

# Request For Proposals (RFP) For Executive Director Services

RFP# RFP-2024-100

RFP Fiscal Year \_\_\_\_\_ (Jul 1 – Jun 30)  
Name of Authority: Western Illinois Economic Development Authority (the "Authority")  
RFP Candidate Name & Title: \_\_\_\_\_  
RFP Candidate Company: \_\_\_\_\_  
RFP Candidate Phone: \_\_\_\_\_  
RFP Candidate Email: \_\_\_\_\_

## **Purpose of Request**

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This Request for Proposals (RFP) is issued to provide the selection process for Professional Services as the Executive Director of the Authority. The Authority is an Illinois Special District, created under the Illinois Compiled Statutes, The Authority is governed by a Board of Directors that serve terms appointed by the Governor of Illinois and the County Board Chairmen of the Illinois Counties of in the Authority's jurisdiction, The Authority also has ex-Officio members. The Authority has the powers of a political subdivision, body politic and municipal corporation that include the power to issue bonds and administer other economic development programs and services.

## **Scope of Work**

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The position of Executive Director requires a background in finance, including familiarity with the legal and procedural requirements of issuing bonds, real estate or economic development and administration. The Executive Director is the chief administrative and operational officer of the Authority, shall direct and supervise its administrative affairs and general management, shall perform such other duties as may be prescribed from time to time by the Authority Board of Directors, shall receive compensation fixed by the Authority, shall attend all meetings of the Authority, and hold office at the discretion of the Board. The Authority at any time during the term has the right to terminate the contract, with or without cause, upon ninety (90) days written notice to the respondent of such termination. At the end of the ninety (90) day period, the contract shall be terminated.

The duties of the Executive Director shall include, but not be limited to, the following: The Executive Director will work with the Authority Board of Directors, existing clients, potential clients, and all interested parties regarding requests for financial assistance through the Authority and the processing of such requests. The Executive Director will provide information regarding the alternatives available, servicing accounts, the decision-making process, board and committee structures, deal structuring, alternative strategies, loan and investment instruments, benefits and returns, risks, marketing, and other issues. The Executive Director will also serve as Assistant Secretary, Assistant Treasurer and Ethics Officer of the Authority. The Executive Director will provide other services specified by the Development Authority in connection with the operation of the Authority.

## **Submission Requirements**

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Proposals will be accepted from: Individuals operating as independent contractors., Non-Profit entities, non-governmental entities and For-profit entities. Proposers submitting a response are asked to present their qualifications for the position including but not limited to their: experience working with public sector entities, including state, county, local and special district units of government; qualifications, understanding, experience and specific casework examples relating to the issuance of taxable and tax-exempt municipal bonds; experience in marketing, advertising, public outreach, communications support, publicity, promotional, design and development and special projects; familiarity and experience with the: Authority Act; the Federal Tax Reform Act of 1986 (26 IRC 141-6 et. seq.); the Illinois Private Activity Bond Allocation Act,

(30 ILCS 345 et. seq.); and the Illinois Open Meetings Act, and the Illinois Freedom of Information Act; proposed compensation for the position; knowledge and experience with the type of projects considered by the Authority in the territory served by the Authority; and Professional References.

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**Proposal Deadline**

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Responses to this Request for Proposal for Executive Director of the Authority must be submitted in electronic format, via email to the RFP Contact Email.

**NOT LATER THAN 5:00 PM (CST) ON  
March 1st of each calendar year.**

This RFP is available in electronic format. PROPOSALS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

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**RFP Contact**

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If you have any questions regarding the RFP, please contact the RFP Contact at [chairman@wieda.com](mailto:chairman@wieda.com).

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**Proposal Selection Schedule**

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RFP Released	January (FY2025 = Dec 2, 2024)
Pre-Proposal Meeting	Upon Request
Deadline to Submit Questions (In writing)	February 1, annually (FY2025 = Dec 13, 2024)
Responses to Questions (In writing)	February 8, annually (FY2025 = Dec 16, 2024)
Proposals Due	March 1, annually (FY2025 = Dec 20, 2024)
Review of Proposals	March 8-15, annually (FY2025 = Dec 20-31, 2024)
Notification to Short Listed Entities	April 1, annually (FY2025 = Jan 3, 2025)
Interviews	April if determined (FY2025 = January 3-17, 2025)
Notice of Selection	April 19, annually (FY2025 = Jan 24, 2025)
Agreement Negotiations	April 22-26, annually (FY2025 = Jan 27-30, 2025)
Agreement Execution	May 1, annually (FY2025 = Jan 31, 2025)
Agreement Term	July 1st – June 30th (FY2025 = Feb 1, 2025 – Jun 30, 2025)

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**Contract Value & Term**

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The total amount of compensation for the Contract under this RFP is negotiable and is subject to available funds. The term of the Agreement will be for one year beginning on July 1st and ending on June 30th.

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**Selection Criteria**

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Proposals will be evaluated based on the experience and demonstration of ability to complete the scope of work required of the Executive Director; the cost of services/fee schedule for the work; and the ability to work with the various economic development, governmental, financial, and other partners involved in this work in the area served by the Authority.

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**Equal Opportunity Employer**

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The Authority is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

## Proposer Acknowledgement

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All responses will be reviewed by the Board of Directors of Authority, which reserves the right. Responses to this RFP shall be construed as acceptance of the terms and conditions included within this solicitation. The proposer will save and hold harmless the Authority from and against all liabilities, claims and demands of whatsoever kind or nature arising out of or connected with the performance of services to the Authority, whether such injury, death, loss, or damage shall have been occasioned by the negligence of the respondent, a subcontractor of the respondent, their employees or otherwise. The respondent will defend at its own expense any actions based there on and shall pay all charges of attorneys and costs and other expense arising, therefore. All obligations arising from this clause shall survive termination of the Agreement resulting from award of this proposal. The proposer further acknowledges the right of the Authority to negotiate all contract amounts, accept or reject any or all responses received as a result of this solicitation, to waive any non-material informality or irregularity in any proposal received, to accept the proposal deemed most favorable to the interest of the Authority after all proposals have been examined and evaluated and the right of the Authority to reject a proposal if the proposal is in any way incomplete or irregular.

Signature of Proposer: \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Date: \_\_\_\_\_

Rev: 11-12-24