



**SAN LUIS OBISPO COUNTY**  
**INTEGRATED WASTE MANAGEMENT AUTHORITY**  
*Connecting the Community to Waste Solutions*

**RE:** Addendum to Request for Proposal for Executive Director Recruitment Firm

**DATE:** January 24, 2025

**I. BACKGROUND**

On January 23, 2025, the San Luis Obispo County Integrated Waste Management Authority (“IWMA” or “Agency”) issued a Request for Proposals for an Executive Director Recruitment Firm (the “RFP”). The purpose of the RFP is to solicit proposals for the services of a highly qualified executive search firm to manage the recruitment and selection of its Executive Director. This addendum is being issued to make certain updates to the RFP.

First, the Agency recognizes that respondents may have differing approaches to the executive search process. The RFP is being updated to allow respondents more flexibility in their proposed approach to the executive search process.

Second, this RFP is only for the recruitment of a new executive director. The Agency hopes to complete the recruitment process by the end of its fiscal year (June 30, 2025). Thus, the contract term is being updated to reflect the shorter contract period.

Finally, the RFP is being updated to correct an error in the deadline to submit written questions.

**II. UPDATE TO SCOPE OF WORK**

The Scope of Work for the RFP is being updated to allow additional flexibility and variety in the approach to the executive search process. Section III of the RFP, beginning on page 3, is modified to read:

**SECTION III – SCOPE OF WORK**

**A. Position Profile and Organizational Discussion**

The initial assessment phase is a critical component of the search process. The Contractor will meet with the Board of Directors to discuss the organizational needs, position requirements, and critical attributes for the ideal candidate. The goal for this aspect of the recruitment process is to:

- Understand the Authority’s priorities for this position.



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- Develop a clear understanding and consensus on the expertise, experience, education, performance attributes and operational style of the ideal candidate.
- Discuss the goals, objectives, deliverables, and challenges related to this position.
- Gain insight of the various organizational dynamics and departmental issues that exist within the organization.
- Identify the compelling aspects to this opportunity.

The Contractor would be responsible for developing a formal recruitment brochure, which includes the ideal candidate profile and serves as the key marketing information for this position, would be developed from the above discussions. The recruitment brochure is also utilized as the basis for advertising copy, on-line postings, and for other outreach purposes.

## **B. Development of Search Strategy and Candidate Outreach**

In conjunction with the organizational discussion, Contractor will develop a search strategy that includes development of a high level of visibility and comprehensive outreach program supplemented by a focused, targeted recruitment approach. This should include initial and continual development and contact of a targeted candidate list, and utilization of industry publications, internet job boards, and association websites to market the position broadly.

## **C. Candidate Assessment**

The candidate assessment process will include the following tiers of evaluation:

- The Contractor will conduct an initial screening and/or supplementary review of all applicants to determine whether the applicant's skills and experience align with the position profile and organizational discussion.
- In collaboration with the principal in charge of the project, the Contractor will develop a list of recommended candidates for an interview by the Board of Directors.
- After finalists are selected, the Contractor will schedule, arrange, and facilitate the interview process including, at the request of the Board, discussion of candidates at the conclusion of the interviews.
- Upon selection of the finalist by the Board, the Contractor will complete a background and reference check and provide assistance with negotiating compensation.



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**III. CORRECTION TO DEADLINE FOR WRITTEN QUESTIONS**

On Page 6, Section IV, paragraph C (*sic*), the deadline to submit written questions is **Friday, January 31, 2025, at 12:00 PM**. This is consistent with other references to this deadline in the RFP.

**IV. UPDATE TO CONTRACT TIMEFRAME**

The agency hopes to complete the recruitment process by the end of the fiscal year. For this reason, on Page 9, Section VI, paragraph A, subparagraph (10) is modified to read:

“10) The term of the contract will be six (6) months from the effective date or until an Executive Director is successfully recruited, whichever is earlier. The contract may be renewed at the discretion of IWMA for up to one six-month period.”