



Alexandria Redevelopment & Housing Authority

401 Wythe Street
Alexandria, Virginia 22314
www.arha.us

REQUEST FOR PROPOSAL

RFP# P-061226

**EXECUTIVE SEARCH & RECRUITMENT SERVICES FOR SENIOR
LEADERSHIP POSITIONS**

Issue Date: June 12, 2026

**Proposal Due Date:
July 1st, 2026, no later than 2:00 P.M EST**

**Only electronic responses via Housing Agency eProcurement platform link will be accepted.
Please use the following link to upload proposals: <https://ha.internationaleprocurement.com>**

All Proposals shall remain valid for a period of ninety (90) days.

Contact Information:

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Equal Housing Opportunity



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Services for Senior Leadership Positions**

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INTRODUCTION

The Alexandria Redevelopment and Housing Authority (hereinafter, "ARHA") is a public entity that was formed in 1939 to provide federally subsidized housing and housing assistance to low-income families within the City of Alexandria, Virginia. The ARHA is headed by a Chief Executive Officer (CEO) and is governed by a nine-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and the AIHA's procurement policy.

Currently, the ARHA owns and/or manages the following programs:

➤ Public Housing –	609 units
➤ Project Based (Moderate Rehabilitation) Vouchers	109 units
➤ Project-Based Voucher (Sec. 18/RAD/JB5)	169 units
➤ Market-Rate Housing	84 units
➤ Low-Income Housing Tax Credits (LIHTC)	84 units
➤ Section 8 Housing Choice Voucher Program	1,547 units

For more than 85 years, ARHA has used its resources to eliminate blight and to develop affordable housing in the City of Alexandria. ARHA's mission is to provide decent, safe and affordable housing to low and moderate-income citizens of the City of Alexandria and to implement community development programs.

In keeping with its mandate to provide efficient and effective services, ARHA is now soliciting proposals from qualified, licensed and insured entities to provide Executive Search & Recruitment Services for Senior Leadership Positions. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

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RFP INFORMATION AT A GLANCE

[Table No. 2]

ARHA CONTACT PERSON	Mohammad Muhsen Sultani Tel: 703-549-7115 Ext: 1250 Email: mmuhsen@arha.us
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	<ol style="list-style-type: none"> 1. Access ha.internationaleprocurement.com (no “www”). 2. Click on the “Login” button in the upper left side. 3. Follow the listed directions. <p>If you have any problems accessing or registering on the system, please call customer support at 1/866-526-9266.</p>
PRE-PROPOSAL CONFERENCE	<p>A pre-proposal conference will not be held for this solicitation.</p> <p>Offerors may submit written questions regarding this RFP to the Procurement Officer identified herein by the deadline specified in the solicitation schedule. Responses to questions deemed necessary by ARHA will be issued in the form of a written addendum and distributed to all known prospective offerors.</p>
DEADLINE FOR RECEIPT OF QUESTIONS VIA Housing Agency E-PROCUREMENT.	June 24th, 2026@ 2.00 PM
DATE OF ADDENDUM FOR RESPONSE TO QUESTIONS	June 26th, 2026, COB
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	<p>As instructed in Section 3.0 of the RFP, all documents must be submitted through the Housing Agency Marketplace.</p> <p>All files must be uploaded to the Housing Agency Market Place eProcurement through the link below:</p> <p>(https://ha.internationaleprocurement.com)</p> <ol style="list-style-type: none"> 1. Access ha.internationaleprocurement.com (no “www”). 2. Click on the “Login” button in the upper left side. 3. Find the RFP and upload your response. <p>If you have any problems accessing or uploading your document on the system, please call customer support at 1/866-526-9266.</p>
ANTICIPATED COMMENCEMENT OF WORK	The goal is to be awarded by August 2026

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1.0 ARHA'S RESERVATION OF RIGHTS:

- 1.1 Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests.
- 1.2 Right to Not Award.** Not to award a contract pursuant to this RFP.
- 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4 Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5 Right to Retain Proposals.** Retain all proposals submitted and to not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
- 1.6 Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.7 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.8 Right to Prohibit.** At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the eProcurement Marketplace (hereinafter, the "eProcurement Marketplace" or the "Marketplace") and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the eProcurement Marketplace, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Agency, but not the prospective proposer, of any responsibility pertaining to such an issue.
- 1.10 Right to Reject - Obtaining Competitive Solicitation Documents.** The eProcurement Marketplace is the only official and appropriate venue to obtain the RFP documents (and any other information pertaining to this RFP such as addenda). Accordingly, by submitting a response to this RFP the respondent thereby affirms that he/she obtained all information on the eProcurement Marketplace. Any other group such as an association or a proposal depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the eProcurement Marketplace to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from eProcurement Marketplace.

