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## Requests for Proposals

### EXECUTIVE SEARCH SERVICES

**Proposal Number:** Q1627

**Due Date:** 11:00 a.m. (Eastern Standard Time) on May 13, 2016

*Check KCDC's web page for addenda and changes before submitting your proposal*

**Pre-Proposal Meeting:** None. Submit questions to [purchasinginfo@kcdc.org](mailto:purchasinginfo@kcdc.org).

**Deliver Proposals to:** Knoxville's Community Development Corporation  
Purchasing Division  
901 Broadway N.E.  
Knoxville, Tennessee 37917

Faxed/Emailed Responses are acceptable: **Yes**  **No**

**Electronic Copies:** Proposers are encouraged to use the MS Word version of this document for their response.

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KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION

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### 1. **BACKGROUND AND INTENT**

- a. Established in 1936, Knoxville's Community Development Corporation's (KCDC), is the public housing and redevelopment agency for the City of Knoxville and for the County of Knox in Tennessee. KCDC's public housing property portfolio includes seventeen housing properties with approximately 3,500 dwelling units. KCDC also administers approximately 3,800 Section 8 Housing Choice Vouchers (and related programs) through its Section 8 department. KCDC also has three tax credit properties within its portfolio. KCDC oversees several redevelopment areas for the City and provides Tax Increment Financing (TIF), Payment-In-Lieu-Of-Taxes (PILOT) and various other services for the City and County. KCDC is in the process of transforming most of its properties to HUD's PBRA model through the Rental Assistance Demonstration (RAD) program.

The Knoxville Mayor appoints a Board of Commissioners to govern KCDC. The Board consists of a chairperson and six members. Six members serve five-year terms while the Resident Commissioner serves a two-year term. The Board appoints and supervises the CEO.

KCDC's Executive Director/Chief Executive Officer (CEO) has announced his intention to retire on December 31, 2016. Therefore, KCDC invites qualified executive search firms to submit proposals to assist KCDC in the nationwide search for a CEO. The selected CEO will be responsible for KCDC's operation and oversight.

KCDC Departments include the Executive Management Team, Housing (LIPH, PBRA, Section 8), Finance & Administration, Strategic Planning, and Redevelopment. KCDC employs approximately 150 persons. KCDC operates several instrumentalities including the Five Points 1 LP, Knoxville's Housing Development Corporation, Passport Housing Corporation and others.

- b. This project's goal is for the proposer to assist the Search Committee in hiring the best-qualified individual. The proposer will work closely with the Search Committee to develop and assist in the appropriate timely process by:
  1. Working in consultation with the Search Committee, develop, a position description outlining the responsibilities, expectations and desirable qualifications for this position
  2. Identifying qualified individuals for this position
  3. Assisting in the evaluation of applicants
  4. Performing appropriate and relevant reference checks as requested
  5. Meeting with the Search Committee and other persons as appropriate during the process

See page 6, Scope of Work, for complete details.

2. **CHANGES AFTER AWARD**

It is possible that after award KCDC will need to revise the service needs or requirements specified in this document. KCDC reserves the right to make such changes after consultation with the proposer. Should additional costs arise, KCDC reserves the right to accept these charges provided the proposer justifies the increased costs.

3. **CONFIDENTIALITY**

- a. All reports, information, or data, prepared or assembled by the selected proposer are confidential and the proposer agrees not to provide reports, information or data to individuals or organizations without KCDC's prior written approval.
- b. KCDC may disclose information to the selected proposer and the proposer may have access to confidential information not generally known to others. The proposer agrees not to use or disclose any such confidential information. The proposer agrees its employees and subcontractors have the same confidentiality obligations.

4. **COPYRIGHT OWNERSHIP AND TITLE TO DESIGNS AND COPY**

Proposer agrees the work and all rights therein, including, without limitation, copyright, belongs to, and shall be KCDC's sole and exclusive property. Title and copyright ownership are KCDC's.

