

REQUEST FOR QUALIFICATIONS FOR RECRUITMENT SERVICES



February 15, 2023

The Miami Valley Risk Management Association (MVRMA), Kettering, Ohio is requesting qualifications from interested, competent, and experienced professional search firms to provide recruitment services for the position of Executive Director. A Request for Qualifications (RFQ), which includes instructions for its completion, is attached.

Respondents to this RFQ should be sent under the subject, "Statement of Qualifications for Recruitment Services – MVRMA Executive Director" to Emily.christian@cityofmiamisburg.com and be received no later than **12 noon on Wednesday, March 15, 2023**.

Miami Valley Risk Management Association
Request for Qualifications for Recruitment Services

INTRODUCTION

The Miami Valley Risk Management Association (“MVRMA”) is requesting Statement of Qualifications (SOQ) from professional search firms for recruitment services. SOQs must be received no later than 12 noon on Wednesday, March 15, 2023, and will be accepted by Emily Christian, Board President, on behalf of the MVRMA Board of Trustees.

Late SOQs will not be accepted or considered. Though email is the preferred method, responses may also be mailed to:

Statement of Qualifications for Recruitment Services – MVRMA Executive Director
Miami Valley Risk Management Association c/o City of Miamisburg
10 N. First Street
Miamisburg, OH 45342.

If you have questions, please contact Emily Christian at 937.847.6452 or Emily.christian@cityofmiamisburg.com (email preferred) between 8 AM and 5 PM EDT Monday through Friday.

MVRMA shall determine the most responsive and responsible consultant providing the best service at the most reasonable cost. Cost alone shall not be the deciding factor. MVRMA reserves the right in its absolute discretion to make no award.

BACKGROUND

Miami Valley Risk Management Association (MVRMA) is a member-driven risk management pool, organized as a “joint self-insurance pool” pursuant to Ohio Revised Code §2744.081, whose mission is to deliver high quality risk management services to its member municipalities in a manner that provides long-term financial stability, minimization of risks and protection of mutual interests.

MVRMA was formed in 1988 by six charter member cities and has selectively increased membership to 21 cities located in southwest Ohio.

MVRMA addresses its members' risk management and risk financing needs by providing a combination of self-insurance and commercial insurance/reinsurance for members' property and casualty exposures. MVRMA offers many value-added services, including a claims/litigation management program, extensive loss control consulting and training, and acts as a clearing house for risk management information.

The Board of Trustees seeks to hire an Executive Director to fill an upcoming vacancy due to the current Executive Director’s forthcoming retirement. The Executive Director is the pool’s chief executive officer and leads a team of two to three staff members as well as supervises numerous contracted services. The Executive Director manages and directs the day-to-day activities of the risk pool and is appointed and supervised by the MVRMA Board of Trustees.

PURPOSE

MVRMA is seeking qualifications from professional search/recruitment firms to provide recruitment services for the position of Executive Director. The RFQ does not obligate MVRMA to award a contract or complete the recruitment, and MVRMA reserves the right to cancel the solicitation if it is in its best interest.

GENERAL SCOPE OF SERVICE REQUIRED

MVRMA is seeking the assistance of a professional search firm to conduct the initial steps of a recruitment process to fill the position of Executive Director. The scope of service includes:

- Meeting with the Board of Trustees, and possibly other stakeholders to obtain information regarding the expectations, challenges, requirements, and responsibilities of the position.
- Development of a position profile and advertising brochure.
- An aggressive direct networking campaign for top talent.
- Advertisements are to be placed in select appropriate professional publications and on Internet bulletin boards (e.g., International City / County Management Association, Ohio Municipal League, Ohio City / County Management Association, Public Sector Human Resources Association, Association of Governmental Risk Pools, et al.).
- Thorough screening of applicants, including through phone, face to face, or videoconferences of viable candidates.
- Creation of a list of no more than five (5), but no less than three (3) quality finalists which will be interviewed by The Board of Trustees. The professional search firm shall meet with MVRMA to review the recommended candidates.

The consultant or MVRMA may propose additional tasks as deemed necessary to complete the assignment. Any additional work shall be compensated as agreed upon in the consultant’s contract with MVRMA.

PROPOSAL SUBMISSION REQUIREMENTS

The consultant shall be responsible for preparing an effective, clear, and concise Statement of Qualifications. It is recommended that the statement contain the following information:

- A cover letter introducing the company and the individual who will be the primary contact person.
- On no more than one printed page, a statement of the firm’s understanding of the service to be performed and a positive commitment to provide the service as indicated in this RFQ.
- A description of the firm’s organization and staff’s qualifications.

- Specific qualifications regarding experience in conducting professional search/recruitment services, including the names of clients like MVRMA. A reference list should be attached to the proposal, with client names, contact persons, and phone numbers.
- A discussion of any methodologies used, or approaches taken in conducting executive/professional searches and/or recruitment services.
- A detailed timeline for completion of each phase and the total project. The timeline shall be general and flexible as to best meet the needs of MVRMA. It is the intent that a final candidate will be selected no later than October 1, 2023
- A proposed fee schedule including any incidental or hourly fees.
- The signature of an authorized individual to bind the firm. The proposal must be a firm offer for a ninety-day period.

SELECTION PROCESS

Each of the SOQs received will be evaluated to determine if it meets the stated requirements. Failure to meet these requirements will be a cause for eliminating the consultant from further consideration.

MVRMA shall not be liable in any way for any cost incurred by any consultant or in the preparation of its proposal in response to this RFQ.

MVRMA reserves the right to reject any and all SOQs, to waive any technicalities, informalities and irregularities, to accept or reject all or part of the SOQs, and to be the sole judge of the suitability of the SOQs offered.

Statements of Qualifications will be evaluated generally on the following criteria, which is neither weighted nor prioritized:

- Demonstrated understanding of the service requested.
- Prior experience in performing similar work.
- Qualifications of the firm and assigned individuals.
- Methodology and scope of the proposed recruitment.
- Fees charged and cost effectiveness of the proposed service.
- Reference checks

STATEMENT OF QUALIFICATIONS REVIEW AND AWARD SCHEDULE (tentative)

RFQ distributed:	February 15, 2023
Publish notice on www.mvrma.com :	February 15, 2023
SOQs due:	March 15, 2023, at 12 noon

SOQs reviewed and evaluated
Board of Trustees approval of contract (if needed):

Spring, 2023
Spring, 2023

SUPPLEMENTAL INFORMATION

Questions concerning this request for qualifications should be in writing (e-mail preferred) and directed to:

Emily Christian – MVRMA Board President
C/O City of Miamisburg
10 N. First Street
Miamisburg, OH 45342
937.847.6452
Emily.christian@cityofmiamisburg.com