

**Request for Proposals:
RFP #52356
Executive Search Firm**



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1 Introduction

About the Northwest Energy Efficiency Alliance

The Northwest Energy Efficiency Alliance (NEEA) is an alliance of more than 140 utilities and energy efficiency organizations working on behalf of more than 13 million energy consumers.

Since 1997, the region has cost-effectively delivered over 1,400 aMW of energy efficiency through market transformation – enough energy to power more than 985,000 homes for one year. As the second-largest resource in the Northwest, energy efficiency can offset most of our new demand for energy, saving money and keeping the Northwest a healthy and vibrant place to live. www.neea.org

NEEA is a non-profit organization that employs an average of 90 full time employees in pursuit of transforming the market for energy efficiency to the benefit of consumers in the Northwest.

2 Summary

NEEA is issuing this Request for Proposals (RFP) for the services of an Executive Search Firm (ESF) to assist in the recruitment of an Executive Director. The ESF shall assist the NEEA Search Committee comprised of members of NEEA's Board of Directors in attracting, interviewing, and hiring an Executive Director. Services include development of a position description and terms of employment, development of a recruitment plan, conducting a nationwide search, vetting of qualified candidates, and decision assistance in final selection. The ESF will coordinate its efforts with the NEEA Search Committee chair.

NEEA's current Executive Director has been serving for the past 10 years and has announced her intent to retire in January 2023.

3 Scope of Work

NEEA is seeking proposals from qualified firms or consultants to assist in the recruitment and selection of its next Executive Director. It is anticipated that the selected firm or consultant shall perform the following work efforts during this hands on process:

- Meet with representatives from the NEEA Search Committee to ascertain the expected talent, abilities, education, and experience of the selected candidate.
- Review and offer suggestions for updating the existing job description.
- Develop a plan to advertise, recruit, and select an applicant who will meet the leadership expectations of NEEA.
- Conduct a nationwide search to identify a diverse pool of highly qualified individuals to serve as the NEEA Executive Director.
- Receive and review all resumes and applications from applicants.
- Conduct a preliminary screening of applicants and prepare a short list of 4-5 qualified and skilled candidates to submit to the NEEA Search Committee with a written report of each candidate's background, noting strengths and weaknesses.

- Develop a series of evaluation steps and activities that will better allow additional insight into the talents and abilities of each candidate and recommend those evaluation steps to the NEEA Search Committee for consideration and approval.
- Coordinate with the NEEA Search Committee and the applicants to set up applicable interviews.
- Assist and provide guidance to the NEEA Search Committee in the final selection of the candidate and provide assistance to NEEA in the negotiation of employment terms with the selected candidate.
- Coordinate with the NEEA Search Committee chair throughout the process.

4 Proposal Submission

Bidders shall submit an electronic copy of their proposal to the RFP Point of Contact by the end of business day listed in the RFP schedule.

4.1 RFP Schedule

All due by 5pm PST on that date.

6/15/22	RFP posted
7/1/22	Proposals due by
7/15/22	Selection of finalists by
8/1/22	Anticipated award date

4.2 RFP Point of Contact

All correspondence, included but not limited to, questions and submissions shall be directed to:

Kelly Dulong
 Northwest Energy Efficiency Alliance
 Vice President, People & Culture
 E-mail: kdulong@neea.org

4.3 Proposal Format

All proposals should be limited to 10 pages (including any descriptions of reference projects) and are expected to address all requests listed in this document adequately.

1. **Cover Letter:** Include an overview of your organization, your areas of expertise, and rationale for why you feel your organization is a good fit.
2. **Approach to Project:** Please describe your proposed method, tools, and approach to meet to meet the objectives of the scope of this work.
 - a. Tentative schedule for each phase of the process including recruitment profile development, executive search, background screenings, identification of candidates, etc.
 - b. Approach to be used to address each search activity.
 - c. Methods used to communicate and to work with the NEEA Search Committee and its designated representatives.
 - d. Describe major challenges to a successful Executive Director search and how the project team will address them.

3. **Project Team & Qualifications:** Include information about team members and team structure, past efforts on similar work, years of experience and other relevant qualifications.
4. **Budget:** Provide the proposed cost along with a narrative description of what is included in this cost.
5. **References:** Provide two references:
 - a. A successful Executive Director search, where the Executive Director has been with the organization more than three years. Please provide contact information for both the Executive Director and, if possible, a board member contact with whom the firm contracted.
 - b. A recent (within the past 12 months) Executive Director placement. Please provide contact information for the Executive Director as well as the board or staff contact with whom the firm worked most closely.

5 Selection

5.1 Scoring

Bidding firms will be rated among others in terms of:

1. Completeness and quality of response, including clear deliverables and reasonable approach.
2. The experience and qualifications of the individuals specifically proposed to execute and manage the project.
3. The experience of the firm or team of firms making the proposal with emphasis on the ability to attract a diverse candidate pool of highly qualified individuals.
4. The capability to execute the plan, including past experience and aptitude for collaboration.
5. Overall value for expenditure.

NEEA is under no obligation to select any proposal that results from this solicitation, nor is there any obligation or intent implied to reimburse any party for the cost of preparing a proposal in response to this RFP.

5.2 Preferred Insurance

Firms interested in working with NEEA should be aware of the following insurance requirements for all NEEA vendors.

Vendors must maintain adequate and reasonable insurance covering their performance under any offered contract, including, but not limited to Commercial General Liability insurance of at least \$1,000,000/occurrence, Business Automobile Liability insurance, and any workers' compensation and unemployment insurance required by law. Professional Liability and Cyber Liability insurance may also be required. NEEA may request a copy of such insurance policies prior to awarding work.

See sample terms and conditions for additional information about minimum insurance requirements: <https://neea.org/img/documents/sample-neea-contract-terms-and-conditions.pdf>.