

Networks Northwest Chief Executive Officer Search Request for Proposals

**Issue Date: September 15, 2023
Proposal Due Date: September 29, 2023**

Networks Northwest is seeking proposals from professional executive recruiting or search firms to assist with the sourcing, screening, and selection of their next Networks Northwest Chief Executive Officer (CEO).

About Networks Northwest:

Founded in 1974, Networks Northwest facilitates and manages various programs and services for the 10 counties of Northwest Michigan.

Our mission is to build stronger communities and enhance the quality of life in Northwest Michigan.

Our hallmarks are public-private partnership, visionary leadership, responsiveness and adaptability, entrepreneurship, and economy of scale.

Our primary service categories are: workforce development; business & economic development; and community development. Our programs include Northwest Michigan Works!, various business services, and many different initiatives in response to our communities' requests and needs. You will see the broad spectrum of workforce, business and community services Networks Northwest offers as you look through our [web site](#).

Description of Services to be provided:

Competitive proposals will provide services usually included in an executive search to include but not limited to:

1. Marketing and advertising the position to solicit highly qualified persons to apply;
2. Thoroughly screening applicants against the Networks Northwest list of desired skills, experiences, qualifications, and abilities;
3. Present the Networks Northwest Board or designated committee with a list of viable finalists;
4. Assisting the Networks Northwest Board or designated committee during the finalists interview process;
5. Other activities that may be determined to be essential to the success of the process.

Request for Proposal Required Components:

1. Description of team members' qualifications and summary of experience for CEO placements;
2. Identify at least 3 successful CEO or like placements conducted within the past 2 years;
3. Demonstrated experience working with non-profit or public sector agencies similar in mission, geography, and size;
4. An overview of experience or knowledge of the local/regional market;
5. A scope of work describing how the requirements will be met and the deliverables accomplished;
6. An anticipated timeline for the completion of all activities outlined in this request for proposal;
7. A plan of marketing and advertising required to meet the objectives of this request for proposal;
8. An insurance certificate showing the insurance maintained by the respondent;
9. Proposed line item budget or fee structure for meeting all requirements and providing all deliverables as outlined in the request for proposal.

Additional Information:

1. The successful bidder will be an independent contractor to Networks Northwest and no employer-employee relationship shall be created. Accordingly, the successful bidder will be responsible for their own insurance, benefits, materials, office, and supplies.
2. The agency's solicitation of proposals does not obligate the agency to select any respondent;
3. Conflict of Interest Disclosures will be required to be submitted by all proposal finalists;
4. Networks Northwest will not reimburse a respondent for the cost of developing or presenting a response in response to this request for proposal.

Proposal Submission

Please provide an electronic version of said proposal to the Networks Northwest Board Chair at nicole.sulak@networksnorthwest.org no later than **September 29, 2023 at 5:00 p.m.**

Networks Northwest is not responsible for delivery of proposals. It is up to the respondent to ensure and confirm timely delivery of their proposal.

Request for Proposal Questions:

Questions concerning this request for proposal should be addressed to the Networks Northwest Board Chair at nicole.sulak@networksnorthwest.org.

Networks Northwest reserves the right to:

1. Reject any or all proposals submitted for any or no reason in its sole and absolute discretion, and to waive informalities and irregularities in the proposals received and to terminate this request for proposal, and reissue a subsequent solicitation, and/or remedy technical errors in the request for proposal process in its sole and absolute discretion.
2. Request additional information from any or all firms or individuals submitting proposals.
3. Negotiate modifications to any respondent's proposal prior to final award.