5. **CONTACT POLICY**

The proposer may not contact anyone other than the KCDC's Purchasing Division from the issuance of this solicitation until award about matters pertaining to this solicitation. Information obtained from an unauthorized officer, agent, or employee of KCDC will not relieve the proposer from fulfilling the conditions of the resulting award for this project. Such contact can disqualify the proposer from participation in the solicitation process.

6. **COST OF PREPARING PROPOSALS AND PRESENTATIONS**

Costs for developing the proposals and any subsequent activities prior to contract award are solely the responsibility of the proposer.

7. **DEVIATIONS FROM THE REQUEST FOR PROPOSAL**

List and detail each deviation from the terms detailed herein in the proposer's Executive Summary (Solicitation Document D). If accepted by KCDC, the deviations shall become part of the award/purchase order, but such deviations must not be in conflict with this RFP's basic nature.

8. **DISCLOSURE OF PROPOSAL RESPONSE INFORMATION**

KCDC will not disclose any portion of the proposals prior to award to anyone outside the Purchasing Division, KCDC's Evaluation Team and any other person involved in the evaluation. Once an award occurs, all proposal information is a matter of public record.

KCDC has the right to use all ideas, or adaptations of ideas, contained in proposals received in response to this RFP. Selection or rejection of the proposal will not affect this right.



9. **EVALUATION**

- a. KCDC will evaluate proposals with a weighted evaluation system. The categories and points assigned for each category are:

Qualification of the Proposed Consulting Team Members	30 points
Resources, Qualifications and Experience of the Firm	30 points
Proposer’s Work Plan	20 points
Cost of Services	20 points
Grand Total Points	100

- b. KCDC will review all proposals properly submitted. KCDC reserves the right to request necessary modifications, waive minor technicalities, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to KCDC’s best interests.
- c. KCDC’s Evaluation Team may elect to interview one or more proposers before making an award.
- d. KCDC’s Evaluation Team may elect to first rank proposals with a simple numeric score and then detail only the top tier of proposals.
- e. Proposers may have an opportunity to submit a Best and Final offer to the Procurement Director. All information-received prior to the cut-off time is part of the proposer’s Best and Final offer.

10. **GENERAL INSTRUCTIONS**

KCDC no longer inserts “General Instructions to Vendors” in the solicitation document. Instead, these instructions are at [www.kcdc.org](http://www.kcdc.org). Click on “Doing Business With KCDC” where you will find a link to the instructions. By submitting a response to this solicitation, the proposer accepts the responsibility for downloading, reading and abiding by the terms and conditions set forth in KCDC’s “General Instructions to Vendors.”

11. **INSURANCE**

The proposer agrees to obtain and maintain at its sole expense during the term of this agreement insurance coverages and limits in accordance with the proposer's standard business practices and acceptable to KCDC. Proposer shall furnish KCDC with original certificates and amendatory endorsements effecting such coverage and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on thirty days’ prior written notice to KCDC.

12. **KEY EVENT SCHEDULE**

All dates noted below are approximate and subject to change.



Item	Date
RFP Release	05-04-16
Deadline for question about the RFP	05-11-16
Proposal Due Date	05-13-16
Award (if any)	06-01-16

13. **NEWS RELEASES/PUBLICITY**

Proposers shall not make news releases, publicity releases, or advertisements relating to this solicitation or its award without prior KCDC approval.

14. **NON-AWARD**

KCDC reserves the right to not award this solicitation.

15. **PATENTS, COPYRIGHTS AND TRADEMARKS**

The proposer shall protect KCDC from all damages or liability arising from alleged infringements of patents, copyrights or trademarks.

16. **QUESTIONS**

Submit questions pertaining to this document via email with “Questions about Search Services” in the subject line, at least five days prior to the due date to [purchasinginfo@KCDC.org](mailto:purchasinginfo@KCDC.org).

