King County, Sound Cities and individuals with lived experience to review and evaluate the proposals.

*WorkPlace Change* is a women/minority owned firm committed to diversity and inclusion. Based out of Portland Oregon, this firm has significant government experience and works with a variety of clients from Fortune 500 to startups. In the searches they lead, WorkPlace Change ensures that at least 25% of the finalist pool is comprised of women and people of color

Proposal Overall Score: 23 out of 100 (average score)

Proposal Strengths: Women/BIPOC owned business; Regional recruiting experience

Proposal Weaknesses: Not enough substantive information related to the RFP; No costing information

*The Hawkins Company* is an African American owned executive search firm formed in 1984. It is recognized as a boutique firm with an expertise in diversity recruiting. The founding member previously served many years as a senior leader with nationally acclaimed executive recruiting firm Korn Ferry. Hawkins has conducted over 700 searches in the private, public, and nonprofit sectors. They currently have a similar recruitment under way for an Executive Director for the Los Angeles Homeless Services Authority (LAHSA), the regional homelessness authority in LA.

Proposal Overall Score: 89 out of 100 (average score)

Proposal Strengths: Experience and qualifications; Staff with lived experience; Delivery of services

Proposal Weaknesses: HQ not located in Seattle

**Recommendation:** The evaluation committee recommends The Hawkins Company. Hawkins has vast experience recruiting across all sectors. They conduct 70% of their searches nation-wide and specialize in presenting diverse candidates to their clients. The Hawkins Company placement rates exceed 90% and almost all hired candidates remain in their positions beyond two years. Hawkins is committed to working with the Governing Committee, Implementation Board, key partner organizations and members of the community to understand our local priorities for the KCRHA and our expectations of the CEO. While their recent recruitment for LAHSA has yielded a candidate pool that could seed the candidates they develop for us, Hawkins has committed to a full local and national search, including cultivating potential candidates from communities demonstrating innovation and best practices in addressing homelessness.

**Next Steps:**

1. Finalize statement of work
2. Execute contract
3. Firm begins CEO search

**Attachments:**

Attachment A: Average Proposal Ratings

Attachment A

2020 King County Regional Homelessness Authority CEO Candidate List Creation Project  
Request for Proposals Evaluation Form

***e per proposal. Save a with e proposal firm name and your initials included (Req***

# Experience Evaluation:

|  |  | **Hawkins Company** | **Workplace  Change** |
| --- | --- | --- | --- |
| **Criteria** | **Maximum Point Value** | **Average Score** | |
| Does the firm have experience to address the specific requirements in the RFP (5 years or more of advertising, receiving, and reviewing applications through an applicant management system)? |  |  |  |
| Has the firm demonstrated past engagement with communities to ensure candidates have the capabilities to meet their needs?  Has the firm demonstrated and understanding of leading with Racial Equity and Social Justice and Targeted Universalism when it comes to providing executive level staffing services in the public sector specifically human services?  Does the firm have experience centering communities and clients most impacted into the recruitment, decision making, and selection of public sector executives? |  |  |  |
|  | **25** | **24** | **12** |

# Delivery of Services Evaluation:

|  |  | **Hawkins Company** | **Workplace Change** |
| --- | --- | --- | --- |
| **Criteria** | **Maximum  Point Value** | **Average Score** | |
| Has the firm demonstrated a complete understanding of the purpose and scope of the project, including what is expected of the firm? |  |  |  |
| Did the firm identify its firm’s methodology for maintaining highly qualified and diverse candidate pool? |  |  |  |
| Has the firm demonstrated an understanding of the schedule and can the firm meet the schedule and timelines? |  |  |  |
|  | **20** | **19** | **7** |

# Cost Section Evaluation:

|  |  | **Hawkins Company** | **Workplace Change** |
| --- | --- | --- | --- |
| **Criteria** | **Maximum Point Value** | **Average Score** | |
| Does the proposal provide a detail cost breakdown for the project related to tasks, deliverable and hours? |  |  |  |
| Does the cost proposal stay within the $ budget limit? |  |  |  |
| Was the firm the low bidder? |  |  |  |
| Were the proposal rates all-inclusive including travel and per diem? |  |  |  |
|  | **15** | **11** | **0** |

# References Section Evaluation:

|  |  | **Hawkins Company** | **Workplace Change** |
| --- | --- | --- | --- |
| **Criteria** | **Maximum Point Value** | **Average Score** | |
| Does the proposal provide a meaningful breakdown of tasks, scope, communication, and ownership demographic? |  |  |  |
| Did firm address their competitive edge? |  |  |  |
|  | **15** | **14** | **4** |

**Interviews:**

|  |  | **Hawkins Company** | **Workplace Change** |
| --- | --- | --- | --- |
|  | **Maximum Point Value** | **Average Score** | |
| Interviews | **25** | **21** | **0** |

**Totals:**

|  |  | **Hawkins Company** | **Workplace Change** |
| --- | --- | --- | --- |
|  | **Maximum Point Value** | **Average Score** | |
| **Total Scores:** | **100** | **89** | **23** |