

REQUEST FOR QUALIFICATIONS AND PROPOSAL

EXECUTIVE SEARCH FIRM

To provide advice and assistance in the hiring of an Executive Director for the
Wilkes-Barre/Scranton International Airport

ALL QUALIFICATIONS MUST BE RECEIVED
BY THE WILKES-BARRE SCRANTON INTERNATIONAL AIRPORT
BEFORE MAY 26, 2014

REQUEST FOR QUALIFICATIONS

The Board of Directors of the Wilkes-Barre/Scranton International Airport invites qualified firms to submit proposed qualifications to provide services to the Wilkes-Barre/Scranton International Airport regarding an executive search for the position of Executive Director of the Wilkes-Barre/Scranton International Airport.

Proposals must be received and time-stamped by the Airport filed no later than **4:00 PM** local time on or before **May 26, 2014**, at: c/o Donald J. Frederickson, Jr., Esquire, Kobal & Frederickson, 435 Main Street, Moosic PA 18507-1017.

The Wilkes-Barre/Scranton International Airport reserves the right to reject any or all proposals, to re-advertise for qualifications, to award to one or more proposers or to take any such actions that may be deemed to be in the best interest of the Wilkes-Barre/Scranton International Airport.

SUMMARY

The position of Executive Director of the Wilkes-Barre/Scranton International Airport is presently being performed by an Executive Director who has held this position for many years. The appointment for his replacement shall be made by the current Board of Directors of the Airport.

The Executive Director is responsible for the administration of the Airport including, but not limited to, all professional services, non-professional services, financial services, leases, supervision of all employees, and any other powers, duties, programs, services, or functions that may be assigned by the Board of Directors.

The Board of Directors of the Airport wishes to obtain the services of a professional executive firm to assist in screening of candidates for consideration for the Director's position. The Airport is looking for a firm that will designate a project representative to work with the Airport in developing guidelines for this position and in developing desired qualifications and experience necessary for this position, as well as recommended compensation. The representative of the search firm will be required to attend at least three (3) meetings to develop this profile and the search firm would then undertake the necessary actions to recruit the maximum number of candidates who qualify based upon this profile. The selected search firm will be required to provide a list of qualified candidates to the Airport within forty-five (45) days after the profile is approved by the airport. The search firm should be prepared to recommend three (3) candidates that it believes are most qualified to serve in this position based upon the established profile and the firm's understanding of the wants and needs of the Airport. The search firm shall then assist the Airport in scheduling interviews with these three (3) candidates, and such other candidates as the Airport may deem appropriate.

The representative should be prepared to have at least two (2) meetings with the Airport to discuss the candidates. The Airport will schedule interviews and the search firm representative shall be available to guide the Airport through the process and offer any judgment it has with regard to the candidates and the selection process. The representative from the selected search firm will be present for all interviews and will negotiate with the candidate on behalf of the Airport on the offer of employment.

SELECTION/NEGOTIATION PROCESS

The Board of Directors of the Airport or their designee shall schedule interviews with those search firms that it deems qualified and shall rank the top three (3) search firms in order. The Airport will then negotiate with the number one ranked search firm to determine if it is possible to come or enter into or agree to an acceptable contract. The Airport Board of Directors must approve this contract. If an acceptable contract can not be agreed upon, or if the Board of Directors does not approve a contract with the number one firm, then the Board of Directors or their designee shall negotiate with the number two (2) firm. This process shall be followed until the Board of Directors of the Airport approves a contract. All agreements shall be governed by the laws of the Commonwealth of Pennsylvania, and venue for any legal action will be the Luzerne or Lackawanna County Court of Common Pleas.

PROPOSAL CONTENT

ALL proposals shall contain at least five referenced clients served within the past three years. The Airport deserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the initial proposal be submitted on the most favorable terms from both a technical and cost standpoint. Proposals must adhere to the structured outline below. Proposals shall consist of the sections listed below.

Section 1: TITLE PAGE

Use your firm's current letterhead. State that the enclosed proposal to the Wilkes-Barre/Scranton International Airport is for the provision of executive recruitment services and describe the nature of the services which would be provided. Include: name of firm, name of representative submitting proposal, mailing address, telephone number, email address and date of submission.

Section II: RECRUITMENT FIRM OVERVIEW

This section must include:

- a. Describe the firm's conceptual approach to the executive recruitment services being solicited;

- b. Provide a list of all public sector executive recruitment assignments, if any, completed by the firm in the past three (3) years (include the name of the public entity, position title for each assignment and the length of service to date of the successful candidate);
- c. Please provide names, email addresses, mailing addresses and telephone numbers of contact persons from five (5) clients for whom your firm has provided similar services.

Section III PROPOSED SERVICES

This section must include:

- a. A detailed outline of the executive compensation recommendation and recruiting processes that your firm will follow;
- b. The duration of the service guarantee;
- c. A sample candidate presentation packet;
- d. A detailed timeline that will apply to the delivery of services;
- e. The detailed rate structure that will apply to the delivery of services. (Please note compensation to the executive search firm will be made only upon the final confirmation by the Board of Directors of the Wilkes-Barre/Scranton International Airport for the position by the recommended candidate);
- f. If applicable, include reduced or tiered pricing based on the number of recruitments awarded in a set period of time.

SECTION IV TENTATIVE SCHEDULE

Advertisement	May 1, 2014
First Review of Search Firm's Proposals	May 26, 2014
Negotiation of Proposal	May 26 through June 13, 2014
Search for Candidates by Search Firm	June 19 through August 7, 2014
Candidates approved by Board	by October 31, 2014

FOR ADDITIONAL INFORMATION, CONTACT:

Should any firm have any questions with regard to this request for proposals, they are to contact:

Donald J. Frederickson, Jr., Esquire
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Kobal & Frederickson
435 Main Street
Moosic PA 18507-1017
email: fredericksond@lackawannacounty.org
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or

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