



REQUEST FOR PROPOSAL (RFP)
EXECUTIVE SEARCH SERVICES
Buda Economic Development Corporation
405 E. Loop Street, Bldg. 100-EDC
Buda, TX. 78610

AUTHORIZED CONTACT

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1. BACKGROUND INFORMATION:

The intent of this Request for Proposal (RFP) is to solicit proposals to select an executive search firm to assist the Buda Economic Development Corporation in recruiting for the position of Executive Director. One firm will be selected to perform the Executive Search Services listed below after careful review and evaluation of responses by the Board of Directors.

Buda Economic Development Corporation (BEDC) is a Texas Type B Corporation that promotes, assists, and enhances the economic development activities and quality of life within the City of Buda, Texas. It was established in early 2001 by the city's voters and is primarily funded by a half-cent sales tax in the City of Buda. By attracting new businesses to the area and expanding existing ones, the BEDC attracts capital investment to add to Buda's tax base and helps to increase the number of primary jobs for residents.

Buda, with a 2016 population of 16,428, is located in the greater Central Texas region, and is a city within the Austin-Round Rock Metropolitan Statistical Area (MSA). Located in northern Hays County on IH 35, Buda is approximately 15 miles south of downtown Austin and 15 miles north of San Marcos.

Buda is the fastest growing city, with a population of over 10,000, in the State of Texas. Buda has been experiencing rapid population growth since 2000, which is largely attributed to its proximity to Austin and its location along the Interstate 35 corridor. The city is expected to continue to grow, both in population and economic vitality.

For additional general information, please visit our website at www.budaedc.com.

2. PROJECT SCOPE:

BEDC has solicited feedback from the Board of Directors identifying the key qualifications, experience and characteristics needed for the position. A staff survey allowed employees to share their ideas regarding qualities for this position. RFP Deliverables include:

1. Source job candidates through a number of different channels including advertising in nationally recognized publications likely to attract qualified candidates, proactively reaching out to candidates in the marketplace that may not be actively seeking the position, accessing the firm's network of qualified candidates and other best practice recruitment strategies utilized in the industry.
2. Assess the qualifications of interested candidates against those required in the Job Description. Recommend and schedule candidate interviews. Support the Board in engaging in focused rigorous interviews, in-depth reference checking and final selection process.

3. PROJECT TIME FRAME:

Tuesday, June 18, 2019	RFP Issued
Wednesday, July 10, 2019	RFP Responses Due
TBD	Contract awarded
TBD	Job Announcement Posted
TBD	Recruitment/interviews/references
TBD	Candidate selected/on-boarded

Responses must be submitted in .pdf format to: mandy@budaedc.com by 4:00 pm CST Wednesday, July 10, 2019. Contract negotiations will begin upon notification of selection.

4. RFP GUIDELINES:

RFP responses should include the following items:

- Company background, including the date firm was founded, and the number of years in current structure. Include a description of experience in executive searches and examples of 3-5 successful executive search placements for Executive Directors that have continued in the position for a period of time longer than one year.
- Include company structure including board of directors, partners, trade affiliations, parent/subsidiary affiliations with other firms.
- Anticipated staff and/or other resources assigned to this project, including role, title and experience.
- Competitor & Target Research
- Key Deliverable Dates Explained
- Proposed Interview Questionnaires
- Project Management Methodology
- Budget and Cost Methodology

5. PROPOSAL EVALUATION CRITERIA:

The following is a description of items to receive consideration in the evaluation of responses for providing professional services to the Buda Economic Development Corporation (BEDC). Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 15 points for interviews, if conducted). Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages.

Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.

CONSIDERATION ITEM 1 **TURNED IN ALL REQUIRED DOCUMENTS**

Did respondent turn in the requested documents as required by this Consideration Item and the forms and submittal requirements for all other consideration items?

No - Response will not be evaluated.

Yes - Evaluation of the response will continue.

CONSIDERATION ITEM 2 **COMPANY BACKGROUND** **20 Points Maximum**

BEDC is interested in the company's background and structure. Describe when the firm was founded and number of years in current structure; Identify company board of directors, partners, trade affiliations, parent/subsidiary affiliations with other firms; Identify project leadership, reporting responsibilities, how the firm will interface with BEDC; Describe the roles of the key individuals proposed to work on this project; and indicate activities, responsibilities and key personnel on an organizational chart. Organizational chart may be submitted on 11 x 17 paper.

- Provide an organizational chart. (1-page limit)
- Provide a brief narrative. (Narrative should not exceed 3 pages)

CONSIDERATION ITEM 3 **TEAM'S PROJECT APPROACH** **20 Points Maximum**

BEDC is interested in team's overall understanding of the project scope and issues. Describe any significant project issues and the team's approach in addressing those issues. Reference issues seen on similar scoped projects, and the overall approach to mitigate those and other issues. Describe your team's methods to successfully complete the work; your team's understanding of the techniques and sequencing/scheduling required; and how the firm will interface with the BEDC's appointed representative.

- Provide a narrative not to exceed five (5) pages.

CONSIDERATION ITEM 4

EXPERIENCE OF PROJECT MANAGER AND PROJECT PRINCIPAL

(past 10 Years)

20 Points Maximum

(Project Manager – 10 points; Project Principal – 10 points)

BEDC is interested in the experience of the Project Manager and Project Principal that demonstrates history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. The Project Manager and Project Principal may be the same individual.

List three (3) projects meeting these criteria which have been completed in the past ten (10) years for each individual.

- Please provide no more than one (1) page per project.
- Attach a resume of no more than two (2) pages for each individual.

CONSIDERATION ITEM 5

FIRM'S COMPARABLE PROJECT EXPERIENCE (past 5 years)

20 points maximum

BEDC is interested in the firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List three (3) projects meeting these criteria which have been completed in the past five years.

- Provide a narrative not to exceed one (1) page.
- Provide no more than one (1) page per project.

CONSIDERATION ITEM 6

BUDGET AND COST CONTROL METHODS

20 points maximum

BEDC is interested in the firm's approach and tools that will be used to create, control, monitor and report cost performance throughout this project's duration to stay within budget. Provide a high level budget based on the scope of work listed in this solicitation.

- Provide a narrative not to exceed two (2) pages.

CONSIDERATION ITEM 7
INTERVIEWS (OPTIONAL)
15 Points Maximum

The BEDC may determine that it is necessary to interview short-listed firms prior to making a recommendation for award. Staff intends to use the following guidelines for the optional interview process:

- The point difference between the first and second ranked firm is less than three points.
- The number of firms interviewed will depend on the closeness of the scores following evaluation of the written proposals.
- Staff will consider significant gaps in point separation between the top ranked firms in determining the number of firms to be interviewed.
- Only firms that are considered qualified to perform the work, on the basis of their written proposal, will be invited for interviews.
- Staff may conduct interviews in other cases where staff believes it is in the best interest of the BEDC.
- The BEDC reserves the right to determine whether an interview will be conducted for every solicitation/project.