

AVON PARK HOUSING AUTHORITY

Board of Commissioners

2016 Executive Search/Strategic Planning Services Review Committee

February 16, 2016, 4:00 P.M.

North Central Heights Community Center

709 Juneberry St.

Avon Park, Florida

AGENDA

- I. Committee Call to Order; Committee Chair- Lester Roberts
- II. Roll Call; Secretary Shoeman
- III. Review RFQ Scope and Scoring Procedures; Secretary Shoeman
 - A. Board Member general discussions re: proposals
 - B. Independent scoring of individual responding firms; Committee Members
- IV. Tabulation of Score sheets; Secretary Shoeman
- V. Validation by Committee Chair of Proposal Rankings & Selection recommendation.
- V. Adjourn

RFQ #2016-01; STRATEGIC PLANNING & EXECUTIVE DIRECTOR SEARCH SERVICES

The Avon Park Housing Authority (APHA) Board of Commissioners & Non-Profit Affiliate Avon Park Housing Development Corporation (APHDC) Board of Directors are seeking the services of a Consultant with experience in both Strategic Planning and Executive Search, with expertise to assist the Housing Authority in facilitating both Strategic Planning and Executive Search services for their new Executive Director. The expected services will include, but not limited to, conducting & facilitating a comprehensive on-site Strategic Initial Transitional & 4 Year Plan, as well as advertising, initial interview/evaluation, reference & screening services, and providing consulting services to the Board(s) for Executive Director candidate selection consideration. Both Strategic Transitional Plan development and search/selection for a new Executive Director will be a joint effort between the APHA & APHDC Boards and the selected executive recruitment firm.

Proposals solicited for these services will be considered in accordance with the terms, conditions and instructions as set forth in the Request for Qualifications. The final award will be based on a best value concept, meaning the APHA/APHDC Executive Committee shall consider the entire proposal for, but not limited to proposal completeness, ability to meet requested service needs, experience in conducting the above referenced services and cost to the APHA.

RFQ 16-01 will be posted Monday, January 25, 2016 on APHA website- <http://www.avonparkha.org> and available upon request at the email address listed below. RFP proposal submittal deadline date; Thursday, 2pm E.S.T. February 11, 2016.

Additional information or questions must be submitted in writing to:
director@avonparkha.org, RFQ # 2016-01,
Avon Park Housing Authority, P. O. Box 1327, Avon Park, Florida.
Attn: Executive Director

PROPOSAL TABULATION Review & Scoring Sheet

Request For Proposals
EXECUTIVE SEARCH & STRATEGIC PLANNING SERVICES
Avon Park Housing Authority
North Central Heights Community Center

Date: February 16, 2016, 4:00PM,
Review Committee: Scorer: _____

PROPOSER: _____

<u>Criteria</u>	<u>Score</u>
Demonstrated knowledge and qualifications of the firm (30pts). Notes:	_____
Evidence of the proposer's ability to provide service with references of past Similar projects (10pts). Notes:	_____
Evidence of experience in providing services by listing the qualifications of the principles of the firm (20pts). Notes:	_____
Timetable for delivery of ordered services as specified (15pts). Notes:	_____
Cost of services delivered on a Phase I & II basis (25pts). Notes:	_____

TOTAL POSSIBLE POINTS (100)

TOTAL SCORE: _____

RANKING TO ALL PROPOSERS: _____

X _____
Scorer's Signature

RFQ #2016-01; STRATEGIC PLANNING & EXECUTIVE SEARCH SERVICES

The Avon Park Housing Authority (APHA) Board of Commissioners & its Non-Profit Affiliate Development Corporation (APHDC) Board of Directors are seeking services of a Consultant firm with experience in both Strategic Planning and Executive Search services with expertise to assist the Boards in facilitating a Strategic Plan and Executive Search for a new Executive Director. The expected services will include, but not limited to, conducting & facilitating a comprehensive on-site Strategic Transitional & 5 Year Plan, as well as advertising, conducting preliminary candidate interviews/evaluations, reference & screening and consulting with the Board(s) for Executive Director candidate selection consideration. Both Strategic Transitional Plan development and Executive Search/selection for a new Executive Director will be a joint effort between the APHA & APHDC Boards and the selected executive recruitment firm.

The successful consultant selected will provide the following professional services including, but not limited to, a two part process outlined below:

PART I.

