



REQUEST FOR QUOTES (RFQ)

Date: April 30, 2021

Contact:

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Description

Notice is hereby given that Jaunt, Incorporated, herein referred to as, Jaunt, is soliciting for quotations/proposals from qualified contractors to provide the services of an expert executive search firm to recruit, screen and recommend highly qualified candidates for a new Jaunt Chief Executive Officer.

Jaunt, Inc. is Central Virginia's regional public transit system, connecting people to their community. Jaunt delivers convenient and reliable service with its demand response and commuter routes, all through the use of current technology and a customer-focused approach. Jaunt's service area includes the City of Charlottesville and Albemarle, Buckingham, Fluvanna, Greene, Louisa, and Nelson counties.

Scope of Work/Description of Item

Tasks include, but are not limited to:

- Develop a timeline for all activities during the process, including specific actions necessary by both parties and key decision points.
- Develop and execute a marketing and search strategy to identify and attract the most qualified field of prospective candidates for the position, including outreach to encourage applicants from diverse backgrounds to apply.
- Review all initial materials submitted by prospective applicants.
- Develop and implement a screening process that narrows the field of those whose background, experience, and education best meet the needs of Jaunt.
- Conduct preliminary telephone or video conference interviews of screened candidates.
- Provide written reports of all findings.
- Prepare and deliver a product in the form of a search report that recommends the top six (6) to eight (8) candidates, and provide Jaunt with detailed information about applicants from telephone interviews and reference checks from public domain, third-party sources and interviews. Assist Jaunt in narrowing these candidates down to no more than four top-qualified individuals.
- Conduct further, in-depth reference checks of the candidates who are being seriously considered for the position.

- Schedule and coordinate the interview process leading to the selection of the candidate best-suited to the position (including assistance with drafting of interview questions).
- Provide such additional research, reference check as may be required by Jaunt.
- Facilitate and deliver ongoing communication, oral presentations, and detailed progress reports throughout the entire process.
- All additional expenses to include but no limited to prospective employee travel expenses will be a pass through with no additional mark-up.
- Keep candidates apprised of their status throughout the process, and notify applicants who are not selected.

Proposal Preparation and Submission Instructions

Proposers must demonstrate a track record in the successful placement of executive/officer level personnel within public sector organizations in positions involving significant managerial, fiscal, technical and political complexities. There is a preference for firms that have relevant executive placement experience with transit or transportation service organizations.

A. General Instructions:

1. Proposals shall be signed by an authorized representative of the Proposer.
2. Each Proposal must be and remain valid for a period of at least sixty (60) days from the date set by this RFQ for receipt of proposals.
3. Proposals should be prepared simply, providing a clear, straightforward, concise description of the Proposer's qualifications and suitability to provide the required services, and of the Proposer's capabilities, in all respects, to perform fully the requirements of this RFP, and the Proposer's integrity and reliability that will assure good faith performance of the project requirements.

B. Specific Proposal Instructions: Proposers are required to submit the following items as a complete proposal:

1. Section 1 – Approach. Provide a brief description of how you would approach the performance of these services.
2. Section 2 – Qualifications and Experience. A written narrative statement to include:
 - Information describing your firm and how long you have been in business.
 - Resumes of the individuals who will be assigned to perform services on this project.
 - References: Provide at least three (3) references for which work of a similar nature to that described herein was performed with the past three (3) years.
3. Section 3 – Proposed Price and Payment Terms. To include:
 - Firm fixed price for the proposed services.
 - For any additional services, provide fees including hourly rates and any other reimbursable expenses.
 - Proposal should clearly state payment schedule desired. Such scheduled proposed shall be negotiable. Jaunt will not pay down payments prior to work completion.
 - A summary on your ability to control costs.

Quotations/Proposals in response to this RFQ will be received until 12:00pm EST on June 1, 2021 for furnishing the services described herein. Quotations/Proposals received after the time designated for receipt will not be considered. Quotations/Proposals may be emailed: Email To: mikem@rideJaunt.org.

All questions or inquiries must be submitted in writing by email and directed to: mikem@ridejaunt.org

Evaluation and Award Criteria:

Technical proposals will be evaluated based on the following criteria in descending order of importance:

- A. Experience Record -Jaunt requires that the Proposer possess recruiting expertise and a proven track record in filling executive-level positions at urbanized or regional transit organizations, and organizations involved in complex and dynamic public service delivery entities or large private corporations.
- B. Key Personnel Proposing - Proposer should identify a project /account manager who will be responsible for the overall administration of the project and for ensuring that the contract services will be implemented as required by Jaunt.
- C. Sourcing Methodology - Proposer shall identify its methodology for the performance of the task order. The work plan should include:
 - 1. A detailed description of the methodology for filling the position of Chief Executive Officer.
 - 2. A timeline clearly indicating how much time the Proposer will need to execute the search methodology.
 - 3. Description of any proprietary tools or substantial procedural innovations used by the Proposer on similar projects that may be used for the Jaunt search.
- D. Organizational Profile - A concise description of the Proposer including:
 - 1. organizational structure, subsidiary companies, identification of principals or parent companies
 - 2. length of time in business
 - 3. office location(s) and
 - 4. size and overall number of personnel by discipline

Award of Contract:

Award shall be based on Jaunt’s determination of which firm offers the best combination of experience, price and various elements of services that in total are optimal relative to Jaunt’s needs.

Considerations:

Jaunt receives federal and state funding and requires the attached Federal Transportation Administration clauses must be signed and returned with your quote. Jaunt is a public service corporation and able to purchase from state or federal contracts, if available.

Winning vendor must be registered in the Federal Government’s [System for Award Management](#) database and not be debarred from doing business with businesses receiving federal funds. Vendors not currently registered are encouraged to register so they can be considered.

Jaunt reserves the right to terminate this procurement prior to any work commencing for any cause without penalty.