

RFQ-24-001-HTDC
Executive Search Services

Job Description
&
Minimum Requirements

The [Hawaii Technology Development Corporation \(HTDC\)](#) a State agency administratively attached to the Department of Business Economic Development & Tourism (DBEDT), is requesting a quote for Executive Search Services, to find candidates for the agency's top level Executive Director position. HTDC's Board of Directors to be involved with the final selection of this position. The contractor awarded is expected to execute on services professionally and at a high caliber to deliver on the Scope of Work cited in this RFQ.

I. SUMMARY:

The Executive Search Services (aka Executive Recruiting Services) objective is to identify, assess, and recommend qualified candidates for the position of Executive Director at HTDC, the State of Hawaii's economic development agency focused on developing the technology sector. The Executive Director will play a pivotal role in leading and advancing the statutory purpose of the organization to facilitate the growth and development of the commercial technology industry in Hawaii. The Executive Search Services contractor is expected to collaborate closely with HTDC stakeholders and Board of Directors to understand the organization's needs. The contractor is also expected to employ a strategic and tailored approach to best ensure that the candidates presented align with the culture, goals of the organization, and overall ability to successfully execute on the job of Executive Director.

II. SCOPE OF WORK

Basic services requested are as follows. HTDC is open to including other tasks as typical for this type of industry service offering.

1. Preliminary

- Provide guidance and recommendations to the HTDC Board of Directors as to the search process from commencement to engagement of the new Executive Director.
- Propose key milestones and dates that meet the deadlines and objectives of the HTDC Board of Directors.
- The target date for hiring the new Executive Director is 90 days after the engagement of the search agency.

2. Needs Assessment:

- Conduct thorough discussions with HTDC Board of Directors to gain an understanding of the organization's mission and strategic goals, and the key competencies and qualifications required for the Executive Director position.
- Report the assessment in writing to the HTDC Board of Directors.

3. Job Description Development:

- Collaborate with HTDC Board of Directors to create a comprehensive and accurate job requirements for the Executive Director position.
- Ensure alignment between the job description and the organization's strategic objectives.

4. **Candidate Sourcing:**

- Utilize diverse and effective sourcing strategies to identify potential candidates with the requisite skills and experience.
- Leverage industry networks, databases, and other resources to identify a broad spectrum of qualified candidates.

5. **Screening and Evaluation:**

- Conduct initial screenings of candidates to assess their alignment with the job requirements.
- Evaluate candidates based on experience, leadership skills, cultural fit, and potential for success in the position.

6. **Candidate Presentation:**

- Present a shortlist of highly qualified candidates to HTDC Board of Directors, accompanied by detailed written assessments and recommendations.
- As part of the assessment, provide insights into each candidate's strengths, weaknesses, and potential contributions to HTDC etc... include other assessment details as typically applicable.

7. **Interview Facilitation:**

- Guide, coordinate and facilitate the interview process, including scheduling, logistics, and communication with candidates.
- Assist the HTDC Board of Directors in designing effective interview questions and evaluation criteria.

8. **Reference Checking:**

- Conduct thorough reference checks for final candidates to verify qualifications, achievements, and work history.

9. **Offer Negotiation and Onboarding Support:**

- Assist in negotiating one or more employment offers with selected candidates until a candidate is successfully hired.
- Provide support during the onboarding process to ensure a smooth transition for the newly appointed Executive Director.

10. **Confidentiality:**

- Maintain the highest level of confidentiality throughout the recruitment process, adhering to professional standards.

The salary range & benefits for the Executive Director position are as follows:

- Location - Honolulu, Hawaii. \$150,000 (max) / Annual Salary. Full State of Hawaii Government benefits including medical coverage, 21days Sick/21days Vacation. 40-hour work week. No Remote Work. No relocation fees.

III. TIME OF PERFORMANCE

- For immediate hire

IV. MINIMUM REQUIREMENTS:

- 5+ years in providing services requested.
- Previous experience working with State and/or Federal agencies (or like entities).
 - Executive search/recruiting for successful local Hawaii placement is highly preferred.
- Proven experience search/recruiting executive-level candidates.

- Wide variety of industry related contacts and candidates that could fit this position, locally and nationally.
- Ability to meet in-person for meeting(s), and as requested/needed by HTDC. To help with preliminary groundwork, needs assessment, facilitation of interviews etc...
- Ability to meet virtually as needed.

V. REQUIRED MATERIALS: PROVIDED AS ATTACHMENTS (and to evidence Minimum Requirements)

1. Background on company and service
2. Description of process: source, track, score, depth of database, screening candidates.. etc.
3. Evidence of **all minimum requirements** as referenced in Section IV. Include:
 - a. Examples of top performers in similar industries that you were able to successfully place for clients.
 - b. Description of size and quality of database for possible candidates
4. Copy of staffing contract
5. Include any other materials that can help us understand your organization and depth of service offering as applicable to this RFQ.
6. Any Disclaimer(s): As there is no Question & Answer period allotted for this RFQ, the contractor shall address any uncertainty by noting any and all assumptions made and/or exceptions that are reflected in the quoted price and HiePRO offer.
7. **HCE (Hawaii Compliance Express) Certificate of Compliance.** Include an HCE compliance certificate as an attachment to your response. Selected contractor will be required to show evidence of compliance upon award. This is typically provided through an HCE Certificate of Compliance. **If selected vendor is NOT Compliant upon time that HTDC is ready to award, vendor is at risk of forfeiting award, as services are required immediately.** For more information and to register: <https://vendors.ehawaii.gov/hce>

VI. HOW TO PROVIDE A QUOTE:

1. Quote and response attachments to be provided through HiePRO only, and by the due date cited in HiePRO.
 - Offer a single quote w/ tax included.
 - If your cost can fluctuate based on the final candidate hired, provide the maximum amount HTDC will pay as your HiePRO quote, and include details in your disclaimer attachment as needed.
2. Include all required materials as attachments, referenced in Section V.

VII. DISQUALIFICATION

The State has the right to disqualify vendors who:

1. Do not submit required materials/attachments as cited in Section V.
2. Do not meet minimum requirements necessary and as cited in Section IV.
3. Do not follow instructions to satisfy a complete bid response, as cited in Section VI.

VIII. CANCELLATION OF SOLICITATION

The State has the right to cancel this solicitation without cause at anytime including funding availability. Vendors who express interest through a HiePRO submission to be notified of cancellation.