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2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.

ARHA is seeking proposals from qualified professional firms or individuals to assist ARHA in recruiting and selecting candidates for the chief executive officer, Deputy Chief Executive Officer (DCEO), Chief Operating Officer (COO), Chief Financial Officer (CFO), and other comparable executive-level positions with ARHA. The successful firm or individual (hereinafter referred to as the “Consultant”) shall recruit nationally for highly qualified candidates.

The purpose of this RFP is to select the most qualified Consultant that will provide executive search services. The Consultant must be able to provide the services described in this RFP within the time frame required by ARHA.

The Consultant shall have qualifications and experience to perform the following:

- The Consultant will assist the Board to develop an ideal candidate profile and strategy for carrying out the recruitment process, involving outreach to applicants from diverse backgrounds to apply.
- The Consultant will establish a process for obtaining feedback from key partners, stakeholders, staff, residents and city officials on the requested duties and responsibilities, skills, knowledge, abilities and personal traits required for the position.
- Conduct nationwide recruitment services for senior ARHA leadership positions, including but not limited to Chief Executive Officer (CEO), Deputy Chief Executive Officer (DCEO), Chief Operating Officer (COO), Chief Financial Officer (CFO), and other comparable executive-level positions;
- Develop appropriate recruitment criteria based on the position being recruited, to reflect the necessary work experience and personal characteristics;
- Utilize appropriate recruitment resources to solicit qualified candidates;
- Adequately coordinate all recruitment activities, including identification of outstanding candidates, preparation and distribution of invitations to apply, making follow-up contact with potential candidates, update candidates of their status in the process, and notification regarding overall recruitment results, in a timely manner;
- Submit a list of semi-finalists to ARHA Board of Commissioners (the “Board”) for review and consideration;
- Coordinate interviews with semi-finalists and the Board, and ultimately with the finalist. Prepare interview booklets for use during the interview process;
- The Consultant shall conduct a nationwide search to identify candidates suitable for the position in accordance with the job specifications as provided by ARHA and in accordance with any additional guidance provided by ARHA;

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- The Consultant shall screen all candidates identified for referral to ARHA, including, verification of academic credentials and/or licensing, dates and circumstances of prior employment and checking of all references provided by the candidate prior to referral to ARHA;
- The Consultant shall provide a twelve (12) month guarantee of placement;
- The Consultant and ARHA will provide the candidates with any necessary information requested to sufficiently evaluate the opportunity;
- The search will be conducted by the Consultant in compliance with all applicable federal, state laws and local laws, executive orders, rules, regulations and programs.; and
- The Consultant will assist with onboarding of selected candidate, which includes additional background check, employment contracts, and press releases.; and
- ARHA will not be liable for any costs incurred by the Consultant in responding to this RFP.

2.1 DELIVERABLE:

The proposed fees shall be all-inclusive of all costs incurred by the successful proposer in performing the services under this contract, including but not limited to employee wages and benefits, clerical support, overhead, profit, licensing, insurance, long-distance telephone charges, Consultant travel, document copying, and other general administrative expenses necessary to complete the work.

Candidate travel, relocation costs, and other candidate-specific expenses, if any, shall not be included in the Consultant's professional fee and shall only be reimbursed if expressly authorized in advance and approved in writing by the ARHA.

2.2 GENERAL REQUIREMENTS:

All submittals must conform to requirements outlined herein. ARHA reserves the right to require oral presentation by proposers and to request additional information during the proposal review period.

All costs incurred, directly or indirectly, in response to this request for proposals shall be the sole responsibility of and shall be borne by the proposer.

The selected firm(s) shall:

- Complete written documentation of materials in a manner suitable for use by ARHA, the Board and HUD;
- Coordinate all services with ARHA;
- Coordinate all services with other parties as deemed necessary by ARHA;
- Provide the basis, source, and methodology for arriving at conclusions in all reports; and

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- List the firm's name, contact person, telephone number, resumes and profile of expected participants in the procurement of this service. The submittal must provide an execution plan including a schedule indicating how this work contemplated here in will be accomplished. There may be subsequent instructions issued to the successful candidate in connection with the final process. The submittal must make provisions to meet and comply with all applicable laws and regulatory criteria.

2.3 CORRESPONDENCE:

Requests for additional information related to this RFP should be made in writing and directed to Mohammed Siddiqi, Procurement and Contracting Officer in order to allow issuance of any necessary amendment to the RFP.

