



Request for Proposal
Executive Search Consultant
Southeastern Economic Development Corporation

I. OVERVIEW

The Southeastern Economic Development Corporation (SEDC) is seeking bid proposals from executive search consultants to assist SEDC in the recruitment of a President/Chief Operating Officer (CEO). The selected firm will conduct the evaluation and screening of applicants and will provide counsel to the SEDC President/CEO Search Committee (Search Committee). The Search Committee will interview the top candidates and perform the functions necessary to provide a final recommendation to the entire Board of Directors for consideration and selection.

II. INTRODUCTION

The Southeastern Economic Development Corporation (SEDC) is one of two non-profit public benefit corporations under contract to the Redevelopment Agency of the City of San Diego (Agency) for planning and implementing redevelopment activities in a 7.2 square mile area in Southeastern San Diego. Established in 1981, by the City of San Diego, SEDC is responsible for an area bound by Martin L. King, Jr. Freeway (Highway 94) to the north, Interstate 5 to the south and west, and 69th Street to the east. SEDC's sphere of influence includes 15 neighborhoods; four adopted redevelopment projects areas – Central Imperial, Gateway Center West, Mount Hope and Southcrest; one study area, Dells Imperial.

SEDC has developed a corporate strategy based upon the twin pillars of redevelopment and economic development. As a result, we are dedicated to improving the physical environment and providing new quality services and employment. At the same time our commitment to encourage and assist both new and existing businesses is clear and unequivocal.

For the past 25 years, SEDC has engaged in a successful redevelopment process that has been responsible for activities that include the creation of approximately 4,500 jobs, 750,000 square feet of much needed retail space, over 600 single-family affordable homes and the generation of tax increment that for all four adopted project areas has a combined annual average of 13.5%.

III. PROPOSAL REQUIREMENTS

Proposals for executive search consultant services must include the following:

- An overview of your firm's experience in providing nationwide executive search services;
- Your qualifications, including specific experience with Redevelopment Agency, financial institutions, (such as investment banks, ratings agencies, government sponsored enterprises, mortgage bankers and real estate developers) governmental agencies and not-for-profit entities;

- Biographical sketches of the principal(s) and staff who would be assigned to this activity;
- The proposed fee schedule, payment provisions requested and estimated expenses;
- A list of client references;
- Proof of liability insurance and amount;
- Statement attesting that all information provided in your proposal to the SEDC is true and accurate to the best of your knowledge; and
- Any guarantees offered by your firm.

IV. STATEMENT OF NEED

SEDC is seeking responses from consultant firms with expertise in conducting nation-wide search services. The primary objective of this RFP is to establish a consultant list from which SEDC will select an executive search firm to conduct the search for a new President/CEO. The consulting firm selected must provide all necessary administrative support to the Corporation's Search Committee.

V. NATURE OF THE POSITION

The position of President/CEO is a critical, visible position requiring strong business management experience, exceptional leadership ability and a successful track record of working with or for government or quasi-public agencies. The President/CEO is responsible for the administration, management and direction of the corporation is subject to the supervision of the Board of directors. The President/CEO should have experience in the following areas including but not limited to: redevelopment, economic development, finance, planning or related fields. The successful respondent to this RFP will assist the Board of Directors and/or its designated subcommittee in developing and assessing a highly qualified and diverse pool of candidates, including women and minorities, from which to select a new President/CEO.

VI. SUMMARY OF THE REQUESTED SERVICES FROM THE EXECUTIVE SEARCH CONSULTANT

SEDC intends to engage an executive search consultant to provide the above recruitment, screening, and consulting services beginning immediately. The Search Committee intends to refer its recommendation(s) for appointment to the entire SEDC Board of Directors upon completion of the process.

SEDC is seeking the assistance of an executive search firm to provide the following services:

- Review and finalize the position description, qualifications and performance standards;
- Develop key competency areas for evaluating candidates;
- Design interview questions;
- Identify organizations that represent likely targets for prospective candidates;
- Identify names of prospective candidates within those organizations that appear to fit the criteria;
- Contact prospective candidates to determine their qualifications for and interest in this position;
- Conduct telephone interviews with and actively recruit individuals meeting the minimum requirements as described in the position description;

- Prepare and submit a resume for each candidate that has the appropriate qualifications and interest.
- Identify their current compensation;
- Based on feedback from the Board of Directors search committee, conduct in-person interviews with select candidates;
- Prepare and submit detailed written comments for each interviewee including an informed assessment of their suitability and enthusiasm for the position;
- Recommend finalists for interviews with the search committee by preparing a slate including comparative remarks.

VII. RESPONSE REQUIREMENTS

Responses and all related materials must be received by 5:00 p.m. on November 24, 2008. Responses may be delivered to SEDC:

Vernon D. Evans
Chair, SEDC Personnel and Budget Committee
4393 Imperial Avenue, Suite 200
San Diego, CA 92113

Postmarks will not be considered in judging the timeliness of submissions. Responses submitted by e-mail will be accepted at executivesearch@sedcinc.com. Late submissions will not be considered, including those submitted late due to mail or delivery service failure.

VIII. RESPONSE PACKAGE

The following items must be included in your response and packaged in a box or envelope clearly marked RFP-Executive Search Services.

Three-hole binders, with tabbed sections and unbound, complete, but concise responses, are recommended for ease of review by the Search Committee. Responses should provide a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFP. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled.

Seven (7) complete printed copies of the response plus one (1) CD-ROM containing entire contents of response – The CD-ROM and electronic files on the CD-ROM must be labeled with the Respondent's name. All files should be submitted in unprotected PDF or Word format.

IX. QUESTIONS/ADDITIONAL INFORMATION

All questions and/or request for additional information must be requested via e-mail attention Vernon D. Evans at the following e-mail address executivesearch@sedcinc.com. All questions or requests for additional information must be received on or before November 14, 2008, 5:00 p.m. Questions and responses will be distributed to firms or individuals who have submitted a notice of intent to propose. An optional notice of intent to propose may be submitted via email no later than November 10, 2008 at 3:00 p.m.