



**Request for Proposals (RFP) for Executive Search Firm**  
**Release Date: August 28, 2020**  
**Due Date: \*\*\*Extended to September 21, 2020**

APANO (Asian Pacific American Network of Oregon) seeks to retain a consultant, firm or organization to assist the board and staff to recruit and hire the organization's next Executive Leadership. This RFP outlines the expectations and timeline for the scope of work. The selected firm will possess capacity and competencies on a full range of services, including experience with conducting successful executive searches for similar-sized nonprofit organizations and implementing equitable and inclusive recruiting and hiring processes. We look forward to working with the firm to attract a qualified and diverse set of candidates to hire our next Executive Leadership to carry forth APANO's mission-based work.

**Background on APANO:**

APANO is Oregon's oldest and largest statewide Asian and Pacific Islander organizing and advocacy group, with a legacy of policy wins and innovative community programs. APANO is comprised of two entities, APANO (a 501c4 organization) and the affiliated APANO Communities United Fund (a 501c3 organization), which together achieve our larger vision of a just world where Asians and Pacific Islanders and communities who share our aspirations and struggles have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO has a current annual operating budget of \$2.5 Million with a staff of 32 members.

APANO unites Asians and Pacific Islanders to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We help to work with and unite immigrant and refugee API communities, activists, and allies statewide to improve opportunities and prosperity for all Oregonians. We work at the intersections of oppression, are committed to shifting the balance of power, and strive for systemic change in solidarity with Black, Indigenous, People of Color (BIPOC) communities experiencing oppression.

APANO welcomes, values and celebrates diversity. We are strongly committed to the promotion of race, gender, ability, and class equity throughout the organization. APANO is an EEO/ Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.

For more information, visit our website: [www.apano.org](http://www.apano.org).

### **RFP Selection Process Timeline**

Proposals are due September 14, 5:00PM, with a preferred start date of October 12, 2020.

August 28, 2020:	RFP Released
September 14, 2020	Applications due
September 15-17, 2020	First review
September 21-25, 2020	Interviews
September 28, 2020	Recommendation to Executive Committee of the Board
September 30, 2020	Final firm selected and awarded
October 12, 2020	Proposed start date

### **Scope of Work**

The selected firm will:

- Work in close coordination with APANO's Transition Planning Team, an ad-hoc committee of board, staff and community members charged with supporting the search;
- Perform an extensive, nationwide search with a focus on local candidates for the next Executive Leadership of APANO;
- Provide guidance in structuring the recruitment and hiring process and timeline; and
- Support the process of final negotiations that result in an accepted Letter of Hire.

A successful search is one that ends in the recruitment of a candidate(s) that effectively meets all the job requirements and qualifications, and which receives approval for hire from the Board of Directors. The end of engagement will be marked by a signed Letter of Hire. The Board of Directors are hopeful this will occur no later than January 2021.

If the process does not result in a signed offer, APANO will work with the firm to negotiate possible extensions and/or adjustments to the process to identify a wider pool of candidates that results in a successful hire.

### **Project Team**

The executive search firm will report to the Board Chair, Jennifer Chang, or designee, and will work in close coordination with the Transition Planning Team, an ad-hoc group of board, staff and community members providing support to the search process. The search firm and the Transition Planning Team will work collaboratively to develop an inclusive process that includes regular and consistent communication with staff members and other key stakeholders. The Executive Committee of the Board of Directors will make the final hiring decision.

### **RFP Submission Requirements**

Proposals should be no more than six (6) pages, not including references, and cover the following:

1. Organization Description: Brief history and summary of your firm and expertise.

2. Recruitment Approach: Please tell us about the process you would go through to find a successful candidate for APANO. Detail how you will accomplish the above scope of work, including a clear delineation of what we should expect the firm to be responsible for and what you expect from APANO. Include what networks you are able to access on behalf of this search.
3. Deliverables: How will we measure success throughout the process?
4. Proposed Timeline: Estimate the start and end dates for each phase of the search process.
5. Budget: Proposed cost along with narrative description of what is included in this cost.
6. References: Provide two references:
  - a. A successful Executive Director search, where the Executive Director has been with the organization more than three years. Please provide contact information for both the Executive Director and, if possible, the board member contact with whom the firm contracted.
  - b. A recent (within the past 12 months) Executive Director placement. Please provide contact information for the Executive Director as well as the board or staff contact with whom the firm worked most closely.

**Proposals must be sent electronically in a single PDF file to: [jobs@apano.org](mailto:jobs@apano.org), Subject Line: Executive Search RFP, by September 14, 2020, at 5:00PM PST.** By submitting a proposal, the firm authorizes APANO to contact references to evaluate the firm's qualifications for this project.

### **Evaluation Criteria**

All proposals will be evaluated based on the following key criteria:

- Performance capability—the extent to which the proposal demonstrates the firm's ability to provide the depth and breadth of experience, skills, knowledge and creativity generally required by this project.
- Understanding of and commitment to APANO's mission, values, programs and strategic objectives.
- Demonstrated experience with similar-sized nonprofit organizations.
- Completeness and quality of response, including clear deliverables and reasonable approach.
- Proposed cost and timeline.
- References.
- Preference will be given to firms certified as Minority and Women Business Enterprise (M/WBE) Service-Disabled Veteran (SDV) and Emerging Small Business (ESB) by the State of Oregon or equivalent.

Top-rated candidates may be invited to interview with board and/or staff members.

The selected consultant and APANO will then mutually discuss and refine the scope of work for the project and shall negotiate final conditions, compensation, and performance schedule for the subsequent contract to be executed.