



LEGAL SERVICES CORPORATION

REQUEST FOR PROPOSALS
FOR EXECUTIVE SEARCH SERVICES IN
CONNECTION WITH HIRING OF AN LSC
PRESIDENT

April 27, 2010

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I. Introduction and Search Overview

Background

The Legal Services Corporation (LSC) is a private, non-profit corporation established by Congress in 1974 to provide funding for the provision of legal services to low-income persons. LSC is the single largest provider of funding for civil legal aid for the poor in the nation. Established by Congress in 1974, LSC operates as a private, nonprofit corporation that promotes equal access to justice and provides grants for high-quality civil legal assistance to low-income Americans. LSC distributes more than 95 percent of its total funding to 136 independent nonprofit legal aid programs with 918 offices that provide legal assistance to low-income individuals and families in every county in the United States; the District of Columbia; the Commonwealth of Puerto Rico; the U.S. Virgin Islands; Guam; and Micronesia.

LSC promotes equal access to justice by awarding grants to legal services providers through a competitive grants process; conducting compliance reviews and program visits to oversee program quality and compliance with statutory and regulatory requirements as well as restrictions that accompany LSC funding; and by providing training and technical assistance to programs. LSC encourages programs to leverage limited resources by partnering and collaborating with other funders of civil legal aid, including state and local governments, IOLTA, access to justice commissions, the private bar, philanthropic foundations, and the business community.

LSC-grantee programs are administered by local governing or policy bodies, a majority of whose members are appointed by state and/or local bar associations, and at least one-third of whose members are eligible clients. They provide legal assistance to individuals in civil matters pursuant to locally-established priorities that respond to pressing community needs. The most common categories of cases handled by LSC recipients are family, housing, income maintenance, consumer, health and employment. Case types frequently encountered include evictions, debt collection, foreclosures, divorces, child custody, spousal abuse, child abuse or neglect, access to health care, and benefit claims such as unemployment, disability, food stamps and public assistance.

The Corporation is headed by a bipartisan board of directors whose 11 members are appointed by the President and confirmed by the Senate. The board hires a President who serves as the chief executive officer of the Corporation. The last President's contract expired on December 31, 2009 and the Board of Directors has appointed an interim President to serve for the time being. The Board of Directors wishes to engage an Executive Search Firm to assist it with developing a search strategy and identifying appropriate candidates for consideration to be LSC's next President.

II. Statement of Work – Executive Search Firm Services

LSC intends that the successful submitter, once engaged, will conduct a focused search for qualified candidates for the position of LSC President consistent with a search strategy agreed upon with LSC. To carry out this objective, LSC expects that the successful submitter will work in close consultation with the LSC Search Committee of the Board of Directors to:

1. Develop a search strategy.
2. Develop a comprehensive occupational profile for the position along with a job description for the search engagement.
3. Develop job vacancy notices and place them in appropriate on-line sources and publications.
4. Reach out to potentially appropriate candidates the submitter is already otherwise aware of to obtain indications of interest.
5. Evaluate candidates to develop a pool of diverse potential finalist candidates, then thoroughly evaluate potential finalist candidates before presenting them for an interview with the client. Such evaluation is expected to include in-depth interviews in person or by video-conferencing, appropriate preliminary inquiries into references and background, and a careful assessment of the candidates strengths and weaknesses against the specification for the proposed position. Conduct, as agreed upon, reference and background checks on finalist candidates.
6. Advise LSC promptly and offer alternative courses of action if it becomes apparent that no qualified candidates can be presented, or that the length of the search will differ considerably from that originally specified.

III. Proposal Requirements

Proposals must address the following:

A. Firm and Key Personnel Qualifications

Describe the Submitter's experience and background with searches of this type, including specifically experience with conducting executive searches designed to identify a pool of applicants reflecting racial, ethnic, gender or other diversity. Highlight the breadth of knowledge and experience of the search manager and individual key personnel who will be assigned to the search. Provide or describe a sample of comparable work completed by the firm.

Provide resumes for the search manager and each of the key personnel identified, describing the individual's qualifications and experience which make him or her

particularly suited for this search. Include relevant education, training and work experience.

B. Statement and Methodology

Describe your understanding of the overall objective and the objectives and deliverables for each Phase of the search. Include a clear description of the work to be performed, the anticipated methodology used to complete the work (including specifically, methodologies for working in close consultation with the Search Committee and the methodology for ensuring a diverse applicant pool) and the objectives to be reached and/or product to be delivered for each phase of the search. Describe resources and data which may be available to complete the search.

C. Management

Provide a work plan for carrying out the search. Clearly identify the proposed search manager and key personnel. The Proposal must include the labor hours anticipated to complete the search, and must demonstrate the Submitter's ability and willingness to meet the proposed search schedule.

