



Request for Proposals

**For the Provision of Executive Search Services
For The Recruitment and Placement of a New President and CEO**

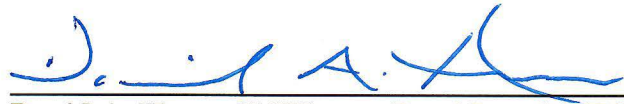
**ADVERTISED: November 26, 2025
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Table of Contents

Background.....	3
Scope of Services to be Provided.....	3
Submission of Proposals	4
Evaluation Process	6
Period of Contract	6
Pricing	6
Payment.....	7
Insurance	7
Monitoring.....	9
News Releases by Contractors	9
Access to and Inspection of Work.....	9
Additional Details	9

Authorized for Public Release:



David A. Hunn, *SkillSource* President & CEO



Date

STATEMENT OF REQUIREMENTS

SCOPE OF CONTRACT/PURPOSE

The purpose of this RFP is to select a qualified executive search firm to conduct a search to fill the President & CEO position. The firm selected will be asked to enter into an Agreement with The *SkillSource* Group, Inc. to conduct this search until the President & CEO position has been successfully filled. The current Incumbent President and CEO will retire at the completion of his contract on June 30, 2026.

1. BACKGROUND

The *SkillSource* Group, Inc. is the fiscal agent for the Virginia Career Works Northern Region Board (Local Workforce Area XI). The regional workforce board includes the counties of Fairfax, Loudoun, and Prince William, and the cities of Fairfax, Falls Church, Manassas, and Manassas Park. The Northern Virginia Workforce Area is a vibrant and growing region, representing over 2.6 million residents and tens of thousands of employers.

Information on the *SkillSource* Group, Inc. and the Virginia Career Works Northern Board can be found online at www.vcwnorthern.com

2. SCOPE OF SERVICES TO BE PROVIDED BY OFFEROR

The work to be performed by the selected firm will include, but may not be limited to:

1. Provide The SkillSource Group, Inc.'s Executive Search Committee with status reports at specific intervals to track the process of the executive search;
2. Schedule and meet with the Executive Search Committee to complete the organization/position assessment and confer with key stakeholders to determine specific position responsibilities including leadership qualities, level of experience, training required, expectations, perceptions, concerns, reporting relationships, company culture, management style, business objectives, challenges, and opportunities;
3. Draft the Recruitment Profiles (Recruitment Brochure) for the Executive Search Committee approval. The SkillSource Group, Inc. Board of Directors expects this search criteria to be focused on Northern Virginia and the Commonwealth of Virginia and surrounding States. The search is not expected to be a national outreach effort.
4. Research strategy outline, including original research combined with firm's proprietary database of potential candidates and a list of target organizations;
5. Develop diverse outreach strategies;
6. Research and develop candidate pool;
7. Identify benchmark candidates;

8. Meet with the Executive Search Committee to discuss any necessary re-calibration of the search;
9. Develop and place recruitment ads and outreach to prospective candidates/sources in firm's proprietary database;
10. Outreach to prospective candidates and sources from original research;
11. Conduct a screening process to determine candidate's interest, qualifications, pertinent accomplishments, relevant experience, and overall ability to perform the duties of the position and provide documentation to the Chair of the Executive Search Committee;
12. Reduce "long list" of candidates to a "short list" of three (3) to five (5) candidates;
13. Conduct interviews with "short list" candidates and provide written evaluation on the three to five qualified finalists, including reference summaries that focus on verified job-related accomplishments, academic, and professional credential checks;
14. Coordinate interview schedules and appropriate travel accommodation details for finalists, if required;
15. Prepare questions, exercise, and evaluation forms to be used by the interview panel;

3. SUBMISSION OF PROPOSALS

3.1. All proposals should clearly demonstrate the Respondent's interest in and ability to provide the proposed services. Offeror(s) must complete and submit a 2-part proposal consisting of a Technical proposal and a Business proposal. The narrative of the Technical proposal should be no longer than **10 double-spaced pages**, excluding cover page, table of contents, and attachments. Brief proposals are welcome. **All proposals shall be in electronic format and submitted by email.**

3.2. Formatting Requirements

To simplify the review process and obtain the maximum degree of comparison, each proposal shall be organized as follows:

- Font size: 12 point
- Font style: Times New Roman
- Line spacing: Double spaced
- Margins: One-inch margins on all sides
- Pages: Single sided
- Page number: Centered at the bottom of each page
- Language: English

3.3. The Technical Proposal should be concise, yet complete. The Technical Proposal should not exceed ten (10) pages and include the following:

- a. Name and address of the Offeror or company, and if a corporation, when and where

incorporated as well as appropriate Federal, State and county Tax ID numbers.