17. **SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT (HUD) ACT OF 1968**

Section 3 is a provision of the HUD Act of 1968 requiring programs of direct financial assistance administered by the U.S. Department of HUD provide, to the greatest extent feasible, opportunities for job training and employment to lower income residents in connection with projects in their neighborhoods. Further, to the greatest extent feasible, contracts in connection with these projects are to be awarded to local businesses.

- a. Recipients and proposers must make a good faith effort to award contracts to Section 3 business concerns for work in connection with the project. An example of a good faith effort to meet this requirement is the implementation of an affirmative action plan, which includes targets for the number and dollar value for awarding contracts to Section 3 business concerns.
- b. Proposer shall seek to fill all positions that are unfilled with Section 3 residents. For additional information, go to <http://www.hud.gov/offices/fheo/section3/Section3.pdf>. The successful proposer will supply KCDC with job announcements for any position that must be filled as a result of the award of KCDC work. Additionally the successful proposer will supply the same job announcement to the Knoxville-Knox County Committee Action Committee’s Workforce Connections group. Fax these to 544-5269.
- c. A Section 3 resident lives within a public housing authority’s site. It is also people who live in an area with a HUD assisted program and whose income is below HUD’s low-income requirements.
- d. A Section 3 business is one that:
  - 1. Is at least 51% owned by a Section 3 resident; or



2. Employs Section 3 residents for at least 30% of its employee base; or
  3. Commitment to sub contract at least 25% of the project's dollars to a Section 3 business.
- e. Upon award, the successful proposer will supply two documents to KCDC:
1. A Section 3 Business determination provided one is not already on file.
  2. A Section 3 Business plan for this work.

## Scope of Work

### 1. **SERVICES REQUIRED**

This section details the minimum responsibilities of the proposer.

#### a. Clarification of Roles

Clarify responsibilities of the Search Committee, KCDC staff and the proposer.

#### b. Defining the Position Profile

1. Extensive consultation with key stakeholders (KCDC Board, KCDC staff, City Administration, County Administration, Residents, et cetera) to determine the vision/mission, goals and objectives, needs and issues, requirements of the job and to obtain information about the environment within which the position functions.
2. Based upon the above mentioned meetings identify a preferred management style and personal traits; demonstrated performance criteria and previous accomplishments of the successful candidate.
3. Develop a professional recruitment brochure that will include information on KCDC, Knoxville, Knox County, challenges and issues, the position and selection criteria.

#### c. Defining the Position's Criteria

Working with the Board of Commissioners, the vendor will define the minimum requirements for the position and create a job description.

#### d. Sourcing Qualified Candidates and the Market

1. Identify the recruitment market.
2. Produce recruitment materials.
3. Place advertisements in professional journals, websites, newspapers, specialty publications, et cetera.

4. Perform outreach to potential candidates from professionals who meet the identified search criteria using the proposer's contacts, nationwide networks, other research institutions and other resources as may be required.

e. Evaluating Prospective Candidates

1. Preliminary screening and progress report: Based on education, experience, technical knowledge, accomplishments, management style, personal traits, any other criteria included in the "recruitment position profile."
2. Include information on any litigation the candidate may have pending or has been involved in previously. Include any EEO issues/complaints/charges that are pending or are in the candidate's history.
3. Meet with the Search Committee to provide progress reports on the number of semifinalist candidates and recommend a list of semifinalists.
4. Provide the Search Committee with electronic copies of all resumes/applications received.

