

# Request for Qualifications and Proposals

The Woodlands Township has authorized qualifications and proposals to be received for:

## Executive Search & Recruiting Services

Project Reference Number: C-2023-0015



**RESPONSES DUE: January 9, 2023, 3:00 P.M. CDT**

Return Responses to:

The Woodlands Township  
Attention: Angela Branch, Director of Human Resources  
2801 Technology Forest Blvd  
The Woodlands, Texas 77381  
[abranch@thewoodlandstownship-tx.gov](mailto:abranch@thewoodlandstownship-tx.gov)

## **I. Introduction**

The Woodlands Township is seeking qualifications and proposals from qualified firms to perform executive search and recruiting services for the position of Director of Communications and other executive and/or management level positions, as may be needed in 2023. The Township will accept proposals addressed to The Woodlands Township, Human Resources Department, 2801 Technology Forest Blvd., The Woodlands, Texas 77381, until January 9, 2023, at 3:00 p.m. CDT from firms/providers interested in providing the requested services outlined below in the Scope of Work section. Proposals shall be plainly marked with the name and address of the proposer, "Executive Search & Recruiting Services."

## **II. General Information**

The Woodlands is located on 28,000 acres of forestland 27 miles north of Houston, Texas. The community has more than 120,000 residents, 2,100 businesses and a valuation of more than \$22 billion. It is well known for its extensive park and recreation amenities, golf courses, corporate headquarters, schools, places of worship, shopping, dining, hospitality, and health care. The community is designed to provide a "real hometown", where people can live, work, play, learn and grow together.

The Woodlands officially began in 1974. From 1974 through 2009, three major community associations and a special purpose district provided services for most residents and businesses. On January 1, 2010, the three community associations and the district were combined and became The Woodlands Township.

The Woodlands Township is a special purpose district, not a city, which serves as the primary governmental service provider for the community. It provides fire protection, environmental services, parks and recreation maintenance and programming, as well as public transportation, economic development, and supplemental law enforcement, among many other services, programs and amenities. The Township is governed by a board of directors composed of seven at-large directors, each serving a two-year term and elected by voters within The Township in both Montgomery and Harris Counties. The 2022 consolidated budget exceeds \$129 million.

The Township staff and Directors are committed to public safety and exceptional levels of customer service. Together, they responsibly fulfill the governance needs of the community while promoting the economic development of The Woodlands and providing services that enhance property values. The Township currently employs approximately 550 people across multiple work sites and eight fire stations in The Woodlands.

### **III. Scope of Work**

Upon selection of a qualified firm, a professional services contract will be negotiated with the following scope of work. The Director of Human Resources will be the main interface with the search firm.

- Develop a detailed project timeline and provide regular status updates.
- Develop a comprehensive recruiting profile for the Director or Communications position.
- Develop a recruitment brochure and/or other materials for the Director of Communications position.
- Define the advertising strategy and marketing campaign to notify potential candidates and identify where advertisements will be published.
- Direct solicitation of qualified candidates; receive resumes and review qualifications.
- Conduct review and screening of initial candidates, providing periodic status updates.
- Conduct detailed background and professional reference checks, including but not limited to verification of education background, criminal/civil litigation checks, financial/credit background checks, and media check on recommended finalists.
- Define the preliminary screening process and the detailed steps used to narrow the field of candidates to those that most closely match the needs of the Township.
- Present a written report on employment background, personal strengths, accomplishments, recommendations, and personal and professional references for top candidates.
- Describe and facilitate the interview process to include the Director of Human Resources, Chief Administrative Officer, and other Township staff.
- Coordinate correspondence, travel arrangements, and recordkeeping.
- Provide recommended questions for on-site interviews.
- Administer all correspondence with applicants throughout the process, including notification of unsuccessful candidates.
- Assist the Township in developing a final employment offer and relocation package (if required) to selected candidate.

### **IV. Response Form and Content**

All responses shall include the following content:

- A. Title Page: Indicate the proposal subject, name of the firm, local address, telephone number, name of contact person, and date of submittal.
- B. Introduction: Briefly introduce the firm. Provide a profile of the firm, including, but not limited to, the approximate number of professional staff employed, how long the firm has been in business, and how long the firm has been conducting searches for Director of Communications positions or other government management positions. Indicate the names, titles and phone numbers of the persons who will be authorized to make representations for and bind the firm.

