



REQUEST FOR PROPOSAL EXECUTIVE SEARCH FIRM/RECRUITMENT

Addiction Research and Treatment Corporation (ARTC) and Urban Resource Institute (URI) are seeking proposals from qualified Executive Search Firms to assist in their national search efforts for the selection of an ARTC Executive Director / URI President, respectively, in accordance with the terms and conditions, contained in this Request for Proposal (RFP). The final candidate should, preferably, be able to assume leadership role of both organizations, simultaneously.

A. ELIGIBILITY

The Search Firm should specialize in recruitment for senior manager level positions, preferably within a healthcare and social services industries. To be eligible to respond to this RFP, the proposing firm must demonstrate that it, or the principal(s) assigned to the project, has successfully completed services similar to those specified in the Scope of Work section of this RFP, with institutions similar in size and complexity to ARTC / URI.

B. BACKGROUND

Mission Statement of the ARTC

The Addiction Research and Treatment Corporation provide:

The highest quality of compassionate, comprehensive, evidence-based healthcare, and social services; Education of the public concerning maintenance of healthy lifestyles; and Cutting-edge behavioral, biomedical, and healthcare services research.

ARTC:

- **Delivers** the highest quality of health care and social services;
- **Educates** the public about healthy lifestyles; and
- **Conducts** cutting-edge research.

ARTC Programs

- Substance Abuse Treatment & Rehabilitation
 - Opiate Medication
- Agonist Treatment
- Recovery Instills Self-Esteem (RISE) Drug-Free Program
- Medical Services
 - Primary Care
 - HIV/AIDS Care
- Clinical services provided on-site include:
 - Initial and annual comprehensive medical examinations
 - On-going clinical HIV disease monitoring
 - HIV-specific therapies and prophylactic management
- Substance abuse assessment
- Nutritional Services and Educational Activities
- Research at ARTC
- Vocational & Educational Services Overview
- Training

ARTC Profile

The Addiction Research and Treatment Corporation was organized in 1969 to address the unique problems of hard-core inner city substance users (minority addicts) and has provided prevention and interventions to every person that has crossed a clinical threshold. ARTC is a **not-for-profit** organization which is certified by the New York State Office of Alcoholism and Substance Abuses (OASAS) and an Article 28 Diagnostic and Treatment Center licensed by the NTSO of Health Systems Management. ARTC's comprehensive approach is designed to service the heroin addicts in the inner-city communities of New York. Its objective is to help its patients lead healthy, independent and productive lives allowing them to become responsible citizens who engage in a variety of meaningful activities.

Since it was founded, ARTC has grown into one of the nations' largest non-hospital based methadone treatment organizations in New York State. Its seven community-based methadone maintenance treatment programs and two outpatient drug-free chemical dependency programs have provided a wide range of comprehensive health care and substance abuse treatment services to over 30,000 patients throughout Brooklyn and Manhattan. In the last decade, ARTC has added primary care and HIV/AIDS care services to offer patients the convenience of one-stop-shopping. In addition, it has contributed significantly to the management of HIV/AIDS care through its participation in various clinical trials. With its research on HIV and its treatments, ARTC is helping to improve medicine every day.

When the Addiction Research and Treatment Corporation was started from a single building at 937 Fulton Street in Fort Greene, it was never dreamed that it would become one of the largest and most successful providers of human services and health care in New York. Patient care is at the heart of our mission. An expert staff provides care that is compassionate, personal, and respectful of patients and their families. For more than 30 years, ARTC have provided addiction treatment and support services to persons struggling to achieve recovery. Patients benefit from the most up-to-date treatments medicine has to offer.

The Addiction Research and Treatment Corporation is committed to the health and well-being of its patients, particularly for those who otherwise would not have access to good health care. To ensure the best care for all patients, ARTC has developed individualized treatment plans and work together with their primary care and specialty doctors. With research on HIV and its treatments, ARTC is helping to improve medical care every day.

Current Services

(Please review Website 2010 Annual Report -- <http://www.artc.org>)

Mission Statement of the Urban Resource Institute

Established in 1980, Urban Resource Institute (URI) is committed to the identification and reduction of major psychosocial failures impacting the economically indigent New Yorker. Through research, advocacy and delivery of vital human services, URI helps hundreds of abandoned and devastated individuals move through a process of self-reclamation.

After 31 years of service to the community, the URI mission continues to be as vital today as it was at its inception. URI strives to model important social ideals resonating at the heart of our civil society. Our corporate values, concretely displayed through our programs, are grounded in the belief that all people, especially the least among us, are entitled to pursue and share the opportunities of an open society.