f. Selection and Employment

1. Conduct personal interviews of semifinalists.
2. Perform in-depth background screening to include credit check, criminal and civil history, driving records, college degrees and other related professional certifications, internet character search, and a detailed and extensive reference check of the candidate's job performance, management style, personal traits and any other additional factors as they relate to this position. Speak directly to individuals who are in positions to evaluate the candidate's job performance, management style, personal traits, et cetera.
3. Present a report with recommendations of finalists to be interviewed by KCDC. The report will include:
  - Education, any certifications and experience information
  - Evaluation of candidate's experience relative to selection criteria
  - Summary of reference comments
  - Statements demonstrating accomplishments and management style
  - Present salary/compensation for each candidate including salary expectations
  - Executive recruiter shall notify all candidates not selected for interview
4. Coordinate interviews with the selected candidates.
5. From the group interviewed, the proposer shall assist the Search Committee in developing a "short list" of semifinalist candidates, as appropriate. The proposer shall work closely with the Search Committee and other appropriate KCDC officials to evaluate the short-listed candidates.

6. Research the background of any individuals identified on the “short list”. The research shall include but not be limited to Facebook, LinkedIn, MySpace, Google, LexisNexis, and public court records in all locations the prospect has lived or worked. The proposer shall provide a list of searches that were completed and any information on the “short list” prospects to the Chair of the Search Committee.
7. For each recommended semifinalist, the proposer shall certify educational credentials and obtain two or more initial professional references.
8. KCDC may provide background material, including financial statements, annual reports, catalogues, organizational charts and staff biographies, which the proposer may request, for transmittal to the prospects.
9. For the finalist candidate, the proposer shall conduct additional in depth personal and professional reference checks, verifying facts, figures and performance data provided by the candidate and assessing the candidate’s overall ability and reputation. Report the result of these reference checks to the Search Committee and discuss thoroughly.
10. Notify the final candidate in writing that any hiring decision is contingent on a national background check and drug test.
11. Assist in the negotiations with any finalist candidate as requested by the Search Committee. KCDC alone will announce the hiring of the new employee.
12. KCDC shall make all offers to a finalist candidate and such offers shall be commensurate with KCDC’s Human Resource Policies and Procedures. KCDC’s Board and Human Resources Division shall approve salary offers in advance.

g. Other

1. The proposer shall comply with KCDC’s Equal Opportunity policy.
2. The proposer shall maintain contact with the Search Committee throughout the process to report progress and to assure work is progressing in a satisfactory manner. Contact shall be by telephone, e-mail, or upon reasonable notice to the proposer, in person at places and times determined by the Search Committee.
3. The proposer shall at all times maintain the confidentiality of search information and materials, especially concerning the identity of individual nominees and candidates, and all aspects of negotiations with candidates, whether semifinalists or finalists.
4. The proposer shall keep complete records of its search activities under this contract, and shall share those records as requested by KCDC. The proposer shall retain records relating to this work for three years after final payment by KCDC hereunder and shall make them available for inspection and audit.
5. The proposer shall operate within the confines of Tennessee’s Open Meetings regulations.





## Submittal Requirements

1. Submit your information in the order indicated below:

Document Number	Title	Form Provided by
Solicitation Document A	General Response and Cost Section	KCDC
Solicitation Document B	Affidavits	KCDC
Solicitation Document C	HUD Form 5369C	KCDC
Solicitation Document D	Executive Summary	Proposer
Solicitation Document E	Qualifications of the Proposed Consulting Team	Proposer
Solicitation Document F	Proposer's Qualifications, Experience and Resources	Proposer
Solicitation Document G	Proposer's Work Plan	Proposer
Solicitation Document H	Cost	Proposer

2. Place your company's name on each page.
3. Number all pages consecutively
4. The use of tables in presenting information facilitates the evaluation team's review.
5. Submit one original (with all pages marked "original"), three printed copies and one electronic copy (email or flash drive /CD) of your submittal.
6. Fancy brochures and advertisements are not necessary.
7. Do not use phrases such as "See the attached" or "Will be provided upon award."
8. If you have attachments, mark them (on the cover) with the proposer's name.
9. Bind proposals simply since KCDC ultimately scans documents into electronic format. Acceptable binding methods include paper clips, staples and three ring binders.
10. This document is available in MS WORD format and proposers are encouraged to use the Word version for their responses.

