



KCRHA
King County Regional Homelessness Authority

Request for Proposals (RFP)
Chief Executive Officer Search Firm

Date Issued: 08/08/2023

Date Notice of Intent to Bid Due: 08/15/2023

Date Responses Due: 09/08/2023 @ 5:00 PM PST

Last Day Questions Accepted: 08/25/2023

Last Day Responses: 08/28/2023

Submit Proposals to: ceosearch@kcrha.org

Submit Questions to: ceosearch@kcrha.org

Address Correspondence to: Austin Christoffersen; Clerk of the Authority

Question Responses to be Posted: <https://kcrha.org/resources/funding-opportunities/>

I. Background

The King County Regional Homelessness Authority (KCRHA), KCRHA Implementation Board, and KCRHA Governing Committee are seeking proposals from qualified search firms to conduct a national search for the KCRHA's next Chief Executive Officer. The search must begin by October 16, 2023 and be completed by a mutually agreed date. **(we can suggest we want the process not to exceed 120-days.**

II. KCRHA Overview

With a staff of 115 employees, and an annual budget of \$220 million, the KCRHA oversees the majority of homelessness-related programming and prevention initiatives in a region that includes Seattle and 38 other cities as well as rural areas, with a total population of nearly 3 million. Created via an interlocal agreement between the City of Seattle and King County in 2019, KCRHA is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, KCRHA is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the County.

The work of the KCRHA is guided by its Theory of Change:

"If we create a homelessness response system that centers the voices of persons with lived experience, then we will be able to focus on meeting needs and eliminating inequities, in order to end homelessness for all."

The KCRHA recently adopted a five-year plan which has as its single goal to "Bring unsheltered people inside in a way that meets their needs for safety, stability, and healing, as quickly as possible to prevent death and further harm."¹

III. About the Chief Executive Officer (CEO) Position

This CEO position is unique and complex. The CEO is a leader and advocate across the political, policy, and service provider communities. The CEO will ensure accountability to the public and to people experiencing homelessness across all agency activities, decision-making processes, and strategic planning. The CEO will lead the KCRHA and partner with service providers to unify and streamline funding and services,

¹ [FINAL-KCKCRHA-Five-Year-Plan-6.1.23.pdf](#)

incorporating best practices, optimizing public funds, using equity-based and data-driven decision-making, and creating alignment across systems.

The CEO is part of a cross-agency, intergovernmental leadership community in Seattle/King County. The position reports directly to an Implementation Board of people with subject matter expertise and is accountable to a Governing Committee of elected officials. It should be noted that this structure is under review and may change.

The CEO and KCRHA staff serve as key partners and collaborators working with people with lived experience, financial partners, political entities (King County, City of Seattle, and stakeholders of the 38 cities across the county), homeless service providers, the homeless advocacy community, the media, the affordable housing community, philanthropy, and academia.

IV. Submission Instructions

Notice of Intent to Bid Submission:

Respondents should submit a Notice of Intent to Bid to ceosearch@kcrha.org no later than the date described in the schedule below.

Question(s) Submission:

Questions should be submitted in writing to ceosearch@kcrha.org. Questions must be sent to the contact designated on the title page of this RFP and should include a reference to the appropriate page and section of this RFP. The last day questions may be submitted is described in the schedule below.

Written responses will be posted within one (1) business day at <https://kcrha.org/resources/funding-opportunities/>. The last day responses will be posted is described in the schedule below.

Proposal Submission:

Proposals must be submitted no later than the date described in the schedule below, and:

1. Meet all requirements described in “Submission Requirements”, below;
2. Be organized as described in “Proposal Organization” below;
3. Include the completed Proposal Form (Attached) and completed Vendor Questionnaire (Attached); and
4. Be sent to ceosearch@kcrha.org no later than 5:00 p.m. Pacific Time on the proposal deadline with read receipt enabled. All proposals received after the deadline will be rejected without being reviewed.

V. Interviews

If selected to move forward following its evaluation of the submitted proposals, the KCRHA will conduct 60-minute virtual interviews with the final candidate firms. By submitting a proposal, respondent agrees to participate to make themselves available for an interview between September 13 - 15th.

