



Request for Proposals (RFP)

Executive Search Services

LGIT (Local Government Insurance Trust)
7225 Parkway Drive
Hanover, Maryland 21076
(800) 673-8231

RFP Schedule	
Issuance of RFP:	November 15, 2021
Submission of Questions about the RFP:	November 30, 2021
Proposal Due:	December 15, 2021
Anticipated Contract Award:	January 3, 2022





**REQUEST FOR PROPOSALS
FOR
EXECUTIVE SEARCH SERVICES**

Table of Contents

- I. Introduction
- II. Scope of Work
- III. Schedule and Submittal
- IV. General Instructions
- V. Proposal Format and Content
- VI. Attachments

I. INTRODUCTION

A. PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit offers from qualified executive search firms to assist the Local Government Insurance Trust (LGIT) in recruiting its next executive director.

B. BACKGROUND

LGIT is a member-owned association, authorized by state law, wholly owned and managed by its local government members to provide joint self-insurance and risk management services for towns, cities and counties in the State of Maryland. Based in Hanover, LGIT was formed in 1987 by its parent organizations, the Maryland Municipal League and Maryland Association of Counties.

LGIT services to members are provided by 30 employees, including the executive director , department directors, risk management staff, claims staff, litigators and consulting attorneys, human resources professionals, underwriters, IT professionals, finance staff, and administrative staff.

Among the 400+ public entity risk pools in the U.S. and Canada, LGIT is considered a top-tier program with a national presence. Staff are frequent speakers at conferences, and the organization and its staff have received national recognition and awards.

About the Position

The executive director is LGIT's chief executive officer, who serves at the pleasure of the Board of Trustees (Board). The current executive director joined LGIT in 2009 and is LGIT's fourth executive director in the organization's 34-year history.

About the Search

The Board began the search process with a facilitated discussion about its goals for the recruitment and the desired qualifications and qualities for its next executive. The five-member Executive Committee will serve as the search committee (SC) charged with identifying one or more finalists for interview by the full 12-member Board.

General parameters for the search process have been established. As the preferred candidate will be a senior-level manager with experience in insurance and risk management and in-depth understanding of city and county governments, there is a preference for a search firm with a record of presenting candidates who currently work in these sectors.

II. SCOPE OF WORK

The successful vendor shall provide executive recruitment services with the objective of providing qualified candidates for the executive director position. Duties will include, but not be limited to, the following:

1. Work closely with the SC and other parties identified by it to identify expected qualifications, traits, and management style of the next executive director.
2. Refinement of a draft candidate profile.
3. Production and dissemination of a recruitment brochure.
4. Guidance to the SC in developing a recruitment plan.
5. Coordinating with the SC a schedule for recruitment, review, and selection.
6. Conducting a state and national recruitment effort utilizing a variety of diverse resources, including targeted, personal recruitment of potential candidates.
7. Development of potential candidates, including initial screening and evaluation.
8. Gather additional information to assist the SC in its evaluation of the candidates.
9. Define/brief the SC/Board on the format of the interview process, the development of interview questions and other techniques to evaluate candidates.
10. Conduct background/reference checks on candidates selected for interview.
11. Coordinate the interview process with candidates and SC/Board.
12. Attend/participate in candidate interviews.
13. Assist with finalist offer negotiations.

The selected firm will act as an ambassador and representative of LGIT. It is expected that the successful firm will report its progress to the SC chair weekly and will meet in-person at least twice with the entire search committee and at least once with the Board of Trustees.

III. SCHEDULE AND SUBMITTAL

A. RFP AND EVALUATION SCHEDULE

Issuance of RFP:	November 15, 2021
Deadline to Submit Written Questions about the RFP:	November 30, 2021
Proposal Due Date:	December 15, 2021
Evaluation of Proposals, Finalists Selected:	December 15-20, 2021
Finalist Interviews (if needed):	On or about December 20, 2021
Anticipated Contract Award:	January 3, 2022

B. LGIT SEARCH COMMITTEE CONTACT PERSON

The Honorable John Miller
Chair, Board of Trustees
Email: john.miller@ci.middleton.md.us
Phone: 240-674-7063

C. WRITTEN QUESTIONS

If proposers have questions about the RFP, they are encouraged to submit them as soon as possible, but no later than **November 30, 2021**. Questions must be in writing and may be e-mailed to the Contact Person above. LGIT will not be obligated to answer any questions received after the deadline, or any questions submitted in a manner other than as instructed above.

D. PROPOSAL SUBMITTAL

1. General

Proposals must be received by **December 15, 2021 by 5:00 p.m. EST**. Any proposal received after this date and time will not be considered.