C. Proposed process:

1. Briefly state the understanding of the work to be performed. Include but do not limit the statement to the following items that will be included in the Scope of Work:
  - a. Describe the process and/or approach the firm will use to develop the profile for the Director of Communications position.
  - b. Describe the recruiting methodologies the firm deems will be most effective to advertise The Woodlands Township opportunity.
  - c. Describe the approach the firm will take to the direct solicitation of candidates.
2. Describe the proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm and a description of how the firm intends to tailor the process for The Township's search. Indicate any additional information for consideration regarding the firm's qualifications for conducting this recruitment.
3. Provide a list of successful Director of Communications placements in agencies of similar size to The Woodlands. Include information that demonstrates the firm's experience with seeking a diverse pool of applicants.
4. Indicate the names, titles, and executive search experience of the person(s) who will be assigned to this project; include resumes. Include all contact information such as telephone number, email address, and web address.
5. Provide a copy of a previous Director of Communications profile your firm has completed which has similarities to the position with The Woodlands Township.
6. Provide a copy of a Director of Communications search report the firm has completed for another client similar to The Woodlands Township.
7. Provide a non-binding general range, or not to exceed amount, for the anticipated cost of the services proposed, including any information and anticipated costs for additional services for the recruitment and selection that might help in the selection of the most qualified candidate.
8. Provide a complete description of the fee structure for the search.
9. Provide anticipated project schedules for the recruitment and selection process.

**V. Questions**

Pre-proposal questions will be accepted by Angela Branch, Director of Human Resources, The Woodlands Township via e-mail at [abranche@thewoodlandstowship-tx.gov](mailto:abranche@thewoodlandstowship-tx.gov) up to 3:00 p.m. CDT on Monday, January 3, 2023.

Respondents to the RFQ shall not contact The Woodlands Township staff (except as noted above), or any member of the Board of Directors during the proposal process and evaluation phase.

## **VI. Selection Criteria and Process**

### **A. Evaluation**

Staff will review and evaluate all proposals based on the criteria noted in this proposal and will rely primarily on the proposals submitted in the selection of one or more finalists. Respondents must emphasize specific information considered pertinent to the project and submit all information requested.

### **B. Presentations or Virtual Meetings**

At the Township's request, respondents may be selected for in-person presentations and/or virtual meetings with appropriate staff to respond to questions.

## **VII. Guarantee**

The consultant must agree to continue to provide the services listed above until a Director of Communications has been hired. In addition, should the Director of Communications be terminated for cause or resign within twelve (12) months, the replacement recruitment shall be repeated by the consultant with no additional professional fee.

## **VIII. Standard Professional Services Contract**

The selected respondent will be required to enter into a contractual relationship with terms and conditions pursuant to standard contracting procedures of The Woodlands Township.

## **IX. Submission of Responses**

### **A. Due Date**

All proposers shall submit one (1) unbound original and two (2) bound copies of proposal documents, along with one (1) electronic version of the submission in a PDF format. All documents shall be received no later than Monday, January 9, 2023 at 3:00 P.M. CDT at the following address:

The Woodlands Township  
Attn: Human Resources Department  
2801 Technology Forest Blvd.  
The Woodlands, Texas 77381

Proposals received after the closing time will be returned unopened. The proposal will be date/time stamped in the Human Resources Department when received, and this will be considered the official time of receipt. Electronic copy may be submitted on flash drive by mail with paper copies or sent by email to [abranch@thewoodlandstowship-tx.gov](mailto:abranch@thewoodlandstowship-tx.gov). Facsimile transmittals will not be accepted.

Please be advised that in compliance with State of Texas Government Code, Section 2252.908, the successful business entity awarded a contract by the Board of Directors of The Woodlands Township must complete Form 1295 "Certificate of Interested Parties". The form can be found at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

B. Acceptance/Rejection/Modification of Responses:

The Woodlands Township reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive informalities or irregularities in a proposal or in the proposal process.

C. Economy of Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.

D. Cost of Preparation:

The Township shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.

E. Ownership:

Submitted materials become the property of The Woodlands Township and will not be returned.

F. Public Records:

Until award of contract is made, per section 252.049 (b) of the Texas Local Government Code, there will be no disclosure of contents to competing respondents. All proposals will be kept confidential during the negotiating process. All proposals will be open for public inspection after the contract is awarded, or as otherwise required by the Texas Public Information Act.