VI. Schedule

Task	Date
RFP Issued	8/8/2023
Notice of Intent to Bid Due	8/15/2023
Last Day for Question Submissions	8/25/2023
Last Day Question Responses Posted	8/29/2023
Proposals Due	9/8/2023
Notification of RFP Selection Results	9/11/2023
Estimated Date for Contract Execution	9/27/2023
Project Desired Start Date	10/2/2023
Project Desired Completion Date	12/31/2023

VII. Scope of Work

Submissions should include the following:

1. Timeline and project plan to achieve expected start date and target completion date.
2. Thorough interviews and intake with CEO Search Committee and key stakeholders identified by the committee to collect information needed to:
 - i. Educate prospective candidates about the KCRHA.
 - ii. Create a position profile narrative which highlights the key challenges and opportunities for the role, the knowledge, skills, and abilities as well as competencies needed to be successful in the role.
 - iii. Determine the experience required to be considered for the role.
3. Create a thorough national market analysis of the types of companies, agencies and organizations which could currently or previously employ potential candidates.
4. Deploy a research strategy to uncover a broad candidate target list, with a very specific focus on identifying diverse candidates.
5. Deploy an outreach strategy with a specific goal of identifying a diverse and inclusive slate of candidates in addition to the market focus and research described above.
6. Create a comprehensive talent assessment plan which may include your best practices, for example: Consultant/Search Partner interviews, References, Questionnaires, Leadership and/or Behavioral Assessments, etc.

7. Create a portfolio of long list and short list candidates and statuses to be reviewed with CEO Search Committee on a regular cadence.
8. Coordination of candidate logistics for interviews and travel, working with the KCRHA to align schedules.
9. Management and care of candidate communication.
10. Invite stakeholder input and leverage this input to assist in formulating successful candidate key attributes.
11. Work with Executive Search Committee to design a recruitment approach and schedule.
12. Make recommendations to Executive Search Committee on a compensation package that leads to the successful recruitment and onboarding of a CEO candidate who meets the requirements of the KCRHA and stakeholders.
13. Collect personal and business references for final candidates. Might be asked to participate in final checks of candidates.

VIII. Submission Requirements

Proposals must conform to all requirements stated below and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal. Before submitting a proposal, respondent shall familiarize itself with the entire RFP, including Scope of Work, Proposal Form, and all laws, regulations and other factors affecting performance of the Scope of Work. Respondent shall be responsible for fully understanding the requirements of a subsequent contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of the Scope of Work. The submission of a proposal will constitute a representation of compliance by respondent. There will be no subsequent financial adjustment for lack of such familiarization.

Respondent is responsible for delivery of its proposal by the deadline, notwithstanding any claims of error or failure to perform by email systems. In the event of closures due to inclement weather, emergency, or any published event, solicitation closings will automatically be moved to the next business day.

IX. Proposal Organization

1. Cover Letter

All proposals must include a cover letter submitted under respondent's name on respondent's letterhead, containing the signature and title of a person who is authorized to commit respondent to a potential contract with the KCRHA. The cover letter must also identify the primary contact for this proposal, contact information (email, telephone and mailing address), and include reference to

“Request for Proposal: King County Regional Homelessness Authority CEO Executive Search.”

2. Proposal Form

All proposals must include the complete Proposal Form signed by a person authorized to commit respondent to a potential contract with the KCRHA.

3. Firm Overview

Respondent must describe its industry competence and specialization in a national CEO Executive Search.

4. Qualifications

The proposal must describe respondent’s qualifications to provide the requested product and/or services, experience filling executive roles specifically, any relevant work with nonprofits, work with affordable housing providers, or real estate development organizations, relevant experience of the team who will be assigned to the KCRHA project (including thorough Bios), and level of involvement of key partners and managers. Also requested are any off-limits lists of current clients that would not be potential recruitment sources. If invited for interview,

Consultants and Support team specifically should be included in the interview.

5. References

Respondent must provide at least three (3), but not more than five (5) client references.

6. Proposed Cost Structure and Recruitment Model

Respondent must include a detailed cost proposal (description of pricing structure) for all services, including any ongoing fees and guarantees. Details of recruitment model (retainer, contingency or other) with options and benefits of proposed model should be included as well.