An amendment may be issued prior to the opening of the submittals for the purpose of changing or clarifying the intent of this RFP. All amendments shall be binding in the same way as if originally written in this RFP.

Any interpretation affecting all proposers made prior to the submittal due date will be issued in the form of an amendment. ARHA will not be bound by or responsible for any other explanations or interpretations of this RFP package other than those given in writing as set forth in this paragraph. Oral instructions, interpretations, or representations will not be binding upon ARHA or its representatives.

2.4 RELATED EXPERIENCE:

Provide, as a minimum, the following information for both the firm(s) and consultant(s):

- 1) A statement describing the services provided by the proposer and any key personnel on projects of a similar scope and complexity, including the recruitment and placement of senior executive leadership positions. For each project, provide the client organization name, a description of the services performed, and the name, title, and telephone number of the client's representative who may be contacted as a reference. The proposer shall demonstrate successful experience conducting executive searches for senior leadership positions within public housing agencies, housing authorities, governmental entities, nonprofit organizations, or other comparable organizations, including positions such as Chief Executive Officer, Deputy Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, or similar executive-level roles.
- 2) List of all key members of firm(s) and any consultant(s) who will be assigned to this project. Indicate the level of effort and function of each member on the project. Description of organization structure to showing how the key members will be involved. Include resumes of these individuals. The resumes should include the following minimum information:
 - a. Name;

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- b. An explanation of the function they will perform and their title by classification;
- c. Their relevant educational background;
- d. Their relevant work experience;
- e. Their work experience with governmental clients; and
- f. Any specialized skills, training, and/or credentials that are relevant to the required services.

2.5 REFERENCES:

Provide a list of housing authorities, governmental entities, nonprofit organizations, or other comparable organizations for which the proposer has provided executive search and recruitment services for senior leadership positions. If the proposer cannot provide at least three (3) references from such organizations, it may include references for similar executive recruitment services.:

- 1) The term (beginning and ending dates) of your contract agreement(s);
- 2) A brief description of the scope of work; and
- 3) The name, address, email address, facsimile and telephone number of the representative of your client that administered your contract(s). E-mail and/or facsimile are required.
- 4) Description of the executive search services provided, including the position(s) recruited;

The professional individual(s) or firm(s) hereby authorize(s) and request(s) any person, firm, corporation and/or governmental entity to furnish any information requested by ARHA in verification of the references provided and for determining the quality and timeliness of providing the services.

If a firm and reasonable price agreement, as determined by ARHA cannot be successfully reached with the most qualified firm, ARHA will follow the same procedure with the second qualified firm and if necessary, the third, etc.

Based on its evaluation, the search committee will make a recommendation to the Board to award a contract.

2.6 AVAILABILITY OF RECORDS:

HUD, the Inspector General of the United States, ARHA, and any duly authorized representatives of each, shall have access to, and the right to examine any and all pertinent books, records, documents, invoices, papers, and the like, of the individual(s) or firm(s) office or firm, which shall relate to the performance of the services to be provided.

2.7 AVAILABILITY OF FUNDS:

Funding for this project will utilize Federal funds granted by the HUD. The selected proposer must comply with all applicable federal laws and regulations, as well as state laws and local

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ordinances. In the event that funds to be used to finance the services requested under this RFP or subsequent contract become unavailable, ARHA may cancel the award and all binding agreements will become null and void upon no less than 24 hours' notice in writing. Said notice shall be delivered by certified mail, return receipt requested. ARHA shall be the final authority to determine the non-availability of funds.

2.8 ASSIGNMENT OR TRANSFER:

The successful firm shall not assign or transfer any interest in the contract in whole or in part, without written approval of ARHA. Any assignment or transfer in contravention of this provision shall be void ab initio.

2.9 TERMINATION:

Irrespective of any default hereunder, ARHA may at any time in sole discretion (for convenience or cause) terminate the contract in whole or in part, and in such event the consultant shall be entitled to receive equitable compensation for all undisputed work completed and accepted, prior to such termination or cancellation.

2.10 PATENTS AND ROYALTIES:

The successful firm(s) shall indemnify and save harmless ARHA, its employees, agents, representatives, officers and Board from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or not patented inventions, process or article manufactured or used in the performance of the contract, including its use ARHA. If the individual(s) or firm(s) use(s) any design, device or material covered by letters, patent or copyright, it is mutually agreed and understood that the firm(s) shall include all royalties or cost arising from the use of such design, device, or materials involved in the work.