D. Cost

Identify the estimated cost and the proposed cost basis to complete the search, including direct and indirect costs and expenses, along with a total estimated cost for the search. Rates, whether fixed or hourly, must include all overhead costs and profit. Costs for subcontractors, if any, must be clearly identified.

E. Alternatives

The Proposal may include discussion of alternative tasks or areas of work which the submitter believes will better enable LSC to reach its objectives for this search. If the Proposal contains any such alternatives, the Proposal must clearly identify the ways in which the proposal would modify the scope of work as presented in this RFP and be clearly identified in the proposed work plan.

F. Subcontractors

Identify all subcontractors and subcontract activities proposed to be used. Indicate the specific roles for each subcontractor and provide firm and key personnel qualification and experience information similar to that provided for the Submitter in accordance with Paragraph A of this section.

G. References

Provide three (3) recent references concerning your firm's performance on comparable searches. Indicate the search name, a brief description of the search and the

name, title, telephone number and email address of a reference who is knowledgeable about the search and who may be contacted by proposal evaluators.

IV. Evaluation Process and Selection Criteria

A. The Evaluation Process

Written proposals will be reviewed and evaluated in accordance with the criteria set forth below. LSC reserves the right to conduct interviews with some or all Proposal Submitters before making final award of the contract.

B. The Selection Criteria

a) Firm and Key Personnel Qualifications

The Submitter should demonstrate his/her firm's experience which qualifies it for the search as well as the breadth of knowledge and experience of the search manager and individual key personnel who will be assigned to the search.

b) Statement and Methodology

A concise search statement must be provided which indicates a clear understanding of the search objectives and deliverables. Response must include a clear description of the work to be performed, the anticipated methodology used to complete the work and the objectives to be reached and/or product to be delivered.

c) Management

The Submitter's search manager and key personnel must be clearly identified. The response must include the labor hours anticipated to complete the search, and must demonstrate the Submitter's ability and willingness to meet the proposed search schedule.

d) Cost

The Proposal must identify the hourly rate for the search manager and key personnel and the estimated cost to complete the search, including direct expenses. Clarity of the proposed budget, reasonableness of cost estimates and the relationship of cost to completed deliverables are important elements of this criteria.

C. Contract Award

LSC reserves the right to award the contract to the submitter with the best overall approach, regardless of cost, or to not award a contract to any submitter.

V. Proposal Format and Administrative Requirements

A. Proposal Format

The Submitter must provide LSC with 5 hard-copy copies of the Proposal and one additional copy of the proposal must be submitted electronically in PDF format. Double-sided copying and use of recycled paper is encouraged. To the extent possible, Proposals should be prepared on 8 ½" x 11" paper. Fold-outs for charts, tables and/or spreadsheets are permitted. Proposals must not exceed 20 pages, not including a cover letter, resumes and examples of previous related work.

B. Delivery of Proposals

Proposals (hard copy and electronic PDF) must be received at the LSC offices no later than 5:00 p.m., EST, on May 24, 2010. Proposals should be clearly marked as such and should be addressed to the attention of Victor M. Fortuno, President, at the address/email address noted in Paragraph E, below. Hard copies of Proposals may be hand-delivered or delivered by first class or overnight/express mail delivery service, with the electronic PDF copy submitted via email. Proposals submitted by fax are not permitted.

Submitters are solely responsible for ensuring that both hard copy and electronic Proposals are delivered on time. Delays caused by any delivery service will not be grounds for extension of the proposal due date and time. Late received proposals (either the hard copies or the PDF) will be returned unopened to the Submitter.

C. Cost of Proposal

All costs incurred in preparing Proposals shall be borne by the Submitter. Any final contract awarded will not provide for costs of the proposal to the selected Contractor.

D. Communications with LSC

All communications concerning this RFP must be directed to:

Victor M. Fortuno
President
Legal Services Corporation
3333 K St., NW
Washington, DC 20007

Telephone: 202/295-1620
Fax: 202/337-7304
Email: searchfirmproposals@lsc.gov

E. Freedom of Information Act

The Freedom of Information Act (FOIA) and the associated LSC regulations may require the release to the public, upon request, of certain documents held by LSC, including portions of proposals submitted to LSC by third parties. In general, LSC will not release any documents that are exempt from disclosure because their release would cause competitive harm to the Submitter. If a FOIA request for such documents is received, LSC will contact the Submitter prior to any release of material. Nonetheless, Submitters are encouraged to label information considered confidential as such in Proposals at the time of submission.

F. Miscellaneous

Minor procedural or administrative exceptions to the requirements contained in this RFP may be accepted by LSC during the proposal review process.

LSC may disqualify or reject any or all proposals.

LSC reserves the right to have and retain all original data and working papers generated during the search.