PRELIMINARY STRATEGIC PLANNING SERVICES & EXECUTIVE SEARCH SERVICES

- Assemble and analyze preliminary data regarding the current financial & operational performance capacity of the agency's portfolio for general planning & reference purposes.
- Conduct one joint on-site preliminary planning session with the Boards to ascertain the desired skill set, education, experience and management characteristics & qualities desired of preferred Executive Director candidates.
- Develop a Board approved search & selection process, including all steps necessary to complete the search with an agreed timeline for final selection.
- Develop the preferred qualifications for successful candidate, including job description, and formulate the respective search advertisement.
- Conduct a comprehensive national search to attract & identify highly qualified candidates meeting the defined candidate qualifications.
- Screen applicants through telephone interviews & background checks to develop a pool of potential final candidates.
- Participate & assist search committee in the final candidates interview process, including assistance in the negotiation process of the final selected candidate.

PART II.

POST EXECUTIVE SEARCH STRATEGIC PLANNING SERVICES

- Review & evaluate the agency's prior Strategic Plans for planning purpose & reference.
- Utilize industry recognized strategic planning model(s) to deliver planning sessions.
- Conduct staff interviews & evaluate recommendations for planning reference.
- Conduct one on-site joint Strategic Planning Session with Boards, incoming ED and outgoing ED to develop a first year Transitional and subsequent 4 year agency Strategic Plan that identifies agency performance benchmarks with measurable outcomes.
- Deliver to the agency a written first year Transitional and subsequent four year Plan that contains agency performance benchmarks with measurable outcomes.

- Deliver an Executive Director evaluation tool/form/schedule incorporating the first year Transitional & subsequent 4 Year Plan performance measures for established benchmarks/milestones & outcomes.

Proposal Format;

Proposals content shall be presented & submitted in the order listed by the below listed qualification evaluation criteria. Proposers are also requested to list the Costs associated with the delivery of Part I and Part II services separately, in the event the Authority elects to accept the proposal in whole or in part.

Consulting service delivery sequencing;

Consultant will be selected within the first quarter of FY 2016, and will be expected to begin delivery of services according to the following timelines;

Part I.

Preliminary Strategic Planning & Executive Search Services; Beginning First Quarter, FY 2016; Ending 2nd Quarter, FY 2016

Part II.

Strategic Transitional & subsequent 4 Year Plan; Beginning & Ending Third Quarter, FY 2016;

Note* The current Executive Director will remain available to support both the agency's new ED Orientation and Strategic Plan development process during the initial 30-45 day period of New ED's arrival/initial Part II services delivery.

The successful Consulting firm will be selected based on the following qualification evaluation criteria;

<u>Criteria</u>	<u>Max Points</u>
Demonstrated Knowledge & Qualifications of the firm in association with the delivery of specified scope of work	30
References-Past Experience in performing Executive Search and Strategic Planning Services	10
Qualifications of Principals performing services	20
Timetable to deliver services as specified	15
Services Cost	<u>25</u>
TOTAL MAX POINTS	100

SELECTION PROCESS

The purpose of this Request for Qualifications is to solicit quality submissions so that the Authority may select the one that meets its needs and requirements. It is further desired that the Request for Qualifications process will insure competitiveness among respondents. The Authority urges all interested respondents to carefully review the requirements of this Request for Qualifications.

An Evaluation Committee appointed by the APHA & APHDC Boards will evaluate all submissions. Written submissions containing the requested information will serve as the initial basis for selection of finalists. Each written proposal has a possible score of 100 points.

The top-rated respondent will be invited to negotiate a Two Part consulting services agreement with the Authority. In the event the Authority is unable to reach an agreement with the top-rated firm, or an intervening event necessitates, then the Authority reserves the right to terminate negotiations and contract/negotiate other respondents in rank order to effect a selection, or in the alternative, issue a new RFQ. The expected award date is February 2016.

AUTHORITY OPTIONS

The Authority reserves the right to cancel this Request for Qualifications, or to reject, in whole or in part, any and all submissions received in response to this Request for Qualifications, upon its determination that such cancellation or rejection is in the best interest of the Authority. The Authority further reserves the right to waive any minor informality, or the failure of any respondent to comply therewith, if it is in the public interest to do so. The Authority will pay no compensation to any respondent for any costs related to preparation or submittal of the qualifications.

The Authority will reject the qualifications of any respondent who is suspended and/or debarred by HUD from providing services to public housing authorities, and reserves the right to reject the proposal of any respondent who has previously failed to perform any contract properly for the Authority.

The determination of the criteria and process whereby submissions are evaluated and the decision as to who shall receive a contract award shall be at the sole and absolute discretion of the Authority, including Public Entity Crime Act.

This RFQ is posted to APHA website-<http://www.avonparkha.org> and available upon request at the email address listed below. RFQ submittal deadline date; Thursday, 2pm E.S.T. February 11, 2016.

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