2.11 STANDARDS OF CONDUCT:

The successful proposer shall be responsible for maintaining satisfactory standards of employee competency, conduct, courtesy, appearance, honesty, integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.

2.12 CONFLICT OF INTEREST:

No employee, officer or agent of ARHA shall participate directly or indirectly in the selection or in the award of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in an agency selected for award is held by:

- an employee, officer or agent involved in making the award; or his/her relative including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half- brother, or half-sister; or

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- his/her business or professional partner; or
- an organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

2.13 REMOVAL OF EMPLOYEES:

ARHA may request the successful firm(s) to immediately remove from assignment to ARHA contract or to dismiss any employee found unfit to perform duties due to one or more of the following reasons including by not limited to:

- Neglect of duty;
- Disorderly conduct, use of abusive or offensive language, quarreling or fighting;
- Theft, vandalism, immoral conduct or any other criminal activity; and or
- Selling, consuming, possession, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment at ARHA.

2.14 SUPERVISION:

The successful proposer shall provide competent supervision at all times during the performance of the contract. A qualified project manager and one alternate shall be designated in writing to ARHA prior to execution of the contract. The project manager or his/her designee must be available to meet with ARHA personnel as required upon prior at reasonable notice. The successful proposer shall provide the telephone number(s) where its representative(s) can be reached.

2.15 STATEMENT OF OWNERSHIP:

The firm's submittal shall contain an explicit statement of the legal entity with which ARHA will contract: name, address, phone number, and name of principal person assigned to negotiate on behalf of the firm(s). Furthermore, the firm(s) shall identify principals of any participating professional firms which subcontracts or joint ventures with the firm(s), including names, addresses, position, and description of the extent of participation in the project. If the firm(s) is a subsidiary, its relationship to parent company (ies) shall be disclosed. The firm(s) shall identify the organization and management approach to the project, as well as identify individuals who will be assigned to key management positions. Resumes of these individuals must be provided.

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3.0 PROPOSAL FORMAT.

3.1 Electronic Proposal Submittal. The Agency intends to retain the Contractor based on a “Best Value” selection process rather than a “Low Bid” basis (“Best Value,” meaning the Agency will, as detailed in Section 4.0, consider factors beyond cost in making the award decision).

To ensure a consistent and efficient evaluation process, all proposals submitted in response to this RFP must follow the format outlined in the table below. Each section of the proposal must be clearly labeled with the corresponding section title and number. Proposals must be submitted electronically in **PDF format** via the designated submission platform as specified in Table# 2 of this RFP.

None of the proposed services may conflict with any requirement the Agency has published herein or has issued by addendum.

[Table No. 4]

(1) RFP Section	(2) Tab No.	(3) Submittal Description
3.1.1	1	Letter of Transmittal
3.1.2	2	Form of Proposal. This Form is attached hereto as Attachment A to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.3	3	form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract.</i> This Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.4	4	Profile of Firm Form. The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.
3.1.5	5	Proposed Services. The proposer shall place under this tab documentation further explaining the proposer’s services and showing how the proposer intends to fulfill the requirements of the preceding Section 2.0 herein, including, but not limited to:
3.1.5.1		As detailed within Section 4.1, Evaluation Factor No. 2, herein, the proposer’s DEMONSTRATED UNDERSTANDING of the AGENCY’S REQUIREMENTS .
3.1.5.2		As detailed within Section 4.1, Evaluation Factor No. 3, herein, the QUALITY of the TECHNICAL APPROACH and the SERVICES PROPOSED .

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3.1.5.3		As detailed within Section 4.1, Evaluation Factor No. 4, herein, the proposer’s TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the ability to provide the services detailed herein).
3.1.5.4		As detailed within Section 4.1, Evaluation Factor No. 5, herein, the proposer’s DEMONSTRATED EXPERIENCE in performing similar work and the proposer’s DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or the information submitted within the proposal. NOTE: The Agency will place particular emphasis on the proposer’s above described EXPERIENCE and PAST PERFORMANCE with related-work with public housing agencies.
3.1.5.5		If appropriate, how staff are retained, screened, trained, and monitored.
3.1.5.6		A complete description of the products and services the firms provide.
3.1.6	6	Managerial Capacity/Financial Viability/Staffing Plan. The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> . Such information shall include the proposer’s qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart).The proposer should also provide a brief description of current work load.
3.1.7	7	Client Information. The proposer shall submit a listing of former or current clients, including Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:
3.1.7.1		The client’s name;
3.1.7.2		The client’s contact name;
3.1.7.3		The client’s telephone number and e-mail address;
3.1.7.4		A brief narrative description and scope of the service(s) and the dates the services were/are provided.

