

Executive Search Services RFP

Questions and Answers

Questions Due: June 25, 2021

Answers Posted: July 2, 2021

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

There are no geographic preferences in regard to this solicitation.

2. Whether we need to come over there for meetings?

It is expected that the initial phases of this process can, and will, be conducted virtually. ARC offices are still closed until tentatively after Labor Day. Later phases, particularly those involving the Board, will likely need to be conducted in person, so ARC anticipates a hybrid model.

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Some tasks will be able to be conducted virtually. Later tasks will likely need to be conducted in person.

4. Can we submit the proposals via email?

Per the RFP, three hard copies must be submitted to the ARC offices, and one digital copy must be submitted. The digital copy may be emailed.

5. How many vendors does ARC intend to award this procurement?

ARC intends to only award this procurement to one firm unless extenuating circumstances provide otherwise.

6. Are there any point preferences for MBE/WBE/DBE/SBE vendors? Would ARC be willing to modify its section IV Evaluation Criteria to allocate a percentage weight to firms who are classified as these designations to further encourage companies with these designations to submit responses?

This procurement is not subject to ARC's DBE goal. Outside of ARC's DBE goal, ARC encourages participation by MBE/WBE/DBE/SBE and veteran owned vendors on all procurements. ARC does not weight on this basis.

7. Can ARC utilize this contract for additional executive search services, or is it restricted only to the Executive Director position?

This solicitation is for the Executive Director position only.

8. In section position analysis, please identify how many individual interviews with citizen organizations, department heads, key staff the vendor is required to conduct. This will assist us in determining consultant hours allocated to the project.

ARC is seeking expertise and recommendations in these services. All the services outlined are subject to negotiation based on these recommendations. Individuals to be interviewed have not yet been identified. ARC is comprised of 4 Centers, made up of Groups, and overseen by 41 Board Members. ARC also partners with many key stakeholders outside the agency. The Board Members engaged are likely to be limited to the Search Committee, which is comprised of 10 members, plus the Board Chair and 2 advisory members. The Executive Leadership Team is made up of the Executive Director and his direct reports, including the 4 Center Directors, and Manager for Government Affairs, and the Senior Executive Coordinator. Some combination of these individuals, along with key outside partners, would be considered stakeholders. At this time, there is no set number, but it is unlikely to be more than 20.

9. In section position analysis, last sentence of the first paragraph, please define how many hours the term “considerable” includes. This will assist us in determining consultant hours allocated to the project.

ARC is seeking expertise and recommendations in these services. All the services outlined are subject to negotiation based on these recommendations. There is no predetermined set of hours. This is meant to indicate that this may require more interaction than other areas, but the amount of time is meant to be what would be necessary to complete the work. The outlined process in the RFP follows the process undertaken by the last Executive Director search in 2011. ARC is open to changing the process as recommended.

10. Are relocation expenses covered for any “nationwide” candidates in the nationwide search? If so, how much?

The Agency may, at its discretion, pay some or all of the newly hired employee’s relocation expenses if that individual is relocating to the Atlanta area from out of state. However, if an employee resigns or is terminated from the Agency before completing one (1) year of service, the employee will be responsible for reimbursing the Agency the amount of relocation expenses paid by the Agency. The fact that relocation expenses may be paid for a newly hired employee should not be construed as a guarantee that employment will continue for any specific duration after relocation.

11. What benefits does ARC offer candidates?

ARC provides a full benefits package to employees. Details of the benefits package are available on the ARC website here: [2021 Benefits Guide](#). Additionally, the current Executive Director is the only ARC employee with an employment contract, which is subject to negotiation.

12. What percentage of requirements is a candidate required to meet in order to be hired? As such, the vendor requests ARC put a qualifier on the following statement, or indicate if the profile changes beyond that presented in initial job description contained within the RFP, that vendor is permitted to increase fees. This ensures that both parties are covered and working toward the same goal. "If the Search Committee does not approve of any of the proposed candidates, the Consultant shall keep searching until the ARC's needs are clearly met."

The only requirements established by law are that, "An executive director shall be chosen from among the citizens of the nation at large and shall be selected on the basis of his training and experience." O.C.G.A. § 50-8-89. Other requirements will be established as part of this process, with ideal candidates being agreed upon as part of this process. We are open to adding the clause regarding continuing the search.

13. Please define what is expected of "psychological testing" in section Background Investigation.

ARC is seeking expertise and recommendations in these services. All the services outlined are subject to negotiation based on these recommendations. We would seek expertise on the recommended tests delving beyond a generic background check to ensure we have selected a well-rounded candidate who is a good fit for the agency. The outlined process in the RFP follows the process undertaken by the last Executive Director search in 2011. ARC is open to changing the process as recommended.

14. In section Negotiation and followup, can you please identify what "media relations" would be required.

ARC is subject to the Georgia Open Records Law, which requires disclosures of certain facts and details regarding the Executive Search process. ARC's Center for Strategic Relations is responsible for media relations and consultants would be expected to work with those staff to ensure the requirements are met.

15. Help us understand why performance criteria and goals for the position are not determined prior to the new Executive Director being hired (section Negotiation and follow-up). Vendor requests this provision be stricken or added to the position analysis process between the vendor and ARC's resources.

ARC is seeking expertise and recommendations in these services. All the services outlined are subject to negotiation based on these recommendations. The outlined process in the RFP follows the process undertaken by the last Executive Director search in 2011. ARC is open to changing the process as recommended. Note: at this time, we anticipate an overlap with a few months of onboarding between both the current and new Executive Director.

16. Additionally, once the ARC selects a candidate, salary/benefits are negotiated, the vendor should be paid any final fees and exit the process, as any further discussions are between employee/employer and that relationship. We request the section be revised as such.

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17. In section Negotiation and Followup, the vendor requests this paragraph in its entirety be moved to the Recruitment Process section – this information is coming after the New Director is in place. “Consultant shall keep the Search Committee closely informed and involved in decisions concerning the search process at all times. Consultant will prepare and send to the Core Team bi-weekly email updates and a formal progress report at the mid-point of the search. These reports will contain a progress report on the recruitment and specific steps to be taken to meet the Search Committee's deadlines and an itemization of expenses incurred-to-date and expected to be incurred during each succeeding project step.”

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18. In Exhibit B, under Method of Payment, please define “satisfaction” since this term is open-ended. “The Firm shall be paid monthly for the services performed to ARC's satisfaction hereunder.”

ARC will expect work to be completed as agreed upon in the contract for services, as determined by ARC. Disputes regarding invoices will be subject to the non-binding Disputes clause to resolve concerns.

19. What does ARC expect as a timeline from award to hiring the Executive Director?

The current timeline anticipates having a consultant in place by the end of July, with candidate interviews taking place in October, and final selections and negotiations taking place in November and December. The current Executive Director's retirement date is March 31, 2022.

20. What was the reason(s) the previous Executive Director was removed by the Board or left?

The current Executive Director is retiring.