- b. The Technical Proposal should demonstrate an understanding of the need and the offeror's proposed work plan or strategy for accomplishing the scope of services identified in Section 2, Scope of Services to be Provided by Offeror(s). The Offeror's description should be in sufficient detail to demonstrate an understanding of the work of the **SkillSource** Group, Inc., the Virginia Career Works Northern Region and the role of the President and CEO.
- c. Description of past experience in providing executive search services, especially focusing on regional workforce development leaders. Offeror should also include any specific experience with public and/or non-profit organizations, including local workforce development boards, and other workforce and economic development organizations. Offeror should provide a list of references familiar with the Offeror's past work, and may include work samples that best demonstrate scope and quality of prior work and understanding of proposed strategic workforce consulting and planning.
- d. Offeror should certify that it is not suspended or disbarred from contracting with or under investigation by any unit of federal, state, or local government.
- e. Offeror should include a description of the organization and staff experience in providing the services requested. Include resumes of key staff and clearly identify how they will contribute to the provision of services, including their relationship with the contracting organization (full-time, part-time, consultant) and amount of time devoted to the project.

3.4. The Business Proposal should contain the justification for the cost of the service. It should also contain data adequate to establish the reasonableness of the proposed costs. It should delineate personnel costs, travel, supplies, equipment, or other expenses, as appropriate.

- a. The total cost of the services to the SSG per hour and/or per day of services. Include a price breakdown of direct labor and labor overhead costs, including number of person-hours and application actual and average hourly rates, overhead rate and supporting schedule.
- b. Any incentive price breaks, discounts, or free additional services.
- c. Cost breakdown of related expenses (such as travel, materials, printing, supplies, etc.)
- d. Offerors will be evaluated on their ability to offer high quality services while keeping costs reasonable for the services provided.

3.5. Table of Contents

Include a table of contents that identifies the material in the proposal by section and page number.

3.6. Attachments

Offeror may include relevant work samples from other projects that best demonstrate scope and quality of prior work and understanding of the proposed strategic workforce consulting and planning. **Attachments may not exceed ten (10) pages.**

3.7. Submit one (1) electronic copy of the Proposal *no later than 5:00 PM EST on Wednesday December 31, 2025.*

The *SkillSource* Group, Inc.
Submit by email to: bids@vcwnorthern.com

4. EVALUATION PROCESS AND CRITERIA FOR AWARD

4.1. An RFP Review Committee will be appointed to review and evaluate all proposals received in response to this RFP. Technical and Business proposals will be evaluated based upon the following criteria:

- Overall quality of the Technical Proposal
- Experience of the offeror in providing programs/services
- Responses to Section 3 (outlined above)
- Ability to adhere to requirements of Section 8, Insurance
- Flexibility of the offeror, and experience, quality, and quantity of potential staff
- References
- Reasonableness of price

4.2. Upon receipt of the Technical and Business proposals, the RFP Review Committee will evaluate the responses and rank the offeror(s). SSG reserves the right to waive any informalities and to reject all proposals in whole or in part.

5. PERIOD OF CONTRACT

5.1. The period of this contract shall be from February 1, 2026 (or contract signature) to completion.

6. PRICING

6.1. The subsequent contract will require that all work be organized by Task Order and is only authorized upon signatures of representatives from both organizations. The fee(s) for any routine monthly costs will be charged at a firm hourly rate and will include all charges that may be incurred in fulfilling the requirements of approved activities under the contract. Any additional work will be discussed in the future and price will be negotiated at that time.

7. PAYMENT

7.1. Payments will be made by the SSG to the Contractor after acceptance of a properly completed invoice. The Invoices should be sent to the following address no later than 15 days after the last day of the month that services took place.

