



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

REQUEST FOR PROPOSALS FOR PROFESSIONAL RECRUITING SERVICES

PURPOSE

The International Economic Development Council (IEDC) has initiated a Request for Proposals (RFP) to identify a vendor to provide professional recruitment services to assist in the search and selection process for a highly qualified and experienced Chief Operating Officer (COO).

WHO MAY RESPOND

IEDC is seeking to retain the services of a professional recruiting services firm with experience in hiring executive talent for associations and nonprofits.

1. Introduction

The International Economic Development Council ('IEDC') is a non-profit organization that serves as the largest professional membership association for economic developers worldwide. IEDC provides resources, networking opportunities, professional development, and advocacy for economic development professionals and organizations.

IEDC promotes best practices in economic development, fosters collaboration among economic development professionals, and supports the advancement of the economic development profession globally. The organization offers various services and benefits to its members, including access to educational programs, research publications, networking events, and professional certifications.

IEDC plays a vital role in advancing economic development as a field of practice. It helps professionals stay informed about emerging trends, technologies, and strategies in economic development, and it provides a platform for knowledge sharing and collaboration among practitioners. IEDC also advocates for policies and initiatives that support economic growth and job creation.

Furthermore, IEDC organizes conferences, seminars, and training programs to promote continuous learning and professional development within the economic development community. Through its initiatives and resources, IEDC contributes to the success of economic development organizations, professionals, and the communities they serve.

IEDC is seeking professional recruitment services to assist in the search and selection process for a highly qualified and experienced Chief Operating Officer (COO).

IEDC is seeking proposals for a recruitment firm with a proven track record in executive-level searches within the association/non-profit industries to identify and attract a diverse candidate pool of top-tier candidates who can contribute to the growth and success of our organization.

2. Service Requirements

The selected recruitment firm will be responsible for providing the following services:

Assessment:

- Collaborate with the CEO to understand the specific requirements, qualifications, and desired skills for the Chief Operating Officer position for a dynamic and growing association.
- Conduct a thorough analysis of the association's needs, strategic objectives, and industry trends to ensure alignment with candidate qualifications.

Candidate Sourcing and Evaluation:

- Develop a comprehensive sourcing strategy to attract a diverse pool of highly qualified candidates with experience in association management, non-profits, economic development and related fields.
- Utilize various recruitment channels, including but not limited to online platforms, professional networks, economic development associations, and industry-specific sources, to identify potential candidates.
- Conduct a thorough screening and evaluation process, including resume review, initial interviews, and assessment of qualifications and fit with the association's goals and values.

Candidate Presentation and Selection:

- Present a diverse (i.e. race, gender, sexual orientation, industry) shortlist of at least 6-8 qualified candidates to the hiring team, including detailed candidate profiles, resumes, and assessment summaries.
- Coordinate and schedule two rounds of interviews between the hiring team and candidates, ensuring availability and logistical arrangements.
- Provide guidance and support throughout the selection process, including reference checks and candidate background verification.

Offer Negotiation and Onboarding:

- Assist in the negotiation process with the selected candidate, including salary, benefits, and other contractual terms specific to the association or economic development industry.
- Facilitate a smooth transition for the selected candidate, including coordinating the onboarding process and providing necessary support and information.

3. RFP Guidelines

Interested recruitment firms are requested to submit a proposal that includes the following information:

a. Firm Overview:

- Provide a brief overview of your recruitment firm, including years of experience, expertise in executive-level searches within the association and economic development industry, and any relevant industry certifications or affiliations.

b. Recruiting Approach:

- Outline your proposed approach to conducting the COO/COS search within the non-profit, association, or economic development industries, including key strategies for candidate sourcing and evaluation.
- Outline your approach to developing a diverse and multi-faceted candidate pool.
- Describe any unique methodologies or tools that differentiate your firm in executive search processes for economic development associations.

c. Team Expertise:

- Introduce the key members of your team who will be involved in this project, highlighting their experience and expertise in executive-level recruitment within economic development or related fields.

d. Project Timeline:

- Present a detailed timeline outlining the major milestones and deliverables of the recruitment process, including estimated timeframes for each phase.
- Indicate your ability to meet the specific timelines and deadlines required by our association.

e. References:

- Provide references from previous clients who have engaged your firm for executive-level searches within the economic development industry or related association sectors.

f. Fee Structure:

- Provide a detailed fee structure with all fees to be charged.

