

TEAM PENNSYLVANIA

Working. Together.

Executive Search Firm - Request for Proposals

I. Background:

On May 12, 2021, Ryan Unger announced that he would be departing as President & CEO of Team Pennsylvania following our organization's June 16th Board of Directors & Annual Meeting to assume the position as President & CEO of the Harrisburg Regional Chamber of Commerce and Capital Region Economic Development Corporation. Ryan has served close to six years as our President & CEO and been with the organization for 10 years.

We seek an executive search firm or experienced consultant to conduct a national search for Team Pennsylvania's new President & CEO. Priority will be given to those firms/consultants with experience a) navigating the nonpartisan nature of our work, and b) attracting and recruiting a diverse pool of candidates.

Organization: Team Pennsylvania is a dynamic, public/private partnership that initiates and supports innovative programs to improve Pennsylvania's competitiveness and economic prosperity.

Team Pennsylvania is a non-partisan, 501c(3) organization established in 1997 to connect private and public sector leaders to achieve and sustain progress for Pennsylvania. Team Pennsylvania is committed to helping the commonwealth's government and business leaders achieve their shared goals related to economic development, workforce development and government efficiency.

We are governed by a [public-private board](#) that is co-chaired by the Governor and a private sector CEO. Our work is primarily funded through the generous contributions of [our investors](#) and program-specific grants. We have six (6) committees: Audit, Finance & Investment, Personnel, Resource Allocation, Nominating & Development, and Executive

Committee, each with a committee charter and assigned Board members or their alternates.

Learn more about Team Pennsylvania at www.teampa.com, in our most recent [annual report](#), and from our most recent [executive order](#).

We aim to partner with organizations and individuals that share our organizational core values:

We are Collaborative:

Our ability to convene a diverse group of leaders and inspire partnership directly and positively affects our state's economy and citizens. By bringing partners who represent all of Pennsylvania - present and future - and utilizing their unique strengths, we are able to be more successful than any one partner could be independently.

We are Entrepreneurial:

We were founded and act on the ideals of working together to promote government innovation. We take an entrepreneurial approach by bringing new ideas from diverse perspectives, applying private sector thought to address public sector challenges.

We are Open and Transparent:

As vital stewards of the valuable public and private dollars invested in our work, we are proactive, data-driven and solution-oriented, exhibiting how the private and public sectors can work together to promote economic vitality across the Commonwealth. We maintain the highest levels of transparency in our financial reporting and decision-making processes.

We are Non-Partisan:

We partner with the highest levels of Commonwealth leadership regardless of party affiliation to achieve economic vitality for all Pennsylvanians. We are committed to remaining a credible and independent resource to advance economic and workforce development through long-term thinking and collaborative approaches that are practical and inclusive of diverse voices.

Search Committee: To support the Executive Search, Team Pennsylvania leadership formed a Search Committee chaired by Personnel Committee Chairperson Dionne Wallace-Oakley. The Committee includes representatives from both the private and public sectors and a diverse cross-section of our full Board of Directors. Staff member Abby Smith is serving as Senior Advisor to Team Pennsylvania during this transition period and is the staff lead to both the full Board of Directors and the Search Committee.

II. Scope:

Under the leadership of the Search Committee and in coordination with the Senior

Advisor, the scope of work includes:

- Develop a Candidate Profile:
 - Conduct focus groups and/or interviews with a broad array of stakeholders (i.e. public and private sector leaders, staff, other key partners and investors) to identify key skills, experiences, competencies, and attributes of the ideal candidate;
 - Review the current work of the organization, including programmatic priorities, key initiatives, and day-to-day operations;
 - Review the current President & CEO job description and make recommendations accordingly;
- Create a recruitment strategy, process, and timeline for a national search:
 - Recruitment strategy must reflect a commitment to attracting a diverse field of candidates;
 - Recruitment strategy should address target metrics for a diverse field of candidates and the timeline/approach if the initial round of candidates lacks diversity and fails to meet those target metrics;
 - Recruitment strategy must indicate how the process will be inclusive and accessible so as not to deter otherwise qualified candidates from applying;
- Develop an application review strategy, process, and timeline:
 - Include a plan for notifying candidates that are not selected and keeping candidates apprised of their status in the process.
- Outline the strategy, process, and timeline for finalist candidate(s) to be presented to the Search Committee:
 - Verify selected candidate(s) educational and employment background, financial/credit, newspaper research and coordinating criminal and civil litigation checks;
 - Support the process of final negotiations that result in an accepted Letter of Hire, including the offer/employment package and relocation plans (if applicable);
- Provide regular updates to the Search Committee and Senior Advisor regarding the status of the process over the course of the engagement.

For each component of the Scope of Work, identify the role that the Search Committee and/or Senior Advisor might play, if any.

III. Priority Criteria:

While all applications will be considered, priority will be given to individuals or organizations that meet one or more of the following criteria:

- Demonstrated professional experience in executive recruitment, particularly with national searches for C-suite executives
-

- Demonstrated history of prioritizing diversity, equity, and inclusion in the context of an executive search process
- Experience working with nonprofit organizations, government agencies, entities with 30+ Board of Directors, and/or C-Suite Executives for non-for-profits and/or for-profits
- Minority and Women Business Enterprise (M/WBE) and/or Service-Disabled and/or Veteran (SDV) and/or Emerging Small Business (ESB)
- Pennsylvania-based individuals/organizations
- Relevant or applicable education and/or certifications

IV. Timeline:

Initial engagement for a six-month period, June - December 2021. Anything beyond December 2021 will be extended on a month-by-month basis as needed. Team Pennsylvania prioritizes finding the ideal candidate for the position through a comprehensive process over this six-month timeline.

V. Budget:

Up to \$40,000

Please note that any other costs (e.g. equipment, travel, and supplies) must be included in the total budget.

VI. Proposals:

Proposals should include the following, explicitly identifying any priority criteria as listed above:

- Project approach and explanation of how your methodology and services relate to the scope of work
 - Describe the ideal working relationship between you/your organization and the Search Committee and Senior Advisor, including your approach to communication and project coordination
 - Timeline recommended for the work
 - A profile that covers the following:
 - Organization mission, vision, and core values
 - Length of time in business
 - Physical location
-

- Demographic composition of leadership team and staff
- At least three (3) references with contact information
- At least two (2) relevant examples of previous work as close to the service requested as possible
- Name and resume for the individual who will serve as the primary point person
- A list of the team that will provide the services:
 - List each person's role
 - Include a brief background summary for each team member
- Itemized budget
- Statement verifying that the organization/individual has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

Please submit proposals to info@teampa.com with the subject line, "Executive Search Firm RFP Response" by COB Monday, June 7, 2021.

