



**REQUEST FOR PROPOSALS**  
**EXECUTIVE SEARCH FIRM SERVICES**  
**CEO**

The Oklahoma County Criminal Justice Authority is seeking proposals from qualified firms or consultants to conduct professional services associated with completing an executive search for the recruitment of a Director.

**BACKGROUND**

The Oklahoma County Criminal Justice Authority, also known as the Jail Trust, assumed responsibility for jail operations on July 1, 2020. The nine-person Trust oversees detention center operations for Oklahoma's largest county jail facility and hires the executive leadership. Committed to transformation, we are dedicated to reshaping our culture and challenging negative perceptions. We're focused on instilling positive change by prioritizing professionalism, transparency, and ethical conduct within our operations. Our journey involves fostering a safe and empathetic environment while upholding values of respect, integrity, and accountability. We're actively working towards overcoming obstacles, engaging with our community, and advocating for positive reform in the criminal justice system. Join us on this transformative path as we strive for a brighter, more supportive future. Follow our progress, initiatives, and collaborative efforts as we rebuild trust and make a meaningful impact.

The detention center is currently led by an interim director, who reports to the Trust. The trust chairman has appointed a three-person Search Work Group.

On \_\_\_\_\_, the trust approved the distribution of requests for proposals from executive search firms to issue a contract not to exceed \$50,000 for needed services in relation to the hiring of a detention center director.

**SCOPE OF SERVICES**

The selected firm will:

- Work in close coordination with the Search Work Group, a subset of Trust, to understand the organizational landscape, including challenges faced by the organization and opportunities.
- Develop the ideal profile for the Director and the requisite skill set for success. This includes identifying factors beyond desirable education, experience, and background of the candidates. Identifying the requisite management skills and leadership style necessary for the position is also expected.
- Review and offer suggestions for ensuring the completeness of Director position description. The position description signals not only the depth of thought that has gone into the search process, but it must be attractive and inspiring to top performers. Please submit three to four job descriptions that you have helped develop for other clients.
- Develop a plan to advertise, recruit, and select applicants who will meet the leadership expectations of the Trust and Oklahoma County. Specify how the candidate pool will be developed.



Emphasis should be given to candidates with relevant experience. Provide examples of recruitment literature or brochures that the search firm has successfully used in other executive searches.

- Review all resumes for background, qualifications, and credentials. Specify the selection criteria used. Prepare a written summary of candidates with the most promising qualifications.
- Evaluate candidates for serious consideration by conducting in-depth background and reference checks with individuals who are or have been in a position to assess the candidate's job performance. Prepare a short list of qualified candidates and present it to the Search Work group, along with a written report for each candidate that outlines their background, highlighting strengths and weaknesses.
- Recommend and finalize a process with the Search Work group for interviews and coordinate the candidate's participation in interviews. Assist in developing the interview questions and other evaluation tools and tests that will provide insight into the talents and abilities of each candidate.
- Provide the Search Work Group with written status reports/updates weekly. Apprise candidates of their status.
- Assist and guide the Search Work Group in selecting the final candidate. Assist Trust representatives in structuring the job offer, the employment package, and relocation (if applicable) with the finalist.
- Notify candidates who were not selected.
- Reinstate additional executive searches, at no fee to the Trust if successful candidates leave (via resignation or termination with or without cause) employment within 180 days of placement

A successful search ends in the recruitment of a candidate who meets all the job requirements and qualifications and receives approval for hire by the Trust. The end of the engagement will be marked by a signed letter of hire and the candidate's commencement of work as Director.

### **TIMELINE**

TBD

### **TERMS AND CONDITIONS**

This RFP does not commit The Trust to award any contract. The Trust reserves the right to reject any or all proposals, to waive technicalities or irregularities, and to accept any proposal it deems to be in the best interest of The Trust. The Trust shall not be liable for any costs incurred by any firm responding to this RFP. The Trust intends to select one firm to provide this service, but reserves the right to reject any or all proposals. The chosen proposal will be required to execute a written agreement with The Trust. If the selected firm does not enter into a written agreement with The Trust within 14 days of the contract award, The Trust reserves the right to enter into an agreement with a different firm, which will be selected at The Trust's sole discretion. The Trust will conduct its due diligence to investigate the executive search firm's ability to meet the required needs. The final award will be based on a best value concept.

The proposer shall carry out the obligations of this RFP in compliance with all of the requirements imposed by or pursuant to Federal, State, and local ordinances, statutes, rules, and regulations



prohibiting discrimination in employment, including, but not limited to Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973, the California Fair Employment Housing Act, and any other executive orders, rules, regulations, and requirements relating thereto enacted by the State of Oklahoma as they may from time to time be amended. The proposer shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap, or sexual orientation.

## **QUALIFICATION**

Firms must have a minimum of five years of demonstrated experience and expertise in the successful recruitment and placement of mid- to high-level management positions in a non-profit or public/government agency.

## **REQUIREMENTS OF THE PROPOSAL**

- Introduction. Provide the official name, address, phone number, fax number and email of the consulting firm, as well as the name of the principal contact person and the name of the person authorized to execute the contract.
- Experience and Qualifications
  - A brief description of the organization.
  - Names and brief descriptions of the experience and qualifications of the proposed staff member(s) who will perform the services. A minimum of two recent references with contact information.
  - Names of entities, other than above, where your firm has conducted executive searches in the past two years, along with contact information.
- Approach/Strategy Used to Perform the Project
  - A brief description of your approach and strategy □ How do you develop a candidate pool?
  - How do you develop selection criteria and test competencies?
  - How do you set expectations with the Trust Search Work group?
  - Methods used to communicate and to work with The Trust and its designated representatives. □ Tentative schedule for each phase of the project.
  - Detail the number of current engagements and confirm the ability to focus on The Trust's recruitment.
  - Describe significant challenges to a Director search and how the project team will address them.
  - Describe how will success be measured for each phase of the process.



- Fees
  - The total cost, along with an itemized breakdown of the costs associated with major or important components of the search, as determined by the consultant.
  - Clearly define, identify, and provide an estimate of additional services and/or reimbursable expenses not included in the basic fee.
- Additional Material
  - Sample work products such as recruitment brochures, candidate questionnaire, candidate reference and background reports, job descriptions you have developed.
  - A sample of any standard contract form normally used by the consultant.
  - Philosophy and policies regarding client satisfaction and guarantee in the event of an unsuccessful search or premature (within one year of appointment) dismissal/termination or resignation of identified candidates. State any guarantees offered.

## **SUBMITTING PROPOSALS**

Proposals must be submitted electronically to tbd.