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3.1.8	8	Business Inclusion and Section 3 Efforts. The proposer shall describe the affirmative steps it takes, where applicable, to provide opportunities for small businesses, minority-owned businesses, women's business enterprises, labor surplus area firms, veteran-owned businesses, and Section 3 business concerns in accordance with HUD requirements and 2 CFR § 200.321. If subcontracting is anticipated, the proposer shall describe the efforts it will undertake to ensure such businesses are considered for participation.
3.1.9	9	Subcontractor/Joint Venture Information (Optional Item). The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
3.1.10	10	Attachment H Firm Fixed Fee Schedule
3.1.11	11	Attachment J From W-9
3.1.12	12	Other Information (Optional Item). The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation.
3.1.13		Optional Tabs. If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." <u>DO NOT</u> eliminate any of the tabs.

3.2 Fixed Fee Schedule:

Offerors shall submit a firm fixed fee proposal for the performance of all services required under this solicitation. The proposed fee shall represent the Offeror's total compensation for successfully performing the services described in the Scope of Services, including but not limited to project management, recruitment strategy development, advertising and outreach, candidate sourcing, screening, interviewing, reference and background coordination, reporting, meeting attendance, and all other services necessary to complete the engagement.

The firm's fixed fee shall be all-inclusive of all costs incurred by the Consultant in performing the services, including employee wages and benefits, overhead, profit, administrative expenses, licensing, insurance, communications, Consultant travel, document preparation, and other incidental expenses. No additional compensation shall be paid unless specifically authorized by written contract amendment executed by ARHA.

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Offerors shall provide a separate firm fixed fee for each position classification on through housing agency eProcurement platform (**attachment H must be upload as a separate document with your proposal submission**). for which services may be requested, including Chief Executive Officer (CEO), Deputy Chief Executive Officer (DCEO), Chief Operating Officer (COO), Chief Financial Officer (CFO), and other comparable executive-level positions. ARHA may award one or more contracts and may utilize the selected Consultant(s) on an as-needed basis during the contract term.

Compensation based on a percentage of a candidate's salary, signing bonus, benefits, relocation costs, or any other form of candidate compensation is prohibited and will not be considered responsive to this solicitation.

Note: Candidate travel, relocation costs, and other candidate-specific expenses, if any, shall not be included in the Consultant's professional fee and shall only be reimbursed if expressly authorized in advance and approved in writing by the ARHA.

3.3 Additional Information pertaining to the preceding listed Pricing Items.

3.3.1 Quantities. All quantities entered by the Agency herein and within the corresponding Pricing Items on the (**attachment H**) are for calculating purposes only. As may be further detailed herein, the Agency does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the ensuing contract may be a Requirements Contract, in that the Agency shall retain one contractor only and shall retain the right to order from that contractor (successful proposer), on a task order basis, any amount of services the Agency requires.

3.3.2 Realistic Cost for the Pricing Items. Each proposer is strongly encouraged to enter where provided within the (**attachment H**) a realistic cost for the Pricing Item. For example, if the successful proposer enters \$1.00 in response to Pricing Item No. 2, the Hourly Pricing Item (proposers typically do so in an effort to improve their position in regards to Evaluation Factor No. 1, as detailed within the following Table No. 5 herein), then the \$1.00/hour is what the successful proposer will charge the Agency for any work that the Agency may retain the successful proposer to provide if the Agency deems such retention is in the Agency's best interests to do so. Accordingly, it is the Agency's opinion that it is very much in the best interests of the proposer to propose a realistic fee for the Pricing Item. If, despite this warning, the successful proposer proposes a fee that the Agency deems is not realistic, then the Agency reserves the right to require the successful proposer to, at contract execution, present a cash bond in a suitable amount (i.e., \$10,000.00, which the Agency will hold during the term of the ensuing contract period) to ensure that the successful proposer will fulfill his/her obligation in this matter.

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3.3.2.1 No Post-submittal Deadline Corrections Allowed. The Agency WILL NOT, after the submittal deadline, negotiate an increase to any unit costs or fees proposed prior to the submittal deadline; accordingly, proposers are strongly cautioned to submit a realistic price for the Pricing Items identified within the (Attachment H).