Delivery of proposals by the specified deadline is the sole responsibility of the proposer. LGIT will not be responsible for, nor accept as a valid excuse, any delay caused by the method of delivery used by the proposer except where it can be established that LGIT was the sole cause of the late receipt.

2. Method of Submittal

The proposal must be submitted in electronic form in an email to the Contact Person above.

3. Evaluation Criteria

All proposals received in accordance with these RFP instructions will be evaluated to determine if they are complete and meet the requirements specified in this RFP. An award will be made to the proposer whose offer is judged to be the most advantageous to LGIT. LGIT expressly reserves the right to reject all proposals and make no award under this RFP.

The following criteria will be considered in evaluating the proposals:

- Quality of the proposal, including an expressed understanding of LGIT's requirements.
- Qualifications.
- Experience, particularly with similar projects.
- References.
- Staffing & Project Organization.
- Work Plan/Technical Approach.
- Cost Schedule.
- Miscellaneous, including exceptions/deviations.

4. Interviews

If interviews of finalists are needed, they will be via Zoom or other web-based medium and will occur on or about **December 20, 2021**.

IV. GENERAL INSTRUCTIONS

A. ORAL COMMUNICATIONS

Any oral communication by LGIT's contact person or designee concerning this RFP is not binding and shall in no way modify the RFP or the obligations of LGIT to a proposer or selected firm(s).

B. CHANGES TO RFP

If it is necessary to make material changes to the RFP, LGIT will e-mail written RFP addenda to all recipients of record of the original RFP and post such addenda on LGIT's website (www.lgit.org). Recipients of record are those parties to whom LGIT directly sent a copy of the RFP. Responses to written questions received by the specified deadline will be incorporated in an RFP addendum.

It is the responsibility of the proposer to inquire of LGIT as to any addenda issued. This may be done by checking LGIT's website prior to the proposal submittal deadline. All addenda issued shall become part of the RFP.

C. EXCEPTIONS / DEVIATIONS

Any exceptions to or deviations from the requirements set forth in this RFP, must be declared in the proposal submitted by the proposer. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading "Exceptions and Deviations."

D. AUTHORIZATION TO DO BUSINESS

The proposer must be authorized to do business in the State of Maryland and in the local jurisdiction in which it is located (Anne Arundel County) or where the work will be performed.

E. PRE-CONTRACTUAL EXPENSES

LGIT shall not be liable for pre-contractual expenses incurred by a proposer in the preparation of its proposal and proposers shall not include any such expenses in their offers. Pre-contractual expenses are defined as expenses incurred by the proposer to: (1) prepare and submit its proposal to LGIT; (2) negotiate with LGIT on any matters related to this RFP; and (3) any other expenses incurred by the proposer prior to the date of award, if any.

Issuance of this RFP and receipt of proposals does not commit LGIT to award a contract. LGIT reserves the right to postpone the award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one proposer simultaneously, or to cancel all or part of this RFP.

F. WITHDRAWAL; PROPOSAL IRREVOCABLE FOR 90 DAYS

A proposer may withdraw its proposal at any time prior to the submittal deadline by sending LGIT a request in writing from the same person who signed the submitted proposal. As of the deadline for submittal, any proposal received by LGIT and not withdrawn becomes an irrevocable offer available for acceptance by LGIT immediately and for 90 days thereafter. The proposer is responsible for the accuracy of the proposal submitted, and no allowance will be made for errors or price increases that the proposer later alleges are retroactively applicable.

G. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP become the property of LGIT, except for information identified by the proposer as being proprietary. A blanket statement that all contents of the proposal are proprietary will not be honored by LGIT.

H. IMMATERIAL DEFECTS IN PROPOSAL

LGIT may waive any immaterial deviation or defect in a proposal. LGIT's waiver shall in no way modify the RFP documents or excuse the proposer from full compliance with the RFP if awarded the contract.

I. WRITTEN AGREEMENT

The proposer selected for contract award through this RFP shall be required to enter into a written agreement with LGIT governing the provision of professional services to it. The agreement will include pertinent terms and conditions set forth in this RFP and will reflect the proposer's offer or the outcome of contract negotiations.

It is anticipated that the proposer may enter into separate agreements with subcontractors to fulfill the terms of this contract. LGIT will not be a party to those separate agreements, nor in any fashion a guarantor or indemnitor of them.