4. Selection Criteria

IEDC will evaluate the responses based on multiple criteria and will select the best overall vendor to fit its needs. All responses will be evaluated in the following areas:

- Experience and expertise in executive-level searches within the association/non-profit and economic development industries.
- Quality and comprehensiveness of the proposed recruitment approach specific to associations.
- Demonstrated success in attracting and placing highly qualified candidates in executive roles within associations, economic development or related fields.
- Proposed project timeline and ability to meet the specific timelines and deadlines required by our association.
- Competitive pricing structure.

IEDC contemplates award of the contract to the responsible vendor with the most cost-effective solution and the capabilities to perform the contract services. IEDC may, in its sole discretion, reject any and all proposals without providing a detailed explanation for decisions.

IEDC, in its sole discretion, may request proposal presentations by meeting with any or all vendors to clarify or negotiate modifications to proposals. However, IEDC reserves the right to make an award without further discussion of the proposals submitted.

Therefore, proposals should be submitted initially on the most favorable terms, from both qualifications and price standpoints, that the vendor can propose.

5. Process for Proposal Submission and Evaluation

Notification of Selection and Estimated Timeline

RFP Distributed:	July 31, 2023
Enquiries Deadline:	August 11, 2023
Proposal Deadline:	August 18, 2023
Vendor Selection:	August 28, 2023

IEDC reserves the right to cancel this RFP at any time. Upon conclusion of negotiations with the successful vendor, all vendors submitting responses to this RFP will be informed in writing of the name of the successful firm or individual.

Primary RFP Contact

Please direct all inquiries and submissions regarding this RFP to:

Nathan Ohle

International Economic Development Council

Email: nohle@iedconline.org

Response Delivery Instructions

Please submit all responses via email no later than August 28, 2023 to:

Nathan Ohle
International Economic Development Council
Email: nohle@iedconline.org

A response may be judged nonresponsive and excluded for further consideration if it is not received by the deadline or does not contain the specified information. If the file is too large for email, a link to the file should be provided. Postal mail submissions will not be accepted. It is the responsibility of the vendor to ensure that the response is received by IEDC by the closing submission date.

All costs incurred in the preparation of a response to this RFP are the responsibility of the vendor and will not be reimbursed by IEDC.

Right to Reject

IEDC reserves the right, in its sole discretion, to reject any and all responses received in response to this RFP. A contract for the accepted response will be based upon the factors described in this RFP.

Small Businesses, Minority-Owned Firms, and Women's Enterprises

IEDC will make efforts to utilize small businesses, women's business enterprises, and/or minority-owned firms for this solicitation where possible. A vendor qualifies if it meets the definition established by the Small Business Administration.

Confidentiality

If the vendor deems any material submitted to be proprietary or confidential, that must be indicated in the relevant section(s) of the response.

Conflict of Interest

The vendor must disclose, in an exhibit to the proposal, any possible conflicts of interest that may result from the award of the Contract or the services provided under the Contract. Except as otherwise disclosed in the proposal, the vendor affirms that to the best of its knowledge there exists no actual or potential conflict between the vendor, the vendor's project manager(s) or its family's business or financial interests ("Interests") and the services provided under the Contract. In the event of any change in either Interests or the services provided under the Contract, the vendor will inform IEDC regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolved to IEDC's satisfaction, or the vendor may be disqualified from consideration under this RFP. As used in this Section, "conflict of interest" shall include, but not be limited to, the following:

1. Giving or offering a gratuity, kickback, money, gift, or anything of value to an IEDC official, officer, or employee with the intent of receiving a contract from IEDC or favorable treatment under a contract;
2. Having or acquiring at any point during the RFP process or during the term of the Contract, any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner or degree with vendor's performance of its duties and responsibilities to IEDC under the Contract or otherwise create the appearance of impropriety with respect to the award or performance of the Contract; or
3. Currently in possession of or accepting during the RFP process or the term of the Contract anything of value based on an understanding that the actions of the vendor or its affiliates or Interests on behalf of IEDC will be influenced.

6. Confidentiality

All information included in this RFP is considered confidential and intended only for use by responders. No information included in this document, or in discussions related to IEDC's selection efforts, may be disclosed to another party or used for any other purpose without express written consent.

The vendor shall further agree to keep information related to any and all contracts with IEDC in strict confidence, including, but not limited to, the terms of the contract(s) and any confidential business information or proprietary information learned through its dealings with IEDC.