



Revised Request for Proposals (RFP) for Executive Search Firm

Extension to Original Schedule

Release Date: October 18, 2021

Revised Due Date: November 19, 2021

Texas Water Trade seeks to retain an executive search consultant or firm to assist us with recruiting and hiring a founding CEO for our new subsidiary, a subscription-based drinking water treatment service. This RFP outlines the expectations and timeline for our scope of work and selection process.

The selected firm will possess capacity and competencies on a full range of services, including experience with conducting successful executive searches for startup social ventures 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 for the founding CEO of our bold new venture.

Background on Texas Water Trade:

[Texas Water Trade](#) (TWT) is an independent 501(c)(3) corporation, organized under the laws of the State of Texas, focused on creating market-based solutions for Texas' water challenges. Our vision is durable, long-lasting water supplies in Texas that ensure future economic growth, ecological resilience, and abundant drinking water for present and future generations, no matter their income or zip code.

TWT was honored to be a finalist in the \$10 million Lone Star Prize, a statewide competition designed to source a pipeline of philanthropic "big bets" and scale a proven, transformative solution that improves the quality of life for Texans. With the catalytic support of the Prize sponsor, we are now launching our proposed solution: a Public Benefit Corporation whose subscription service to install and maintain proven point of use treatment technologies will make water safe to drink at a price below what Texans pay today for bottled water. Under the leadership of an innovative and strategic leader, this subscription service is envisioned to grow into the state's first decentralized water utility.

For more information, visit our [website](#).

RFP Selection Process Timeline

Proposals are due November 19, 10:00 AM CST, with a preferred start date as close to the new year as possible. The timeline for our review and selection of proposals is provided below:

October 18, 2021: RFP Released
November 19, 2021: Applications due
November 22-30, 2021: First review
December 6-10, 2021: Interviews and reference checks
December 17, 2021: Final firm selected and awarded
Start date: ASAP after January 1, 2022

Scope of Work

The selected firm will:

- Work in close coordination with TWT's CEO and founding board of TWT's new subsidiary;
- Lead the process of developing the startup CEO job description, with significant input from TWT's CEO and founding board of TWT's new subsidiary;
- Perform an extensive nationwide search, with a focus on local candidates, for the startup CEO job;
- 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 who meets all the job requirements and qualifications and receives approval for hire by our Chief Executive Officer. The end of engagement will be marked by a signed letter of hire and the candidate starting work as CEO of TWT's new subsidiary. We would like to fill this position as soon as possible.

Project Team

The executive search firm will report to Sharlene Leurig, CEO, and will work in close coordination with the founding board of TWT's new subsidiary. The search firm, our CEO, and the subsidiary's founding board will work collaboratively to develop an inclusive process that includes regular and consistent communication between all parties. Our CEO will make the final subsidiary CEO hiring decision.

RFP Submission Requirements

Proposals should be no more than five pages and cover the following:

1. Organization Description: Provide a brief history and summary of your firm and expertise.
2. Recruitment Approach: Describe your process to find a successful candidate for TWT. 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 TWT. Include a summary of the networks you will access for this search.
3. Proposed Timeline: Outline the start and end dates for each phase of the search process.
4. Deliverables: Describe how will we measure success for each phase of the process.
5. Budget: Describe your fees and expenses.
6. References: Provide three references, as follows:
 - a. A successful search for a startup leader where the hired candidate has been with the client organization more than three years. Please provide contact information for both the leader who was hired and a member of the client organization's board with whom the firm worked to complete the search.
 - b. A successful, recent (within the past 12 months) startup leader placement. Please provide contact information for both the leader who was hired and a member of the client organization's board with whom the firm worked to complete the search.
 - c. A problematic search within the past two years for a startup leader where the search encountered serious difficulty. Please provide contact information for both the leader who was ultimately hired and a member of the client organization's board with whom the firm worked to complete the search.

Proposals must be sent electronically in a single PDF file to:

admin@texaswatertrade.org
Subject Line: Subsidiary CEO Search RFP

by November 19, 2021 at 10:00 AM CST.

By submitting a proposal, the firm authorizes Texas Water Trade 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 depth and breadth of experience, knowledge, skills, and creativity generally required by this project.
- Understanding of Texas Water Trade: The extent to which the proposal conveys an understanding of our mission, values, strategy, opportunities and challenges.
- Relevant Experience: Demonstrated experience conducting searches for startup social ventures.
- Proposal Quality: Completeness and quality of response, including clear deliverables and reasonable approach.
- Cost: Clarity and competitiveness of proposed fees and expenses.
- Schedule: Clarity of phases, timeline, and metrics for success.
- References: Provision of informative references that meet our specified criteria.

Top-rated candidates will be invited to interview with our subsidiary's founding board and our CEO.

The selected consultant or firm and TWT will then discuss and refine the scope of work for the project and negotiate final conditions, compensation, and performance schedule for a contract to be executed.