3.3.3 Potential Escalation of Rates. At the discretion of the CEO, at the end of the first year contract period, there may be an escalation of rates allowed in the same amount of any escalation that occurs pertaining to the corresponding or most similar State of Virginia City of Alexandria Prevailing Wage Rates ("most similar," as determined by and at the sole discretion of the Agency). For example, if, at the end of the first contract period the listed prevailing wage rates increase 5% as compared with the listed rates on the date of contract execution, then the Contractor will, at the CO's discretion, be entitled to a 5% increase in the rates that he/she submitted in response to this RFP. Similarly, for ensuing years, the end-date of the previous contract period shall be the base-line date to determine the previously listed rate.

3.3.3.1 Notification Must Be Received From the Contractor. The Contractor must notify the CO, in writing, of such desired escalation at least 60 days prior to the end of the noted contract period. Such escalations may occur no more than once in any 12-month period without the express written consent of the CO.

3.3.3.2 Right to Reject. As stated within the preceding Section 3.3.3 herein, the Agency reserves the right to reject any such request for an increase in fees if the Agency feels doing so is in its best interests. Similarly, the Contractor has the right to terminate services if the Agency rejects the request for an increase. This will occur in the following manner (procedure):

3.3.3.2.1 Step No. 1. The Contractor submits his/her written request for an increase, accompanied by the required documentation, to the Agency CO within the required 60-day period (please see the preceding Section 3.3.3.1 herein);

3.3.3.2.2 Step No. 2. The Agency considers the requested increase and, within 10 days of receipt of such, issues a written response to the Contractor as to if the request is approved or rejected;

3.3.3.2.3 Step No. 3. If rejected and the Contractor wishes to, as a result, cease providing the services to the Agency, the Contractor has 10

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days from the receipt of the written notice of rejection to deliver to the Agency CO a written notice that he/she is hereby invoking his/her right to discontinue the services within 30 days of the date this notice was delivered to the Agency (the specific date 30-days hence shall be written within the notice);

- 3.3.3.2.4 Step No. 4.** The Agency will then endeavor to ensure that the Agency makes other arrangements to replace the Contractor (i.e., contract with another firm; do the services in-house; etc.) as the Contractor for the applicable services; further, if such other arrangements are completed by the Agency prior to the aforementioned 30-day date, the Agency shall retain the right to deliver to the Contractor, a 10-day written notice to cease services (meaning, the 30-day period is a maximum additional contract period that the Agency may, at its discretion, shorten with such written notice).

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3.4 Proposal Submission.

Go to Housing Agency Market Place eProcurement link:
<https://ha.internationaleprocurement.com>

1. Access ha.internationaleprocurement.com (no "www").
2. Click on the "Login" button in the upper left side.
3. Find the RFP# P-111025 and upload your response.

If you have any problems accessing or uploading your document on the system, please call customer support at: **1/866-526-9266**.

The proposal exterior must clearly denote the above, noted RFP number, and must have the proposer's name, email, phone number, and return address.

By the due date, the Housing Agency Marketplace will be locked exactly at 2:00 PM, and no one will be able to use the upload option after the due date and time.

The Housing Agency Marketplace will keep all proposals secure and inaccessible for opening or downloading until the due date and time, in accordance with competitive sealed processing procedures. Please ensure that all required information is included and that your submission complies with the specifications outlined in this document.

3.4.2 Submission Conditions. DO NOT MAKE ANY ADDITIONAL MARKS, NOTATIONS, OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the Agency by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the Agency decides that any such entry has not changed the intent of the proposal that the Agency intended to receive, the Agency may accept the proposal and the proposal shall be considered by the Agency as if those additional marks, notations, or requirements were not entered on such. By accessing the eProcurement Marketplace, registering, and downloading these documents, each prospective proposer that does so thereby agrees to confirm all notices that the Agency delivers to him/her as instructed, and by submitting a proposal, the proposer thereby agrees to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

3.4.3 Submission Responsibilities. It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the Agency, including the RFP document, the documents listed within the following Section 3.8, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her

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agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the Agency requirements contained within the documents may cause that proposer to not be considered for the award.

3.5 Proposer’s Responsibilities – Contact with the Agency. It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the CO only. Proposers must not make inquiry or communicate with any other Agency staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the Agency to not consider a proposal submittal received from any proposer who may not have abided by this directive.

3.5.1 Addendums. All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—“substantive” meaning, when decisions pertaining to the RFP are made—between the Agency and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

3.6 Proposer’s Responsibilities – Equal Employment Opportunity and Supplier Diversity. Both the Contractor and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

3.6.1 Within 2 CFR §200.321 it states:

3.6.1.1 Contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms.

3.6.1.2 (a) The Non-Federal entity must take all necessary affirmative steps to ensure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.

