



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, known as the Jail Trust, took over 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 in rebuilding trust and making a meaningful impact.

The detention center is currently led by an interim director under the supervision of the Trust. A three person Search Committee has been appointed the trust chairman.

workgroup

SCOPE OF SERVICES

The selected firm will:

workgroup

- Work in close coordination with the Search Committee, a subset of Trust, to understand the organizational landscape, including challenges to the organization and opportunities.
- Develop the ideal profile for the Director and the skill set required to be successful. This includes identifying factors beyond desirable education, experience, and background of the candidates. Identifying requisite management skills and leadership style necessary and appropriate 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 (3) or four (4) 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 on diverse candidates with relevant experience. Provide examples of recruitment literature/brochure successfully used by the search firm 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 evaluate the candidate's performance on the job. Prepare a short list of qualified candidates and present it to the Search Committee with a written report of each candidate's background, noting strengths and weaknesses.
- Recommend and finalize a process with the Search Committee 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 Committee written status reports/updates weekly. Keep candidates apprised of their status.
- Assist and provide guidance to the Search Committee in the final selection of the candidate. Assist Trust representatives in structuring the job offer, the employment package, and relocation (if applicable) with the finalist.
- Notify candidates that 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) the employment within 180 days of placement

A successful search is one that 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 engagement will be marked by a signed letter of hire and the candidate starting work as Director.

TIMELINE

TBD

TERMS AND CONDITIONS

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Coh. Trust in
All Areas
w/ Waypoint

an ———, THE
Trust Vows to
NO MORE ENGAGEMENT
of A Search
Committee in
An Answer Not
to EXCEED —
Proposed Answer
This Answer
Will Be Reviewed
But There is
NO Commitment to
Review The
Answer From
To Answer For
Hiring Bids

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 selected proposal will be required to execute a written agreement with The Trust. If the selected firm does not execute a written agreement with The Trust within 14 days of the award of contract, The Trust reserves right to enter into an agreement with a different firm, which shall be selected in The Trust's sole discretion. The Trust will do its due diligence to investigate the ability of the executive search firm 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 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 a brief description of the experience and qualifications of the proposed staff member(s) who will be performing the services. A minimum of two recent references with contact information.
 - Names of entities, other than above, where your firm has performed executive searches in the past two years along with contact information.
- **Approach/Strategy Used to Perform 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 Committee?
 - Methods used to communicate and to work with The Trust and its designated representatives. ➤ Tentative schedule for each phase of the project.
 - Detail number of current engagements and confirm ability to focus on The Trust's recruitment.
 - Describe major challenges to a Director search and how the project team will address them.
 - Describe how will we measure success for each phase of the process.
- **Fees**
 - The total cost, as well as an itemized breakdown of the cost 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.

1415 N. Cherry Avenue, Chicago, IL 60642