7. Subcontractors

If respondent intends to use subcontractors in the performance of the services, respondent must provide the name, address, qualifications, and criteria used by respondent to select the third party, and the intended services to be performed. The services provided under the Scope of Work, in part or in whole, shall not be subcontracted or assigned without prior written permission of the KCRHA.

8. Respondent Documentation

Respondent must provide samples of any documentation or forms that it will request that the KCRHA or the CEO Executive Search Committee sign.

9. Exceptions Requested

Respondent must include a list of any exceptions to the requirements of this RFP that it would like the KCRHA to consider. Each alternate or exception should be addressed separately and must include a reference to the specific requirement. Any proposed terms and conditions, contracts, waivers, licenses, or agreements required by respondent should be included here with a brief explanatory introduction.

10. Additional Criteria

Respondent must include a full explanation of search methodology and an anticipated timeline. Respondent must share organizational capacity, current demand for firm's services, and ability to meet the anticipated timelines based on these factors.

Respondent is also to address how it manages internal candidate pools (current KCRHA employees) and internally surfaced leads (referrals) and any impact to overall fees or project deliverables.

X. Evaluation Criteria

Evaluation of proposals received in response to this RFP will be conducted comprehensively, fairly, and impartially. The evaluation committee of designated reviewers shall review and evaluate proposals. The committee will be composed of individuals with experience in, knowledge of, and responsibility for this project.

The KCRHA reserves the right to use the evaluation criteria set out in this RFP or to make its selection and award decisions based, in whole or in part, on all additional or different factors and considerations that it chooses in its sole discretion. Nonetheless, in preparing proposals, respondents should make every effort to respond to the evaluation criteria set out in this section.

Selection will be based upon the following criteria:

1. Completeness of proposal.
2. Respondent's ability to meet and deliver upon that scope.
3. Ability to meet schedule and schedule activities to respond to KCRHA requirements.
4. Ability to effectively recommend alternative solutions and ideas for cost effectiveness.
5. Competitive pricing

6. Innovative approach to services.
7. References, project examples and relevant experience.
8. Minority and Women owned business.
9. Reasonableness of Respondent's required terms and conditions, if any.
10. Track record of completing searches of comparable criteria as set forth in the Qualifications section of this RFP.
11. Determine capacity and ability to respond and complete the project on time and on budget.

IX. Terms and Conditions

1. General

This RFP is an invitation to submit a proposal and does not create a binding agreement. All materials submitted in response to this RFP will become the property of the KCRHA.

2. Right to Accept or Reject

This RFP is not an agreement to purchase goods or services. The KCRHA is not bound to enter a contract with any qualified respondent. The KCRHA reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel or revise this RFP at any time. Further, the KCRHA reserves the right to waive any nonconformity in submissions received, to accept or reject any or all the items in the submission and award any ultimate contract in whole or in part as it is deemed in the KCRHA's best interest.

3. Expenses

Respondent is solely responsible for its expenses in preparing a response and for any subsequent negotiations, including without limitation attorneys' fees and other costs incurred in negotiation with the KCRHA regarding the terms of the contract. The KCRHA will not be liable, under any circumstances, to any Respondent for any claims, whether for costs or damages incurred by the respondent in preparing the response, loss of anticipated profit in connection with any final contract or any other matter whatsoever.

4. Representations.

By submitting a proposal, respondent represents: (a) that it has read and understands the terms and conditions set out in this RFP, (b) that it agrees to be bound by all such terms and conditions except as explicitly and expressly stated otherwise in its proposal, (c) that it understands and acknowledges that its statement of any such exception may, in the KCRHA's discretion, result in the KCRHA's rejection of the firm's proposal, and (d) that the KCRHA in its discretion may accept the firm's proposal as submitted without any negotiation, notwithstanding stated objections, or engage the firm in negotiations regarding one or more of its stated exceptions.

5. Proprietary Information.

All proposals submitted to the KCRHA become public records, subject to RCW 42.56 If respondent includes in its proposal any information deemed "proprietary" or "protected," such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The KCRHA discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The KCRHA cannot and does not warrant that proprietary information will not be disclosed. The KCRHA shall have the right to use all information included in the proposal unless the information is expressly restricted by respondent.