3.6.1.3 (2) Affirmative steps must include:

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- 3.6.1.3.1 (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- 3.6.1.3.2 (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- 3.6.1.3.3 (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- 3.6.1.3.4 (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
- 3.6.1.3.5 (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- 3.6.1.3.6 (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

3.8 Recap of Attachments. It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

[Table No. 6]

(1) RFP Section	(2) Document No.	(3) Attachment	(4) Attachment Description
3.8.1	1.0		Letter of Transmittal
3.8.2	2.0	A	Form of Proposal
3.8.3	3.0	B	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
3.8.4	4.0	C	Profile of Firm Form
3.8.5	5.0	D	Section 3 Explanation
3.8.6	6.0	E	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
3.8.7	7.0	F	<i>Supplemental Instructions To Proposers &</i>

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			<i>Contractors (SIPC)</i>
3.8.8	8.0	G	Sample Contract Form (please note that this contract and the listed appendices are being given as a sample only—the Agency reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the Agency feels it is in its best interests to do so)
3.8.8.1	8.1	G-1	Sample Contract Appendix No. 1: form HUD-5370-C (01/2014), <i>General Conditions for Non-Construction Contracts Section 1 (With or without Maintenance Work)</i>
3.8.8.2	8.2	G-2	Sample Contract Appendix No. 2: form HUD 50071 (01/14), <i>Certification of Payments to Influence Federal Transactions</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.)
3.8.8.3	8.3	G-3	Sample Contract Appendix No. 3: Standard Form LLL (Rev. 01/14), <i>Disclosure of Lobbying Activities</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor designates an affirmative answer to Item No. (2) within the immediate identified form 50071.)
3.8.8.4	8.4	G-4	Sample Contract Appendix No. 3: <i>Sworn Statement under Section 287.133(3)(A), Virginia City of Alexandria Statutes, on Public Entity Crimes</i>
3.8.8.5	8.5	H	Firm Fixed Fee Schedule
		J	Form W9

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4.0 PROPOSAL EVALUATION.

4.1 Evaluation Factors. The following factors will be utilized by the Agency to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal and on-line (specifically, the pricing submitted on-line):

[Table No. 7]

(1) No.	(2) Max Point Value*	(3) Factor Type*	(4) Factor Description*
1	20 points	Objective	The PROPOSED COSTS submitted by the proposer.
2	20 points	Subjective (Technical)	The proposer's UNDERSTANDING of the AGENCY'S REQUIREMENTS for executive search and recruitment services for senior leadership positions, including recruitment strategy, candidate sourcing, stakeholder engagement, screening and evaluation methodologies, diversity outreach, and executive placement services.
3	20 points	Subjective (Technical)	The proposer's TECHNICAL CAPABILITIES & MANAGEMENT PLAN The proposer's technical capabilities, staffing resources, key personnel qualifications, project management approach, recruitment methodology, and ability to successfully perform nationwide executive search and recruitment services for senior leadership positions.
4	30 points	Subjective (Technical)	The proposer's RELEVANT EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE The proposer's demonstrated relevant experience and successful past performance in providing executive search and recruitment services for senior leadership positions, including but not limited to Chief Executive Officers, Deputy Chief Executive Officers, Chief Operating Officers, Chief Financial Officers, and other comparable executive-level positions. Consideration will be given to the proposer's experience conducting nationwide searches, recruiting highly qualified candidates, successfully completing executive placements, and meeting project schedules and performance requirements. Emphasis may be placed on experience serving public housing agencies, governmental entities, local governments, nonprofit organizations, or similarly situated organizations.
5	10 points	Objective (Technical)	The OVERALL QUALITY and PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators.

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	100 points		Total Points (other than preference points)
<p>*NOTE: Points will be awarded for each Subjective Factor by each of the appointed evaluation committee members based on his/her opinion after a thorough review of the information submitted by each proposer within his/her proposal.</p>			

4.2 Evaluation Method.

4.2.1 Initial Evaluation for Responsiveness. Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).

4.2.2 Evaluation Packet. An evaluation packet will be prepared for each evaluator, including the following documents:

- 4.2.2.1 Instructions to Evaluators;
- 4.2.2.2 Proposal Tabulation Form;
- 4.2.2.3 Written Narrative Form for each proposer;
- 4.2.2.4 Recap of each proposer’s responsiveness;
- 4.2.2.5 Copy of all pertinent RFP documents.

