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REQUEST FOR PROPOSAL FOR EXECUTIVE DIRECTOR OF WILL KANKAKEE REGIONAL DEVELOPMENT AUTHORITY

Responses to this Request for Proposal for Executive Director of Will Kankakee Regional Development Authority must be submitted via email to Will Kankakee Regional Development Authority Board Chair Michael O'Brien at WillKankakeeRDA@gmail.com **NOT LATER THAN 5:00 PM ON FRIDAY, JUNE 21, 2024.** Responses to this RFP shall be construed as acceptance of the terms and conditions included within this solicitation.

Responses may be submitted by individuals, corporations, associations or any other entities.

Responses to this RFP will be reviewed by the Board of Directors of the Will Kankakee Regional Development Authority, which reserves the right to accept or reject any or all responses received as a result of this solicitation.

Please contact Will Kankakee Regional Development Authority Board Chair Michael O'Brien at WillKankakeeRDA@gmail.com with any questions regarding this RFP.

Posted by Order of the Board of Directors of the Will Kankakee Regional Development Authority.

INSTRUCTIONS TO RESPONDENTS TO REQUEST FOR PROPOSAL FOR EXECUTIVE DIRECTOR OF WILL KANKAKEE REGIONAL DEVELOPMENT AUTHORITY

PROPOSALS

Responses to this Request for Proposal for Executive Director of Will Kankakee Regional Development Authority must be submitted via email to Will Kankakee Regional Development Authority Board Chair Michael O'Brien at WillKankakeeRDA@gmail.com NOT LATER THAN 5:00 PM ON FRIDAY, JUNE 21, 2024. PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.

Responses may be submitted by individuals, corporations, associations or any other entities.

PROPOSALS DUE

NO LATER THAN 5:00 PM, FRIDAY, JUNE 21, 2024.

DESCRIPTION OF WORK

The Will Kankakee Regional Development Authority is seeking assistance for the daily operation of the Development Authority. The duties of the Executive Director shall include, but not be limited to, the following:

The Executive Director will work with the Development Authority Board of Directors, existing clients, potential clients and all interested parties regarding requests for financing through the Development 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 shall further work with the members of the Development Authority Board of Directors to encourage the members to file the required Statement of Economic Interest form with the required authority and encourage members participate in the necessary annual training regarding ethics compliance, sexual harassment prohibition, and all other required topics. The Executive Director shall also coordinate and submit the necessary annual reports with the State of Illinois Commission on Government Forecasting and Accountability as well as file the required Bond Confirmation Report and other reports required by the Comptroller's office, and the Development Authority's annual report with the Governor, General Assembly, Auditor General and other necessary parties.

The Executive Director will provide other services specified by the Development Authority in connection with the operation of the authority.

FORMAT OF SUBMISSION

Please submit the following information in response to this request for proposal:

1. Qualifications and experience for this position;
2. Proposed compensation for this position;
3. Knowledge and experience with the type of projects considered by the Will Kankakee Regional Development Authority in the area served by the Development Authority; and
4. References.

SELECTION CRITERIA

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 Will Kankakee Regional Development Authority.

EQUAL OPPORTUNITY EMPLOYER

Will Kankakee Regional Development 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.

REJECTION OF PROPOSALS

The respondent acknowledges the right of the Will Kankakee Regional Development Authority to reject any or all proposals, to waive any non-material informality or irregularity in any proposal received, and to accept the proposal deemed most favorable to the interest of the Will Kankakee Regional Development Authority after all proposals have been examined and evaluated. In addition, the respondent recognizes the right of the Will Kankakee Regional Development Authority to reject a proposal if the proposal is in any way incomplete or irregular.

AWARDING OF PROPOSAL

The proposal is expected to be awarded at the June 27, 2024 Will Kankakee Regional Development Authority Board meeting.

HOLD HARMLESS CLAUSE

The respondent will save and hold harmless the Will Kankakee Regional Development 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 Will Kankakee Regional Development 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.

TERMINATION

Either party hereto, at any time during the term hereof, terminate the contract, with or without cause, upon ninety (90) days written notice to the other party of such termination. At the end of the ninety (90) day period, the contract shall be terminated.