

# Request for Professional Services

## Description:

Issuing Procurement Unit: Inland Port Authority

Conducting Procurement Unit: Inland Port Authority

## REQUEST FOR PROPOSAL

Shey-Harding & Associates

Susan Shey Dvonch

562-252-8516

[sue@shey-harding.com](mailto:sue@shey-harding.com)

Jeff Dvonch

562-252-8515

[jeff@shey-harding.com](mailto:jeff@shey-harding.com)

SOLICITATION #001A

## Purpose of this Solicitation

The purpose of this RFP is to enter into a contract with a company who can to provide headhunting services to the Inland Port Authority who requires assistance in advising on appropriate compensation and identifying qualified Executive Director applicants to accept employment with the Port Authority for positions that may otherwise be difficult to fill.

## Length of the Contract

The contract resulting from this RFP will be for one (1) year to start at the time the contract is signed.

**Background**

The Utah Inland Port Authority was created during the State of Utah’ 2018 General Legislation Session (SB0234). The Port Authority is located north of I-80 in Salt Lake City, near the Salt Lake City Airport, and is governed by a board responsible for managing and conducting the business and affairs of the authority and determining all questions of authority policy.

The purpose of the authority is to fulfill the public purpose of working with applicable state and local government entities, property owners and other private parties, and stakeholders to encourage and facilitate development of the authority jurisdictional land to maximize the long-term economic and other benefit for the state, consistent with the strategies, policies and objectives, to include the development of inland port uses on the authority jurisdictional land, the development of infrastructure to support inland port uses and associated uses on the authority jurisdictional land.

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**Statement of Capabilities**

A statement of capabilities must be submitted and received prior to close of business (Mountain Standard Time) October 1, 2018 to the following address:

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\_\_\_\_\_

Salt Lake City, Utah \_\_\_\_\_.

Proposals can be submitted electronically through:

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E-mail address of recipient

or by submitting a hard copy to the address provided above.

**All submissions must be in by: October 1, 2018**

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Please provide your firm's legal company name:

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Please provide your firm's contact information for this contract, including the name, phone number, and email address of your firm's authorized representative.

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Has your company ever been, debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state, or local?

Yes/No

Your firm confirms that it has a minimum of three years' experience providing professional headhunting services, including a minimum of 3 years' experience in recruiting executive leadership candidates specifically.

Yes/No

Your firm confirms that it is fully capable of performing, and fully able to abide by, all material aspects of the requested services.

Yes/No

Provide a list of past (any number) and current (at least two (2)) customers for whom your firm has recruited executive leadership candidates, dates of involvement, and customers' contact information, including an e-mail address. The Inland Port Authority reserves the right to contact customers for information related to your firm's qualifications and experience with the subject of this RFP.

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Your firm confirms and agrees that it will supply only candidates that have been verified by you to meet the minimum requirements identified in the job description.

Yes/No

List any awards or professional recognition your company or members of your recruiting staff have received for excellence in your field.

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Describe your experience in attracting and placing individuals in the State of Utah, specifically. Describe your knowledge of the local market.

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Thoroughly describe your method(s) of promoting vacancies to potential candidates. If applicable, provide samples of employment marketing materials, including screenshots of any websites dedicated to advertising open positions, as well as examples of written communications sent to potential candidates.

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Describe your existing relationships, if any, with state government agencies and/or other Port Authorities, through which you might encounter potential candidates.

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Describe how you would convince a Port Authority Executive Director candidate to accept a position with the Port Authority in the State of Utah, demonstrating research of the benefits of living and working in the state and the benefits of working for a public entity.

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Thoroughly describe your process for verifying a candidate's qualifications, including educational background, licensing, and the absence of disciplinary action. Include your standard timeframes for completing this process. Indicate if you perform any type of background check on candidates prior to submitting them to a customer for consideration (not mandatory, but strongly preferred).

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Thoroughly describe how you maintain communication with customers, both during and outside of open recruitments. Describe how customers can track your recruitment activities, including the number of candidates contacted and the level of interest in the position.

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Without disclosing cost information, please submit a document thoroughly describing and explaining your firm's cost structure. Identify the specific deliverable(s) or milestone(s) upon which payment(s) is(are) due, and identify the percentage of the total headhunting fee due with each payment. You may break up your fee in any way you wish, including 100% of the fee in one payment, or division of the fee into two or more payments.

**See attached job description for a background, job duties and requirements of Inland Port Authority Executive Director**

# Port Authority Background and Job Description Executive Director

## Background

The State of Utah has a strong economy. In Utah's July 2018 employment report, Utah's nonfarm payroll employment grew by an estimated 3.9 percent, adding 57,100 jobs to the economy since July 2017. Utah's current employment level registers 1,510,700. The largest private sector employment increases were in trade, transportation, and utilities, with 14,100 jobs in education and health services in 7,700 jobs.

U.S. Bureau of Labor Statistics (BLS) for July 2018 data shows Utah is ranked No. 1 for total job growth in the U.S. at 3.9 percent. In addition, Utah is ranked No. 2 for private sector job growth at 3.9 percent, tied with Wyoming. For unemployment, Utah is ranked No. 12 at 3.1 percent, tied with South Dakota and Virginia.

## Inland Port Authority

The Utah Inland Port Authority was created during the Utah's 2018 General Session (SB0234). The Port Authority is located in the northwest section of Salt Lake County, near the Salt Lake City Airport, and is governed by a board responsible for managing and conducting the business and affairs of the authority and determining all questions of authority policy.

The Executive Director will be responsible to help the Inland Port Authority achieve its purpose which is to fulfill the public purpose of working with applicable state and local government entities, property owners and other private parties, and stakeholders to encourage and facilitate development of the authority jurisdictional land to maximize the long-term economic and other benefit for the state, consistent with the strategies, policies and objectives, to include the development of inland port uses on the authority jurisdictional land, the development of infrastructure to support inland port uses and associated uses on the authority jurisdictional land.

The Inland Port Authority will pursue development strategies, policies and objectives designed to maximize long-term economic benefits to the area, the region, and the state, as well as maximizing the creation of high-quality jobs, while maintaining respect and sensitivity to the unique natural environment of areas in proximity to the authority jurisdictional land and improving air quality and minimizing resource use.

The successful candidate will work to develop trust among all stakeholders through transparent execution of the Authority's duties.

### Executive Director Position

The duties and responsibilities of this position, in working with the Board, will involve pursuing strategies and objectives that maximize long-term economic benefits to the area and state, mitigate any negative impacts and enhance opportunities for surrounding communities, respect existing land use and other agreements and arrangements between property owners within the authority jurisdictional land and applicable governmental authorities, promote and encourage development and uses that are compatible with or complement uses in areas in proximity to the authority jurisdictional land, develop and recommend open and transparent policies and apply the Port Authority's strategic location and other features that make the Port Authority's land attractive to business that engage in regional, national, or international trade and business that complement businesses engaged in regional, national or international trade.

The incumbent in this job is appointed (at-will) by and serves at the pleasure of the Inland Port Authority Board. As Inland Port Authority Executive Director, the incumbent directs all functions of the Authority, including coordination of policies and program activities through boards and any other appointed positions.

This position requires a Bachelor's degree from an accredited university, A Master's degree or other advanced degree is preferred. The incumbent must be an innovative leader with strong leadership skills and understanding and experience with the creation and launching of a new entity. It also requires a minimum of 10 years of executive level experience with a verifiable track record of success, including at least five years as a leader working with a public agency, port authority or private sector organization dealing with terminal operations, logistic and/or goods movements, surface