



# United Planning Organization

## **REQUEST FOR PROPOSAL**

**RFP # 2021- 08**

## **UPO EXECUTIVE SEARCH**

**Request for Proposal (RFP) Cover Page**

<b>Solicitation Issue Date: Tuesday, May 25, 2021</b>			
<b>Solicitation Closing Date: Friday, June 25, 2021</b>		<b>Solicitation Closing Time: 2:00 PM (EST)</b>	
<b>Issued By: United Planning Organization (UPO)</b>			
Address: 301, Rhode Island Ave, NW, Washington, DC 20001			
Telephone Number: 202-238-4600			
UPO is a non-profit agency in the District of Columbia founded in 1962 and is exempt from any state or federal tax.			
Unless otherwise stated, the unit price shall be the net price. Separate unit and total prices must be shown, if applicable.			
Unless otherwise stated, all quoted prices shall be Free On Board (FOB) headquarter address inside delivery.			
Responses must be received on or before <b>Friday, June 25, 2021</b> , by 2:00 PM (EST.) in the Procurement Office, United Planning Organization, 301 Rhode Island Avenue, NW, Washington, DC 20001.			
<b>Proposals:</b> Please submit a copy of your proposal by emailing to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing "UPO Executive Search RFP #2019-08" in the subject line.			
For questions/information, please email Rizwanul Haque, Procurement Officer, at <a href="mailto:rhaque@upo.org">rhaque@upo.org</a> referencing "UPO Executive Search RFP #2019-08" in the subject line. All questions received will be answered within three (3) business days and will be posted on the UPO website. Questions/information must be emailed no later than <b>Friday, June 11, 2021</b> .			
UPO reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals, if necessary.			
Any objection to the above conditions must be clearly indicated in the proposals.			
In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.			
<b>PROPOSER IDENTIFICATION</b>			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

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## **I. PURPOSE**

United Planning Organization (UPO) seeks to retain a consultant, firm or organization to assist the Board and staff to recruit and hire the organization's next Chief Financial Officer (CFO). This RFP outlines the expectations and timeline for the scope of work. The selected firm will possess the capacity and competencies on a full range of services, including experience with conducting successful executive searches for similar-sized non-profit organizations and implementing equitable and inclusive recruiting and hiring processes. We look forward to working with the firm to attract a qualified and diverse set of candidates to hire UPO's next CFO to carry forth the UPO's mission-based work.

## **II. CONTRACT PERIOD & RENEWALS**

The term of any contract resulting from this RFP will be from July 1, 2021 (or from the date the agreement is executed) to September 30, 2022

## **III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND**

UPO is a 501(C) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia, providing leadership support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO is a major Head Start grantee in the nation's capital spanning a period of 50 years.

UPO serves as Washington, DC's premier non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs
- Comprehensive youth services with scholarships for DC residents
- Homeless transportation services
- Training programs designed to prepare participants for skilled employment
- Substance abuse treatment programs
- Community based tax preparation services
- Housing Counseling services
- Job placement and career development services

## **IV. SCOPE OF WORK**

Following are the scope of services required to be performed by the selected firm:

1. Solicit input from the executive staff of UPO through meetings and interviews to understand the responsibilities/qualifications and appropriate experience and skill set needed for the CFO positions and work with executive staff to determine selection criteria for successful candidates.
2. Present a recruitment strategy, process and timetable for completion of the work in consultation with the executive staff of UPO.

3. Review and edit the current job description to develop a compelling job description for the CFO position.

4. Source job candidates through a number of different and targeted channels including consulting stakeholders regarding leads, proactively reaching out to candidates in the marketplace who may not be actively seeking the position, and other best practice recruitment strategies.

5. Assess the qualifications of and responses from interested candidates against those required and requested in the job description, offering initial recommendations for finalist candidates to UPO.

6. Support the executive staff of UPO in engaging in a rigorous interview, reference checking, and hiring process to select the most qualified candidate(s) as needed.

