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Request for Proposal Executive Search Consultant State Bar of Michigan

306 Townsend Street

Michael Franck Building

Lansing, MI

48933-2083

I. Overview

The State Bar of Michigan (“State Bar”) is seeking bid proposals from executive search consultants to assist the State Bar in advertising for and recruiting an Executive Director, conducting initial evaluation and screening services, and providing counsel for the State Bar Executive Director Search Committee (“Search Committee”). This Search Committee will interview the top candidates and perform other evaluative functions in order to recommend the top two or three candidates to the State Bar Board of Commissioners (“Board”) for discussion and selection.

The State Bar is a unified bar operating under the supervision of the Supreme Court of the State of Michigan. It is organized as a public body corporate and is located in downtown Lansing, Michigan. The State Bar has over 38,000 members and a budget of close to \$10 million annually.

The Executive Director is appointed pursuant to Rule 8 of the Supreme Court Rules Concerning the State Bar. These Rules can be accessed at the State Bar website, specifically, at: www.michbar.org/generalinfo/pdfs/suprules.pdf.

The Executive Director is a contract employee of the State Bar. Principal responsibilities of the position include:

- Oversee State Bar operations
- Implement State Bar policies and procedures while fostering teamwork
- Manage financial, operational, and administrative activities with the Board, while ensuring integrity in all management activities
- Provide vision, leadership, and motivation to the State Bar and direct the development of specific plans, programs, and budgets to meet the State Bar’s strategic goals

- Establish positive relationships and communicate effectively with the Supreme Court, legislators, the Executive Office, and State Bar Board of Commissioners' Representative Assembly, Sections, Committees, and staff
- Serve as the spokesperson for the State Bar in community and public relations

The State Bar intends to engage an executive search consultant to provide the above recruitment, screening, and consulting services beginning as early as October, 2006. The Board of Commissioners intends to appoint an Executive Director by January, 2007.

II. Summary of Services Requested

The State Bar seeks an executive search consultant who will provide the following professional services:

A. Work with the Search Committee to:

- Review and, if necessary, change the executive director selection process
- Review and, if necessary, change the executive director job description
- Review and, if necessary, change evaluation criteria, which presently include the following:
 - Vision
 - Leadership
 - Personal Integrity
 - Successful interaction with the Supreme Court, legislators and executive office
 - Management skills
 - Skill in building strong relationships and developing consensus
 - Understanding the challenges that confront the justice system, lawyers and judges, and bar associations
 - Commitment to:
 - o Diversity
 - o Access to justice
 - o The improvement of the profession and the justice system
 - o The unified bar
 - o Public service
 - Understanding the challenges unique to Michigan
 - Mastery over core State Bar issues
 - Professional success
 - Standing in profession
 - Ability to work with diverse groups

- Media savvy

- Develop ratings scales, questionnaires, interview questions, rating methodology, and interview process
- Develop a realistic time line and budget

- B. Advertise the position nationwide to attract a diverse pool of candidates
- C. Recruit nationally-recognized, highly-qualified individuals
- D. Provide confidentiality to all candidates to the extent allowed by law
- E. Receive all resumes and other application documents
- F. Conduct in-depth reviews of candidates' credentials using the established evaluation criteria
- G. Select candidates to receive a candidate questionnaire
- H. Select 10 to 20 of the most qualified, skilled, and articulate candidates for initial telephonic interviews or review by the Search Committee
- I. Conduct telephonic reference checks
- J. Arrange for professional background investigation
- K. Assist the Search Committee in recommending the top two or three candidates for interview by the Board
- L. Counsel the Board on interview strategies, techniques, questions, process, timing, and evaluative criteria
- M. Counsel State Bar staff on interview questions, process, and evaluation techniques and evaluative feedback for the Board
- N. Assist with employment negotiations, if necessary

The State Bar seeks an executive search consultant who will work either on a fixed-price contract or a percentage of salary basis. All services provided shall be performed in accordance with the rules and policies covering the State Bar, and within all state and federal laws.

III. Proposal Requirements

Proposals for executive search consultant services must include the following:

- An overview of your firm's experience in providing nationwide executive search services
- Your qualifications, including specific experience with bar associations, governmental units and not-for-profit entities
- Biographical sketches of the principal(s) and staff who would be assigned to this activity
- The proposed fee schedule, payment provisions requested, and estimated expenses
- A list of client references
- Proof of liability insurance and amount
- A statement attesting that all information provided in your proposal to the State Bar is true and accurate to the best of your knowledge
- Any guarantees offered by your firm

IV. Successful Proposal - Selection Criteria

The criteria for selection of the successful executive search consultant will include general experience, qualifications, experience with similar organizations, the review and analysis of the services proposed, and the amount of the services fee and any other anticipated fees or costs. Applicants must possess a strong ethical and professional approach to providing search services. Although the cost of the service will be an important factor, it is not be the only factor considered.

V. Due Date for Proposals

Proposals should be received by 5:00 p.m. on Wednesday, October 18, 2006 at the State Bar of Michigan, 306 Townsend, Lansing, Michigan, 48933-2083. The proposal shall be submitted both in hard copy and via email. All proposals shall be marked to the attention of Charles R. Toy, Secretary, Board of Commissioners. Proposals received after this date may not be considered. The State Bar reserves the right to accept or reject any and all submitted proposals.

VI. Notification of Successful Proposal and Questions

The State Bar expects to notify the executive search consultant submitting the successful proposal no later than October 31, 2006. Selection will be made by the Search Committee.

Questions regarding this proposal can be addressed to Charles R. Toy at the contact information provided below.

Thank you in advance for your proposal for executive search consultant services.

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