Proposal Form

Failure of respondent to complete and sign this form may result in rejection of the submitted offer.

Project Title: _____

Company Name: _____

Address: _____

Authorized Representative: _____

The undersigned, having full knowledge of the specifications for the goods or services specified herein, offers, and agrees that:

1. This offer shall be irrevocable for at least thirty (30) calendar days after the date offers are due or as stated in the solicitation, and if accepted, to furnish any and/or all goods or services as described herein at the prices offered and within the time specified.
2. If selected for award, to enter and execute a mutually agreeable Professional Services Agreement with the King County Regional Homelessness Authority governed by the laws of the State of Washington, without giving effect to any conflict of law principal that would result in the laws of any other jurisdiction governing the contract.
3. It will obtain the required insurance and will furnish such evidence as is required by the King County Regional Homelessness Authority.
4. This proposal has been arrived at independently and is being submitted without collusion with, and without any agreement, understanding or planned common course of action with any other consultant to limit independent bidding or competition; and
5. By submitting a proposal, the respondent agrees and accepts the terms and conditions contained in this Proposal Form, the Request for Proposal, and any attachments or exhibits contained therein. Any exceptions to the terms and conditions, including but not limited to the Request for Proposal, must be clearly exchanged in writing, and attached to the proposal. In the absence of written exceptions, the King County Regional Homelessness Authority will assume that respondent agrees to all terms and conditions and will base its acceptance of respondent's bid on such assumption.

Further, respondent attests that:

1. The person signing this offer has the authority to submit an offer and to represent the respondent in all phases of this procurement process.
2. The information provided herein is true and accurate.
3. Any false statement may disqualify this offer from further consideration or be cause for termination of any resulting contract; and
4. Respondent will notify the King County Regional Homelessness Authority within thirty (30) days of any change in the information provided on this form.

Attachment 2: Vendor Questionnaire

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Respondent certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state, or local entity, department, or agency.
2. Have within a five (5) year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in paragraph 2 of this certification.
4. Have, with a five (5) year period preceding the date of this certification had a judgment entered against itself or its principals arising out of the performance of a public or private contract.
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have with a five (5) year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reasons related to contract performance.

CERTIFICATION REGARDING CONFLICT OF INTEREST

“Organizational conflict of interest” means that, because of other activities or relationships with other persons or firms, a contractor or consultant (including its principal participants, directors, proposed consultants, or subcontractors) would be unable to render impartial, technically sound assistance or advice to the King County Regional Homelessness Authority; or the contractor’s or consultant’s objectivity in performing the work would or might be otherwise impaired. Respondent certifies to the best of its knowledge and belief that (CHOOSE ONE):

_____ Neither Respondent nor any of its principal participants and agents has any relationships with any firms or individuals that are or appear to be an organizational conflict of interest; OR

Attachment 2: Vendor Questionnaire

_____ Respondent has or has had the following relationships with the specific firm(s)/individual(s), identified below, which may be determined to be an organizational conflict of interest. Respondent understands that based on the information provided by respondent, the King County Regional Homelessness Authority may exclude respondent from further consideration and may withdraw its selection of the real or apparent organizational conflict of interest cannot be avoided or mitigated. Respondent further certifies that the degree and extent of the relationship of respondent with these named firm(s)/individual(s) have been fully disclosed below:

Where respondent is unable to certify to any of the statements in this certification, respondent shall attach an explanation to its offer. The inability to certify to all of the statements may not necessarily preclude respondent from award of a contract under this procurement.

SIGNATURE OF AUTHORIZED PERSON

Signature: _____

Date: _____

Attachment 2: Vendor Questionnaire

1. Where is your company located?
2. How old is your company? Is your company held by another company?
3. Who are your strategic partners?
4. Does your company have a DUNS number? If so, please provide it.
5. What is your company's experience in placing executive level positions within a similar industry? (public sector, government, homeless services, human services, etc.)
6. What is the average tenure of your employees?
7. How do you aim to center equality in your work?
8. How have you successfully engaged with different stakeholders whose goals may not fully align with yours?