## V. MINIMUM QUALIFICATION REQUIREMENTS

Following are the minimum qualification requirements for proposers submitting their proposal in response to this solicitation:

- Demonstrated track record of successfully recruiting and placing C-suite executives. Special interest is given to executives who have remained at an agency for over 24 months after hire.
- Minimum five (5) years' experience in the search and selection of senior level professional executives.
- Preferably located in the DMV region.

Commented [AT1]: Yes to DMV preferably

## VI. PROPOSAL REQUIREMENTS

### A. General Requirements

In order to be considered for selection, proposers must submit complete response to this RFP. Proposals must be submitted electronically to UPO at [procurement@upo.org](mailto:procurement@upo.org). No other distribution of the proposals shall be made by the proposer.

**NOTE: A proposer may submit no more than one (1) proposal in response to this RFP.**

1. Proposals shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all information may result in the organization requiring prompt submission of missing information and/or getting a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by UPO.
2. Proposals should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP so that UPO may properly evaluate proposer's capabilities to provide the required service. Emphasis should be placed on completeness and clarity of content.

3. All responses are to be submitted on standard 8.5" X 11" paper size, in 12-point Times New Roman font. Proposals should be single-sided and single spaced. Proposers shall respond to the items in the order they are shown in the RFP. The responses should describe the most favorable terms and shall remain firm for 120 days from the proposal closing date. Prices should be submitted exclusive of all federal, state, and local taxes.
4. All documentation submitted with the proposal should be contained in a single volume.
5. Ownership of all data, materials and documentation originated and prepared for this RFP by any proposer shall belong exclusively to UPO.

**B. Proposal Format**

Proposals shall not exceed ten (10) single-sided pages in length, excluding resumes and appendices.

Failure to include any of the following information may have an adverse impact on the evaluation of a proposal. In order to be considered responsive, proposals must at a minimum contain the following:

➤ **Technical Proposal Elements**

1. An overview of your firm. Brochures and marketing materials may be included in an appendix to the proposal.
2. A work plan description with a list of deliverables, milestones, and processes that will be employed to administer the project. The respondent shall include task assignments of staff members and level of effort for each linked to the cost proposal and project deliverables. With the work plan, please also explain the type of outreach, candidate identification, and structuring of the recruitment and selection process. Firms with proprietary access to candidate databases should make that clear in the response.
3. Key members of the team who will manage and staff this contract. Specifically, please identify a Principal-in-Charge and a Project Manager for the overall contract. Please provide professional resumes and billing rates for all proposed personnel.
5. References from at least 3 (three) clients of the firm, preferably clients who have utilized the firm on matters related to executive search services and who can describe a successful search. The references must include a contact person, a full mailing address, an email address, and a phone number.

Following additional documents need to be provided with the technical proposal:

1. Signed and dated Cover Page of this RFP.
2. Signed and dated Vendor Identification Form (attached as Appendix A to this RFP).
3. A copy of valid business or professional license.

4. A copy of valid certificate of liability insurance.
5. A copy (copies) of MBE/WBE/DisBE certification.

➤ **Cost Proposal Elements**

A cost proposal as follows:

1. Information relating to firm’s fee structure including a flat fee, if any, for strategy development or per job placements.
2. A budget for each category/task/sub-task which provides labor estimates for each supporting respondent staff member as well as any non-labor expenses.

➤ **Evaluation Criteria**

1. All proposals received will be reviewed to determine if they adhere to the format and instructions of the RFP, meet the criteria indicated below and conform to the objectives and requirements of the RFP. An evaluation team will evaluate the merit of proposals received in accordance with the criteria outlined in this RFP. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
2. UPO reserves the right to a) waive variances or reject any or all proposals and b) request clarifications from any or all respondents. Further, UPO reserves the right to reject any or all proposals and to waive informalities and minor irregularities and to accept any portion of a proposal or all items proposed if deemed to be in the best interest of UPO. Proposals shall be rejected if they:
  - a) are received after closing date and/or time,
  - b) contain alterations not initialed by an authorized official,
  - c) are not meeting or taking exception to required terms and conditions, and
  - d) are not meeting specifications.

