



Request for Proposal

Executive Search Firm for the NASC Chief Executive

Section I – Purpose

This Request for Proposal (RFP) solicits proposals to establish a personal services contract with an executive search firm to assist the National Association of Sports Commissions (NASC) Search Committee, and ultimately the entire NASC Board of Directors, in guiding the process and helping with the selection of a new chief executive. The successful firm will be awarded a personal services contract in accordance with the NASC Bylaws and the Board of Directors established procedures.

Section II - Background

As the non-profit 501(c)3 trade association for the sport tourism industry in the United States, the NASC is the most essential resource for sports commissions, sports destinations, vendors, and sports event owners. The NASC believes that sport tourism and the events that members own and host have the power to transform society for the better. The NASC, as an organization, has a passion to help sport tourism professionals achieve a high level of performance by nurturing its members - a community of smart, creative, and interesting people.

The NASC members are sports commissions, destination marketing organizations (DMOs), parks and recreation departments, chambers of commerce, national governing bodies (NGBs), multi-sport organizations (MSOs), and vendors to the sport tourism industry. More than 2,500 individuals from over 750 member organizations lead, manage, and execute sports events of all shapes and sizes - from bowling tournaments to the Super Bowl and U-12 girls soccer tournaments to the Women's World Cup. Together, they create opportunities for athletes young and old to participate in the sports they love and lead healthy, active life-styles.

The association is heavily membership driven with much of the programming and new idea generation coming through various committees at the grassroots level and filtering up to a volunteer Board of Directors. Individual association members self-volunteer to work on Committees and every Board Director volunteers to chair/co-chair a committee or at least be involved with one. This helps spread the workload amongst a small staff.

Since being established in 1992, the purpose of the organization has been to deliver quality education, ample networking opportunities, and help teach exceptional event management and marketing know-how to the members. The association also has a role in protecting the integrity of the sport tourism industry. The current Executive Director helped found the organization and has been at the helm from the inception, therefore, searching for a new leader is something that the organization has never experienced in the 24 years of its existence.

Section III - Proposal Requirements

Interested and qualified candidates should submit the following:

1. A brief history of their firm.
2. A list of key personnel of the firm who will be directly involved in working with the search committee. This information should provide a brief resume, including years employed by the executive search firm and specific processes that the individual has been involved with that have resulted in successful employment for a similar position.
3. A list of current and past clients of the firm including: name, title, phone/email of references for at least five recent comparable client organizations where successful searches have been completed.
4. A detailed list of services that could be provided by the search firm with:
 - a. A list of steps or the process suggested for this search.
 - b. Cost of services including hourly rates, if applicable, commensurate with the detailed list of services.
5. Any type of cost-cutting suggestions, in-kind services that the firm would be willing to extend, and/or creative offerings such as a trade of services between both organizations should be listed for consideration.

Section IV - Criteria for Selection of the Firm

The following approach and criteria will be used to evaluate proposals:

1. The experience and expertise of the firm based upon references
2. Strength of designated personnel
3. Specific services offered
4. Potential of firm to help with:
 - Organizing and leading the Board of Directors through a smooth process
 - Identifying strong candidates with relevant experience
 - Conducting thorough and exhaustive background inquiries and reference checks, including a review of clients whom the firm will not recruit from because of prior agreements

5. Cost of services or ability to help with creative pricing options

Section V - General

1. Attached is copy of the latest job profile for the position.
2. The Board of Directors have developed the following timeline:
 - a. Commence the hiring of a search firm by September 9, 2016.
 - b. Post the position by September 15, 2016 with a deadline for applications on October 14, 2016.
 - c. The search committee members have tentatively held November 21 (first preference) and November 29, 2016 on their calendars as dates to hold in-person interviews with candidates.
 - d. Final negotiations and signed agreement to be completed with selected candidate in December, 2016.
 - e. The Board of Directors would like to have a new leader in place by March 1, 2017.
3. Proposals should be submitted by **5pm on Tuesday, September 6, 2016** to Janis Schmees Burke by email:

JBurke@HoustonSports.org

And/Or Mail:

Janis Burke
1331 Lamar Street, Suite 700
Houston, Texas 77010
713-308-5900

4. Review of proposals will begin immediately, and continue until a selection is made. Any questions pertaining to the RFP should be submitted by email and directed to:

JBurke@HoustonSports.org