Urban Resource Institute Programs

- The Urban Women's Retreat (UWR)
- The Urban Women's New Beginnings (UWNB)
- The Urban Women's Safe Haven (UWSH)
- The Urban Center for Change (UCC),
- The Domestic Violence Legal Education and Advocacy Program (LEAP)
- The Working Women's Internship Network (WWIN)
- URI's Research and Evaluation Unit
- The Marguerite T. Saunders Urban Center for Alcoholism and Addiction Services (MS-UCAS) program
- URI's two (2) Intermediate Care Facilities (ICFs), Linden House and the Beny J. Primm Residence
- The Individualized Residential Alternative (IRA)
- The Urban Center for the Developmentally Disabled (UCDD) program

Current Services

(Please review 2010 Annual Report -- <http://www.uriny.org/docs/URI2010AR.pdf>)

C. SCOPE OF WORK

The Executive Search Firm will provide the following services:

1. Upon execution of the contract between the Search Firm and the Board, set meetings with the Human Resources Committee and other stakeholders to ascertain required information regarding ideal candidates for the position.
2. From the existing job description, develop a candidate profile, including the knowledge, skills and abilities required to become a successful candidate for the position. Coordinate with the Human Resources Committee to ensure the list meets its requirements/desires.
3. Assist the Human Resources Committee in developing a strategy for carrying out the recruitment of the ARTC Executive Director / URI President, including outreach to encourage applicants from diverse backgrounds to apply.
4. Identify potential contacts and conduct personal outreach recruiting, including posting the position through national channels. With Human Resources Committee approval, prepare and place advertisements for the position in appropriate journals and publications.
5. Review resumes of each applicant, determine those meeting minimum qualifications and follow up with telephone interviews to clarify each applicant's experience.
6. Prepare a written summary of 10 to 15 candidates with the most promising qualifications.
7. Evaluate candidates for serious consideration (four to six candidates) by conducting in depth reference checks with individuals who are or have been in a position to evaluate the candidates' performance on the job. Through these reference checks, ascertain the candidates' strengths and personal dimensions that would qualify him or her for the position. Include areas in which the Human Resources Committee should delve deeper during its interview process.
8. With Human Resources Committee input, and final approval, design and finalize the interview process, interview questions, panel makeup, etc. Coordinate candidates' participation in interviews.
9. Debrief with the Human Resources Committee following interviews, and identify additional candidates if necessary.
10. Verify selected candidates' educational background, conduct criminal and financial background checks, and arrange for psychological test.
11. Notify applicants who are not selected.
12. Assist the Human Resources Committee with compensation negotiations.
13. Re-initiate a one-time additional executive search in accordance with the specification set forth above, at no fee to the ARTC or URI, if the successful candidate leaves the employment of the ARTC / URI within one year of placement.

D. SCHEDULE

DATE EVENT

September 22, 2011	Search Firm Proposals received by 12:00 pm EST
October 19, 2011	Human Resources Committee reviews/recommends up to 4 finalists
October 26, 2011	Interviews conducted with possible Executive Search Firms
October 26, 2011	Board selects Executive Search Firm
November 30, 2011	URI President / Executive Director Recruitment Closes
December 18, 2011	Candidate Summaries (10-15) to Human Resources Committee for review
December 27, 2011	Human Resources Committee identifies 4-6 candidates to interview
January 16, 2012	Interview
January/February 2012	Negotiations with final candidate
March 2012	Start Date for new Executive Director / URI President

E. FORMAT AND CONTENTS OF THE PROPOSAL

The information set forth in this section should be included with the proposal.

1. Letter of Transmittal

The Letter of Transmittal should reflect the Request for Proposal subject, name of the firm, address, telephone number, contact person and date of preparation.

2. Proposal – Respond to the following items:

a. **Qualifications:** Describe the background, private sector experience, and executive search capabilities of your firm. Please give specific information regarding your qualifications to conduct searches for positions similar to the ARTC Executive Director / URI President position for organizations of similar size and complexity to the ARTC / URI. In particular, the Search Firm should highlight any experience with placements in other large private sector facilities during the last five years.

b. **Scope of Services:** Provide a scope of services and a proposed outline of tasks, products and project schedule, keeping in mind the ambitious timeline for completion of the process by January 2012. Major proposed deviations from the desired scope of services outlined in this Request for Proposal should be clearly noted.

c. **Cost:** Provide cost proposal for scope of services, including fees and expenses. Identify fixed costs and per unit fee schedules for reimbursable expenses, including estimates of quantities for per unit fees.

d. **Consulting Staff:** Provide the names of the individual(s) responsible for the project, the percentage of time said individual will be allocated to the project, and the specific experience of the individual relative to the project. Please include title, work locations and telephone numbers. Please identify all other staff who will be assigned to work directly or indirectly on this project.

e. **References:** Provide a list of at least three (3) clients who can verify your firm's ability to provide the scope of services requested. Please provide name, title, complete address and telephone numbers of each reference/contact individual. Also, please provide a list of current clients who are receiving services similar to those requested here, and a short description of the work in which you are currently engaged.

f. **Additional Services:** The Search Firm is welcome to outline additional services or alternative approaches that it feels are in the ARTC's AND URI's best interests.

3. Proposals Delivery Options and Inquiries Directed to:

Urban Resource Institute
Attn: President/Executive Director Search
22 Chapel Street
Brooklyn, New York 11201

Telephone: (347) 415-8877
Email: jobsearch@uriny.org

4. All proposals should be sent electronically in form of CD. For materials not able to be reduced into an electronic form, they must be in a sealed envelope and clearly marked in the lower left hand corner: "RFP -ARTC Executive Director / URI President Search". All proposals must be received by 12:00 pm EST on Thursday, September 22, 2011. No faxes, postmarks, telephone or e-mail qualifications will be accepted.

5. Proposals should be prepared simply and economically, providing a cogent description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Proposals should not contain staples or bindings that impede easy photocopying of materials.

Please submit twenty (20) copies of the proposal.

6. The selected consultant will be notified on or around Wednesday, October 26, 2011.