3. Proposals will be evaluated on the following criteria:

a) Project Team/Firm Background	30
b) Relevant Project Experience	20
c) Fee Structure	30
d) References (minimum 3)	10
e) Documents Submitted	<u>10</u>
<b>Total:</b>	<b><u>100</u></b>

*Additional 6 potential points may be awarded for MBE/WBE/DisBE Participation/Certifications.*

## VII. GENERAL TERMS AND CONDITIONS

1. Additions and/or Deletions of Service: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor shall be reduced proportionally to the amount of service reduced in accordance with the bid price. Should additional services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination of Contract: The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the contractor of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the contractor.
3. Licenses: By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner contractor's fulfillment of the contract.
4. Anti-Kickback Provision: This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. Non-Collusion/Fraud: By submitting a proposal, proposer warrants and certifies that neither the proposer nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, its proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the UPO as a result of proposer's collusion.
6. Equal Opportunity: The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age, marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The proposer shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
7. Right to Audit: UPO shall have the right to audit all invoices submitted by the contractor. The organization shall have the right to audit all relevant data upon which the contractor's fees are based.



8. Informal Communications: From the date of receipt of this RFP by each proposer until a binding contractual agreement exists with the selected contractor and all other proposers have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.
9. Formal Communications: From the date of receipt of this RFP by each proposer, until a binding contractual agreement exists with the selected contractor, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal or as provided for in this RFP.
10. Costs Incurred: Any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation/demonstration shall be the proposer's sole responsibility.
11. Small and Minority Firms: Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunity to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
12. Federal, State and Local Taxes: UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.
13. Payment Terms: Preferred invoice payment terms will be 2% 10, net 30 days from date of invoice. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor. At any time or times before final payment and three year thereafter, UPO may have the contractor's invoices or vouchers and statement of cost audited.
14. Indemnification: Proposer shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by proposer or (2) any act or omission by contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.
15. Insurance: Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.
  - o Workers' Compensation Insurance providing statutory limits for the District of Columbia.
  - o Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
  - o Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.

The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

16. RFP Addendum: In the event that it becomes necessary to revise this RFP, in whole or in part, an addendum will be posted on the UPO website <http://www.upo.org/work-with-us/#rfp>
17. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the proposer. By submitting a proposal, the proposer represents that:
  - The proposer has read and understands the request for proposal and submits the response in accordance therewith.
  - The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
  - The proposer has all required licenses and insurance.
18. Withdrawal of Proposal: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw their proposal. This will not preclude the submission of another proposal prior to the hour and date set for submitting the proposal. After the scheduled time and date for submitting proposals, no proposer will be permitted to withdraw the proposal unless the award is delayed for a period exceeding 60 days.
19. Receipt and Opening of Proposals: Proposers are responsible to assure their proposal is delivered to UPO by the scheduled date and time. Only those proposals which are received in a timely fashion as set forth in this RFP will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late proposal(s) will be dated, marked as received late, and remain unopened. UPO is not responsible if the proposal does not reach the destination specified, by the appointed date and time.
20. Contract Award Notification: When the evaluation process of the proposals is completed; the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.
21. Certifications: Any agreement resulting from this RFP shall be subject to but not limited to the following certifications:
  - a. Certification that it nor its principles are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any Federal department or agency in accordance with 45 CFR Part 76.
  - b. Certification Regarding Lobbying under Title 31, US Code, Section 1352.
22. By submitting a proposal, the proposer represents that:
  - a. The proposer has read and understood the RFP and submits that the response is in accordance therewith.
  - b. The proposer possesses capabilities and personnel necessary to provide efficient and successful service.
  - c. The proposer has all the required licenses and insurance.
23. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFP.



**VENDOR IDENTIFICATION (must be completed and returned with proposal)**

Appendix A

<b>Company Name:</b>			
<b>Doing Business As (DBA):</b>			
<b>Company Federal ID:</b>			
<b>Address:</b>			
<b>Remit To Address:</b>			
<b>Telephone:</b>			
<b>Fax:</b>			
<b>Email:</b>			
<b>Web address:</b>			
<b>Main Contact:</b>			
<b>Person responsible for response (if different):</b>			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>