4.2.3 Evaluation Committee. The Agency anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 3.5 of this document, the designated CO is the only person at the Agency that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

4.2.4 Evaluation. The CO will evaluate and award points pertaining to Evaluation Factor No. 1 (the “Objective” Factor). The appointed evaluation committee, independent of the CO or any other person at the Agency, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, and 5, (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

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4.2.4.1 Points Awarded Range. Pertaining to the Subjective Factors, please note the following range of points awarded (points pertaining to this RFP are shaded—please also see the Evaluation Factors detailed within the preceding Section 4.1):

[Table No. 8]

Points Awarded Range						
Classification*	Rating	%	10	20	30	100**
Acceptable	Excellent	95%/+	10	19-20	29-30	95-100
Acceptable	Very Good	90%/+	9	18	27-28	90-94
Potentially Acceptable	Good	80%/+	8	16-17	24-26	80-89
Potentially Acceptable	Average	70%/+	7	14-15	21-23	70-79
Unacceptable	Poor	<70%	0-6	0-13	0-22	0-69
*Pursuant to HUD Procurement Handbook 7460.8 REV 3.						
**Total available points to be awarded, including cost points.						

4.2.5 Potential "Competitive Range" or "Best and Finals" Negotiations. The Agency reserves the right to, as detailed within HUD Procurement Handbook 7460.8 REV 3, conduct a "Best and Finals" Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the Agency in as timely a manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

4.2.6 Determination of Top-ranked Proposer. Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the Agency's option, be conducted prior to or after the BOC approval.

4.2.6.1 Minimum Evaluation Results. To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 100 total possible points detailed within Section 4.1 herein).

4.2.6.2 Ties. In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 3, by "drawing lots or other random means of selection."

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- 4.2.7 Notice of Results of Evaluation.** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:
- 4.2.7.1** Which proposer received the award;
 - 4.2.7.2** Where each proposer placed in the process as a result of the evaluation of the proposals received;
 - 4.2.7.3** The cost or financial offers received from each proposer;
 - 4.2.7.4** Each proposer’s right to a debriefing and to protest.
- 4.2.8 Restrictions.** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Agency evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Agency evaluation committee.

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5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

5.1.1 By completing, executing and submitting a proposal, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Agency, either in hard copy or on the Marketplace” including the contract clauses already attached as Attachments G and G-1 through G-4, each attached hereto. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this RFP:

5.2.1 Contract Form. The Agency will not execute a contract on the Contractor’s form—contracts will only be executed on the Agency form (please see Sample Contract, Attachments G and G-1 through G-4 each attached hereto), and by submitting a proposal the Contractor agrees to do so (please note that the Agency reserves the right to amend this form as the Agency deems necessary). However, the Agency will during the RFP process (prior to the posted question deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the Agency to do so; but the failure of the Agency to include such clauses does not give the Contractor the right to refuse to execute the Agency’s contract form. It is the responsibility of each prospective proposer to notify the Agency, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Agency will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the Agency’s response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.2.1.1 Mandatory HUD Forms. Please note that the Agency has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

5.2.2 Assignment of Personnel. The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.

5.2.3 Unauthorized Sub-contracting Prohibited. The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of

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interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.

- 5.3 Contract Period(s).** The Agency anticipates that it will initially award a contract for the period of 1 year with the option, at the Agency’s discretion, of 4 additional years, with a maximum potential of 5 year.
- 5.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *Contractor* will be required to provide:
- 5.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer’s current industrial (worker’s compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
 - 5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a commercially reasonable deductible (i.e., “commercially reasonable,” meaning not greater than 1% of the “general aggregate minimum” of the policy, with a maximum deductible amount of \$50,000;
 - 5.4.3 Professional Liability Insurance.** An original certificate showing the proposer’s professional liability and/or “errors and omissions” coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a commercially reasonable deductible (i.e., “commercially reasonable,” meaning not greater than 1% of the “general aggregate minimum” of the policy, with a maximum deductible amount of \$50,000;
 - 5.4.4 Automobile Insurance.** An original certificate showing the proposer’s automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
 - 5.4.5 City/County/State Business License.** If applicable, a copy of the proposer’s business license allowing that entity to provide such services within the City of Alexandria, and/or the State of Virginia.

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- 5.4.6 Certificates/Profile of Firm Form.** Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.5) insurance certificates and licenses, each proposer is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the proposal submittal—we will garner the necessary documents from the successful proposer prior to contract execution).
- 5.5 Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated proposer may, at the Agency’s options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The Agency shall also retain the right to negotiate with and make an award to more than one proposer.
- 5.6 Contract Service Standards.** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 5.7 Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposers, shall be provided to the Agency within 10 working days of notification by the Agency.

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