



Based on insufficient applications, this is a reposting of a previous RFP. Previous applicants will be considered and need not reapply.

REQUEST FOR RECRUITING SERVICES

I. OVERVIEW

CPB seeks to engage a firm or individual (“Contractor”) to assist with recruiting qualified candidates for its Chief Financial Officer (“CFO”) and Treasurer and Senior Vice President (SVP) and General Counsel (“GC”) positions. Both current incumbents will be retiring in the first quarter of 2024 and CPB’s goal is to have each position filled no-later-than January 2024 to allow for transition between the incumbents and the new hires. CPB offices are located at 401 Ninth St. NW, Washington, D.C. Although CPB currently utilizes a telework program, candidates for both positions should be in the Washington metropolitan area.

II. BACKGROUND

CPB is a private, nonprofit corporation authorized by Congress in the Public Broadcasting Act of 1967. CPB is the steward of the federal government’s investment in public broadcasting and the largest single source of funding for public radio, television, and related online and mobile services.

CPB’s mission is to ensure universal access to non-commercial, high-quality content and telecommunications services. It does so by distributing more than 70% of its funding to more than 1,500 locally owned public radio and television stations. CPB does not produce programming and does not own, operate, or control any public broadcasting stations. Additionally, CPB, PBS, and NPR are independent of each other and of local public television and radio stations.

CPB strives to support diverse programs and services that inform, educate, enlighten and enrich the public. Through grants, CPB encourages the development of content that addresses the needs of underserved audiences, especially children and minorities. CPB also funds multiple digital platforms used by thousands of public media producers and production companies throughout the country.

The CFO and GC are two of four Senior Officer positions hired by the President and Chief Executive Officer with approval of the CPB’s Board of Directors which sets compensation for all officer positions. Compensation for these positions is restricted by statute and cannot exceed the rate of basic pay for level I of the Executive Schedule under section 5312 of title 5.

CPB’s complement is approximately 115 employees and fiscal year 2023 revenues approximate \$600 million, including grants of \$21.6 million and \$40.0 million from the Department of Education and Department of Homeland Security, respectively. The CFO oversees approximately 20 positions in the Budget and Finance, Information Technology, Human Resources and Office Services departments. The GC counsel staff includes five positions.

III. PROJECT

Contractor will manage the recruitment process for the CFO and GC positions, including but not limited to providing the following services:

- 1) Identify a diverse pool of qualified candidates from a wide range of sources.
- 2) Verify candidates resume or CV information and conduct a preliminary interview of potential candidates to determine their qualifications for the position.
- 3) Select/present to CPB well qualified candidates that Contractor recommends CPB consider for each position.
- 4) Conduct candidate assessment methodology to evaluate candidate fit against the position description (as requested by CPB).
- 5) Facilitate offer negotiation (when required by CPB) with candidate(s) of choice.
- 6) Regularly advise CPB of Contractor's recruiting efforts.

In the event the candidate(s) identified by Contractor is released by CPB for performance-related issues during the first 12 months of his employment, Contractor will be expected to conduct a new search to replace the candidate(s) at no additional cost.

IV. EVALUATION CRITERIA

The proposals submitted in response to this RFP will be evaluated based on the following criteria with the specified weight:

- 25% - Recent experience of the staff assigned to this project successfully recruiting candidates on a timely basis. Please include the consultant's bio.
- 25% - Whether the organization is well positioned and has the capacity to provide the requested services.
- 25% - References from two clients for whom the Contractor provided search services for to senior level staff within the past three years, along with their contact information and email addresses and telephone numbers.
- 25% - Cost – please indicate the cost for the services provided.

V. PROPOSALS

The technical proposal must be separate from the cost proposal. Applicants must submit the technical proposal in writing (electronically) to Cara Dalrymple no later than August 31, 2023, at the following email address: cdalrymple@cpb.org. The cost proposal must be submitted via email to Jackie Livesay at the following email address: jlivesay@cpb.org.

Any questions must be submitted in writing directly to Ms. Dalrymple by August 25, 2023 at cdalrymple@cpb.org. CPB will share the questions, without attribution, and CPB's response with all applicants no later than August 31, 2023.