

REQUEST FOR QUOTES

The Revere Housing Authority (RHA) is seeking quotes for a Consultant to assist the RHA in the search for an individual to fill the position of Executive Director. Interested parties must have the necessary qualifications and indicated below. Responders must submit a Letter of Interest outlining their experience in this field along with a list of references via email to Tduffy@revereha.com no later than July 30, 2021 at 12:00 pm. Award will be made to the lowest responsive Responder who meets the needs of the RHA based on experience and references.

I. QUALIFICATIONS

- At least 5 years' experience assisting local housing authorities in the hiring process of an Executive Director.
- Extensive experience with DHCD and HUD state and federal regulations that govern Executive Director qualifications.
- Understanding of management requirements for housing authorities with 900+ units and vouchers.
- Exceptional writing and communication skills.
- Skill and ability to scrutinize and evaluate resumes of individuals that meet the job description criteria.
- Ability to meet RHA's timelines.

II. SCOPE OF SERVICES

The Consultant will be expected to handle and assist the RHA on all aspects of the hiring process including, but not limited to the tasks listed below.

1. Confer with the RHA Board of Commissioners (the Board) to determine how best to have the qualifications of the new Executive Director meet the goals of the RHA.
2. Compose a job description for the Board to review. The Board will review and approve the final Job Description and Advertisement prior to sending it to DHCD. Arrange for advertisement of a job posting to be in compliance with Equal Opportunity Employment Regulations (EOE) and the Massachusetts Department of Housing and Community Development (DHCD). A first draft of the classified advertisement will be forwarded to DHCD for approval.
3. Advertise in printed outlets such as newspapers, industry publications and website advertisements and actively seek out and recruit qualified applicants to apply for the position.
4. Conduct a search on a national and/or regional basis by contacting professional membership organizations within Massachusetts and in adjoining states so that, to the extent possible, their websites or printed publications may be accessed.
5. Receive and screen the applications/resumes submitted.

6. Submit to the Board a matrix/spreadsheet describing all qualifications of every candidate. This document must contain the names of the qualified applicants based upon the criteria stated in the posting and any revised job description. Candidates will be classified as “Qualified”, “Somewhat Qualified” or “Not Qualified”, based upon paper credentials submitted. The Board will review the candidates ranked by the Consultant as semi-finalists. Semi-finalists will be asked to agree to a verification process of their resumes at the direction of the Consultant.
7. Send a Proof of Resume Letter to those candidates ranked as Qualified or Somewhat Qualified requesting additional documentation in support of the statements made in their resumes. Prepare and send a polite letter of rejection to the unqualified candidates.
8. Screen and rank the qualified candidates who submitted further documentation identified above. Generate a second matrix/spreadsheet identifying a group of finalists which will be submitted to the Board for approval within three (3) days after the closing date.
9. After the Board approves or modifies the list of finalists, a second intensive background search will be undertaken, and a dossier will be written on each of the finalists. Data will be submitted to the Board within three (3) days after receipt of approval of finalists.
10. Set up an interview schedule with finalists and the Board.
11. Provide the Board with a list of questions, both for behavioral traits and technical competencies applicable for a candidate for the position of Executive Director of a public housing authority.
12. The Consultant will retain all records of the search process and at the conclusion of the search submit the documents to the RHA for it to abide by all recently issued DHCD guidelines. The Massachusetts Open Meeting Act and the participation of residents in the selection and interview process per DHCD guidelines will take place. The data which will need to be submitted to DHCD at the conclusion of the selection process will also be systematically filed and retained by the Consultant during the selection process so that it may be sent to DHCD.
13. Assist the Board in preparing for, setting up and arranging final interviews and schedules for the Board and the finalists.
14. Set criteria for travel and expenses which finalists may incur if out of state candidates are selected for an interview in accordance with the RHA Travel Policy.
15. Compose and send letters of rejection to all unsuccessful finalists.