**General Information about the Vendor**

Sign Your Name to the Right of the Arrow Your signature indicates that you have read and agree to "KCDC's General Instructions to Vendors" on <a href="http://www.kcdc.org">www.kcdc.org</a> .	
Printed Name and Title	
Company Name	
Street Address	
City/State/Zip	
Contact Person (Please Print Clearly)	
Telephone Number	
Fax Number	
Cell Number	
Proposer's e-mail address (Please Print Clearly)	

**Addenda**

**Addenda are posted at [www.kcdc.org](http://www.kcdc.org). Click on "Doing Business With KCDC" and then on "Open Solicitations" to find addenda. Please check for addenda prior to submitting your proposal.**

**Acknowledge addenda have been issued by checking below as appropriate:**

None <input type="checkbox"/>	Addendum 1 <input type="checkbox"/>	Addendum 2 <input type="checkbox"/>	Addendum 3 <input type="checkbox"/>	Addendum 4 <input type="checkbox"/>	Addendum 5 <input type="checkbox"/>
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**Statistical Information**

**This business is owned & operated by persons at least 51% of the following ethnic background:**

Asian/Pacific <input type="checkbox"/>	Black <input type="checkbox"/>	Hasidic Jew <input type="checkbox"/>	Hispanic <input type="checkbox"/>	Native <input type="checkbox"/> Americans	White <input type="checkbox"/>
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**As defined on KCDC's webpage ("General Instructions to Vendors"), this business qualifies as being:**

Section 3 <input type="checkbox"/>	Small Business <input type="checkbox"/>	Woman Owned <input type="checkbox"/>
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1. Proposer fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer;
2. Such offer is genuine and is not a collusive or sham offer;
3. Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against KCDC or any person interested in the proposed award or agreement; and
4. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
5. The proposer is not ineligible for employment on public contracts because of a conviction or guilty plea or a plea of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award let by the State of Tennessee or any political subdivision thereof.
6. No commissioner or officer of KCDC or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for KCDC has a direct interest in the responder.
7. No employee, officer or agent of the grantee or subgrantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
8. The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from proposers, potential proposers, or parties to sub-agreements.
9. By submission of this form, the proposer is certifying that no conflicts of interest exist.

The undersigned hereby acknowledges receipt of the above applicable laws and verifies that the proposal submitted in response to this solicitation is in full compliance with the listed requirements.

Signed by _____	
Printed Name _____	
Title _____	
Subscribed and sworn to before me this date	
By (Notary Public) _____	
My Commission Expires on _____	



## Certifications and Representations of Offerors

### Non-Construction Contract

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

#### 1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

(1)  has,  has not employed or retained any person or company to solicit or obtain this contract; and

(2)  has,  has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

#### 2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

(a)  is,  is not a **small business concern**. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b)  is,  is not a **women-owned small business concern**. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c)  is,  is not a **minority enterprise** which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

*For the purpose of this definition, minority group members are:*

(Check the block applicable to you)

Black Americans  Asian Pacific Americans

Hispanic Americans  Asian Indian Americans

Native Americans  Hasidic Jewish Americans

#### 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

(1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

**4. Organizational Conflicts of Interest Certification**

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

**5. Authorized Negotiators (RFPs only)**

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

**6. Conflict of Interest**

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

**7. Offeror's Signature**

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
*Signature & Date:*

\_\_\_\_\_  
*Typed or Printed Name:*

\_\_\_\_\_  
*Title:*



The Executive Summary shall condense and highlight the contents of the proposal to provide the evaluation committee with a broad understanding of their entire proposal.

The Executive Summary will not exceed the front and back of one 8.5 x 11 inch piece of paper when typed with a font no smaller than 10.

Describe the team proposed for this project and explain the rationale for the size and nature of the team. The proposer must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitutions must have KCDC's prior approval.