J. TERM OF CONTRACT

If a contract is awarded through this RFP, it will be effective upon full execution of the agreement, which LGIT expects to be on or about January 3, 2022. No agreement with LGIT shall be in effect until a contract has been duly approved and has been signed by both parties.

K. NEWS RELEASES

News releases pertaining to any award resulting from this RFP may not be issued without the prior written approval of LGIT.

V. PROPOSAL FORMAT AND CONTENT

The proposal submitted in response to this RFP must contain the information required in Sections A through E below. Brevity is preferred. For the questions in Sections B through D, please precede your answers with a restatement of the question. If you intend to use any

subcontractors in fulfillment of services, information should be furnished for both your firm and the subcontractors where appropriate.

Submitting general marketing materials about your firm in lieu of providing specific answers to questions will not be acceptable. If you wish to submit marketing materials, you should do so as a separate addendum rather than as part of the formal response.

A. COVER LETTER

All proposals must include a cover letter addressed to the contact person above. At a minimum, the cover letter must contain the following:

- Identification of the proposer, including business name, address, and telephone number.
- Name, title, address, telephone number, and e-mail address of a contact person during the period of proposal evaluation.
- Acknowledgment of RFP addenda received, if any.
- A statement that the proposal shall remain valid for a period of not fewer than 90 days from the due date for proposals.
- Any exceptions to any specified criteria in this RFP.
- Identification of any information contained in the proposal which the proposer deems to be confidential or proprietary and wishes to be withheld from disclosure. A blanket statement that all contents of the proposal are confidential or proprietary will not be honored by LGIT.
- Signature of a person authorized to bind the offering firm to the terms of the proposal.

B. QUALIFICATIONS, RELATED EXPERIENCE AND REFERENCES

1. Furnish background information about your firm, including date of founding, legal form (i.e., sole proprietorship, partnership, LLC, corporation/state of incorporation), number and location of offices, principal lines of business, number of employees, and other pertinent data. Disclose any conditions (e.g., bankruptcy or other financial problems, pending litigation, planned office closures, impending merger) that may affect your ability to perform contractually. Certify that the firm is not debarred, suspended, or otherwise declared ineligible to contract by any federal, state, or local public entity.

2. Describe your firm's experience and qualifications for providing the required services to LGIT. Specifically highlight those qualifications that distinguish you from your competitors. The focus should be on experience within the last five years that is relevant to the scope of work outlined in this RFP, with an emphasis on executive searches for organizations like LGIT.

3. Provide a list of three to five references from organizations for which you have successfully placed candidates.

C. STAFFING AND PROJECT ORGANIZATION

1. Identify the key personnel from your firm who would be assigned to this project. Include a brief description of the number of years with your firm, qualifications, professional certifications, job functions, current caseload, and office location(s). Designate an Engagement Manager who would be ultimately responsible for the relationship and a Project Manager who would provide day-to-day direction of the required work. Furnish brief resumes (not more than two (2) pages long) for all key personnel; include these as an appendix, not in the body of the proposal.
2. If more than two people will be assigned to this project, include a simple organization chart that clearly delineates communication and reporting relationships among the project staff.

D. WORK PLAN / TECHNICAL APPROACH

1. Describe in detail what information, documents, staff assistance, facilities or other resources you would require from LGIT or its employees to complete your work. Declare any critical assumptions upon which your work plan is based. For example, specify what documents you will need from LGIT in order to begin your work.
2. Describe succinctly how your firm would accomplish the work and satisfy LGIT's objectives described in this RFP. If appropriate, divide the work into segments or tasks to represent milestones for measuring progress.
3. Describe the work products and other deliverables you would provide to LGIT. State the purposes for which the work products could be used and any limitations your firm would impose on their usage. Provide samples of work products for past engagements similar to LGIT's
4. Indicate what, if any, guarantees your firm would provide regarding the quantity and quality of candidates presented, and the thoroughness of reference checks.
5. Describe the elements of a successful executive search; the impediments LGIT may face, and how those impediments may be avoided.

E. COST SCHEDULE

The proposer's cost schedule must be submitted with the proposal.

All costs are to be contained in this schedule. For each service element, include a cost and state a grand total for all service elements. Include any applicable fees.

The schedule should also include the method used to charge for any special requests, reports, travel, or broadening of the scope of the work beyond that described in this RFP, including the methodology for extension of rates in subsequent contract years.

This section must also include payment terms required for services rendered and a preferred schedule of billing dates.

VI. ATTACHMENTS

The following attachments are provided to the assist the executive search firm in preparing its proposal and recruiting the executive director:

- [Executive Director Job Description](#)
- [2021 LGIT Annual Financial Report](#)