

**Greenville County Redevelopment Authority  
Executive Recruiting Search Firm  
Request for Proposal**



**GCRA**

Greenville County Redevelopment Authority

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**REQUEST FOR PROPOSALS  
FOR EXECUTIVE SEARCH FIRMS  
FEBRUARY 22, 2024**

The Greenville County Redevelopment Authority (GCRA) is requesting proposals from firms to provide qualified candidates to fill the soon to be vacant position of Executive Director for the Greenville County Redevelopment Authority.

**Introduction and Background**

Established in 1974, the Greenville County Redevelopment Authority (GCRA) works to holistically improve and revitalize homes and communities in Greenville County South Carolina. GCRA's primary focus is on providing affordable housing, building safe accessible neighborhoods, and offering grants and loan programs for small businesses throughout Greenville County. Through community partnerships and administering funds from the U.S. Department of Housing and Urban Development (HUD) for Greenville County, GCRA works to build a better quality of life for the citizens of Greenville County.

Our current Executive Director is retiring after serving 5 plus years in this position. GCRA is seeking proposals to conduct an executive search for the Executive Directors position. The executive search for this position will be a joint effort between the Greenville County Redevelopment Authority and the professional search firm selected. All submittals should be sent to **Beverly Robertson by March 15, 2024**. *Resumes from applicants should not be sent to GCRA.*

**Proposal Requirements:**

Proposals should include the following to be considered as meeting the minimum requirements:

- Introduction and Organization's Background
- Qualifications and previous executive search experience, especially for similar assignments
- Recruitment work plan
- Fee structure, including all fees and reimbursable expenses.
- Professional staff background
- Strategy for recruitment of diverse candidates
- Your organization's requirements regarding Placement Guarantees
- Fee Structure: The total fee for this executive search must be included in the proposal. All fees for search and reimbursable expenses. This proposal must be valid for 60 days from the date of the proposal.
- List of at least three (3) references including names, addresses, and telephone numbers. Organization should include any South Carolina governmental entity reference.

### **Recruiting Work Plan Requirements:**

- Meeting with GCRA representatives to develop candidate criteria.
- Candidate recruitment
- Development of recruitment advertisement for local/regional search
- Initial screening and recommendations
- Scheduling candidate interviews
- Reference and background checks

### **Submission Procedures, and Requirements for Submittals**

All submissions must be received by **1:00 P.M., FRIDAY, MARCH 15, 2024** and delivered via email to [brobertson@gcra-sc.org](mailto:brobertson@gcra-sc.org). If the submission is late, the proposal will be reject. There will be no exceptions. Responders submitting proposals shall be responsible for all cost of preparing such proposals.

Responders to this Request for Proposal shall closely examine the specific requirements noted herein.

The proposal should be signed by an authorized representative of the Offeror.

Vendors are responsible for ensuring that proposals are received on time and at the right location. It is the responsibility of the proposer to clearly mark and identify all portions of the proposal that contain trade secrets, confidential information, and other proprietary information. All information is subject to the Freedom of Information Act. All proposals must be accompanied with a cover letter signed by the submitting firm's authorized representative identifying its interest in serving as agent for the project, identifying general contents of the transmittal and identifying the name, address and telephone number of the firm's contact person for the submission.

The GCRA reserves the right to reject any proposal and act in what it determines to be in the best interest of the citizens of Greenville County and to meet federal procurement requirements in accordance with federal regulation 24 CFR part 85.

### **Disqualification of Proposers:**

- Proposers may be disqualified for any of the following reasons:
- Reason to believe collusion exists among the Proposers.
- The Proposer is involved in any litigation against GCRA.
- Existing conflict of interest

### **Deliverables:**

The services must be completed within 90 days.

### **Evaluation Modifications:**

Any changes, amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment, or modification to a previously submitted proposal. Changes, amendments, or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

### **Evaluation Process:**

All proposals submitted in response to the RFP shall be evaluated according to the evaluation criteria. The Evaluation Committee shall be comprised of people designated by GCRA. The Committee shall determine the individuals or firms which meet the minimum requirements pursuant to selection criteria of the RFP. All proposals shall be evaluated using the same criteria and scoring process. The maximum number of evaluation points per criterion is listed on the right of each item.

### **Criteria:**

The following criteria shall be used by the Committee to evaluate proposals:

- Qualifications and previous executive search experience, especially for similar assignments – (1 to 7 points)
- Fee Structure, including all fees and reimbursable expenses (1 to 5 points)
- Professional staff background (1 to 3 points)
- Strategy for recruitment of diverse candidates (1 to 3 points)

### **Selection of Qualified Proposals:**

GCRA will review the proposals submitted by all proposers. On the basis of the evaluation criteria, GCRA will determine which proposal is most advantageous for the award of the contract. GCRA may at any time investigate a Proposer's ability to perform work. GCRA may ask for additional information about a company and its work on previous contracts. Proposers may choose not to submit such information in response to GCRA; however, if failure to submit such information does not clarify the GCRA's questions concerning the ability to perform, GCRA may discontinue further consideration of a particular proposal. GCRA would typically be interested in previous experience in performing similar or comparable work, staffing and personnel turnover, financial statement of resources for current and past periods and other relevant information. Please be aware that GCRA may use sources of information not supplied by the Proposer concerning the abilities to perform this work. Such sources may include current or past customers of the organization; current or past suppliers; articles from industry newsletters or other publications or from non-published sources made available to GCRA.

Please note, the Evaluation Committee may determine that oral presentations are required before making a final decision. The GCRA will invite the proposers with the highest evaluation scores to make such presentations. Discussions will be on an individual basis and closed to third parties and other Proposers.

**Award:**

The award will be awarded to the most advantageous proposal based on the evaluation criteria. Alternatively, the top scoring proposals may require the candidate to submit final and best offers.

**Rejection or Acceptance of Proposals:**

This Request for Proposals does not commit GCRA to award any contract. GCRA reserves the right to reject any or all proposals, to waive technicalities or irregularities, and to accept any proposal it deems to be in the best interest of the GCRA. GCRA shall not be liable for any costs incurred by any firm responding to this RFP.

**Insurance Requirements:**

Within ten days after notification of award and for the duration of the contract, consultant will provide a certificate of insurance evidencing proof of General Liability, Automobile Liability, Professional Liability and Workers' Compensation/Employers Liability insurance. This insurance must stay in force for the duration of the contract.

The Greenville County Redevelopment Authority is an equal employment opportunity organization and prohibits discrimination based on race, color, sex, religion, handicap, or national origin. Minority and women contractors and professionals are encouraged to apply.