1. Overview:

Detail the team size, how the team will function, why the team members were chosen, et cetera.

2. Team Leadership:

- a. Describe the Project Lead's experience and qualifications
- b. Disclose who will have prime responsibility and final authority for the work
- c. Disclose who within the firm will serve as the primary contact with the search

Note: If an oral presentation is given, the individual having primary responsibility is to be present and participate in the presentation.

3. Other Team Members:

- a. Identify names
- b. Identify responsibilities
- c. Detail qualifications of staff members

4. Resumes:

Provide resumes for each major team member showing:

- Name and title
- How many years with this firm
- How many years with other firms in the field
- Experience
- Education
- Professional affiliations/credentials of assigned personnel
- Particular skills related to this project
- Other pertinent information.

1. Provide a brief narrative description of the organization submitting the proposal.
2. Include as part of the description:
  - a. Organization’s Number of Employees
  - b. Organizational structure
  - c. Financial stability
  - d. Years in business
  - e. Mergers and/or acquisitions within the last five years
  - f. Pending litigation detail
  - g. Legal status (corporation or partnership, et cetera)
3. Describe your staff’s familiarity and years of service to governmental/quasi-governmental/non-profit clients.
4. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this work. Also, show the lines of authority to the next senior level of management.
5. Using the format below, provide the name of three client references. It is desirable that a minimum of two references are from a public housing or governmental agency.

<b>Entity</b>	
<b>Nature of work conducted by the entity</b>	
<b>Entity Population (Cities, Counties) or Number of Apartments (PHAs)</b>	
<b>Entity Annual Operating Budget</b>	
<b>Number of Employees</b>	
<b>Name of the position recruited</b>	
<b>Contact Person</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Beginning Date of the Contract</b>	
<b>End Date of the Contract</b>	



Detail how your firm will perform the requested services and indicate the anticipated level of effort. Provide sufficient detail to convey the proposer's knowledge of the subjects and skills necessary for the project's successful completion.

1. Describe the types of services provided during this project.
2. Discuss the information and support required from KCDC.
3. Describe the plan for effective communication with KCDC.
4. Identify subcontractors planned for usage during this project and describe their role(s).
5. Provide a Search Timeline (with milestones) indicating when the scope of services will be completed and provided.
6. Describe the guarantee that the services provided will meet the proposed schedule and deliver a qualified pool of final candidates.
7. Describe how the guarantee applies if the employment contract negotiation is not successful or if for any reason the successful candidate leaves KCDC's employment within one year of his/her start date.
8. List companies or institutions that you cannot recruit based on existing/prior contracts with those companies or institutions.
9. Describe the methodology for assisting the Search Committee in the evaluation process.
10. Detail how your firm handles the coordination of on-site interviews with finalists and the associated expenses.
11. Indicate experience in conducting nationwide searches for Executive Director/Chief Executive Officers for public housing authorities (if any). If not, indicate other relevant experience in recruiting Chief Executive Officers for governments, quasi governments or non-profit organizations.
12. Indicate other experience that qualifies the proposer for work.
13. Identify the greatest threat to the successful completion of the Scope of Services and your firm's approach to minimizing this threat.

**Financial Offer Summary**

Provide a firm fixed price for the services offered and an itemized estimate of additional expenses.

	Item	Cost
<b>A</b>	<b>Total Firm Fixed Price for Services</b>	<b>\$</b>
<b>B</b>	<b>List additional estimated expenses</b>	
	Travel (Must not exceed GSA limits)	\$
	Meals (Must not exceed GSA limits)	\$
	Car Rentals (Must not exceed GSA limits)	\$
	Hotels (Must not exceed GSA limits)	\$
	Postage/copies/faxes/phone	\$
	Other:	\$
	Other:	\$
	Other:	\$
	Other:	\$
	Other:	\$
	Other:	\$
<b>C</b>	<b>Total Estimated Expenses (A+B)</b>	<b>\$</b>