David Hunn
President and CEO
The *SkillSource* Group, Inc.
8270 Greensboro Drive, Suite 850

McLean, VA 22102
David.hunn@vcwnorthern.com

- 7.2. Payment will be made by SSG within 30 days of receipt of completed invoices from the Contractor.

8. INSURANCE

The Contractor will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all description used in connection therewith whether owned by the contractor or by the SSG. The contractor assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission, or operation under the contract, or in connection in any way whatsoever with the contracted work.

- 8.1. The Contractor shall, during the continuance of all work under the Contract provide the following:
- a. Maintain statutory Worker's Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.
 - b. The Contractor agrees to maintain Comprehensive General Liability insurance in the amount of \$1,000,000 per occurrence, to protect the contractor, its subcontractors, and the interest of the SSG, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required.
 - c. The Contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence, including property damage, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work will be insured under either a standard Automobile Liability policy, or a Comprehensive General Liability policy.
 - d. The Contractor agrees to maintain insurance in the amount of \$1,000,000 to cover each individual professional staff.
 - e. The Contractor agrees to maintain liability insurance in the amount of \$1,000,000 to cover its operations.
 - f. Liability insurance may be arranged by General Liability and Automobile

Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.

- g. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A: VI.
 - h. The only exceptions to this are insurers of the London Syndicate and other recognized British and European insurers who are not rated by Best Guide.
 - i. Hold-harmless and Indemnification:
Contractor shall indemnify, keep and save harmless the SSG, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgements, costs and expenses which may otherwise accrue against the SSG in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in conjunction therewith; and if any judgement shall be rendered against the SSG in any such action, the Contractor shall, at his or her on expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the SSG as herein provided.
 - j. The Contractor will provide an original, signed Certificate of Insurance and such endorsements as prescribed herein, and shall have it filed with the SSG before any work is started.
 - k. If the Contractor delivers services from a SSG-leased facility, the Contractor is required to carry personal property insurance on all equipment installed and maintained on the premises.
- 8.2.** No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five day written notice to the SSG. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.
- 8.3.** Precaution shall be exercised at all times for the protection of persons (including employees) and property.
- 8.4.** SSG, its employees and officers shall be named as an additional insured in the Automobile, General Liability and Professional Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage the SSG may possess.
- 8.5.** If an "ACORD" Insurance Certificate form is used by the Contractor's Insurance agent,

the words, “endeavor to” and “... but failure to mail such notice shall impose no obligation or liability of any kind upon the company” in the “Cancellation” paragraph of the form shall be deleted.

9. MONITORING

9.1 SSG staff may institute such monitoring activities as are reasonably needed to ensure that this agreement is performed in accordance with its provisions.

10. NEWS RELEASES BY CONTRACTORS

10.1 The SSG does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of the SSG.

11. ACCESS TO AND INSPECTION OF WORK

SSG staff shall, at all reasonable times, have access to the work being performed under this agreement, wherever it may be in progress or preparation. Upon written request, Contractor shall make available to the SSG all reports, records and other documents reasonably required.

12. ADDITIONAL DETAILS

12.1 Addenda to this Request for Proposal The SSG may, at any time, by written order, require changes in the services to be performed by the Respondent. If it becomes necessary to revise any part of this RFP, an addendum will be posted on the SSG’s website. Any clarification, including responses to questions, will become an addendum to the RFP.

12.2 Right to Cancel The SSG reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice. The SSG also reserves the right to modify the RFP process and timeline as deemed necessary.

12.3 Draft Position Description for the President and CEO position.



Vacancy Announcement

President and Chief Executive Officer

Overview:

The President and Chief Executive Officer serves under the direction of and at the pleasure of the Board of Directors of The *SkillSource* Group, Inc. This is a highly professional position charged with the responsibility of implementing the direction of The SkillSource Group, Inc. in accordance with federal, state and local laws and statutes and Board policies. The position requires oversight responsibility in the accomplishment of management, budgeting, performance outcomes, planning, funding expenditures, contracting, monitoring, compliance, and community relations by performing the following duties personally or delegating through subordinate staff and contractors.

This position also serves concurrently as the Executive Director of the Virginia Career Works Northern Region, the local workforce development board for Area #11 in the Commonwealth of Virginia. The local jurisdictions included in this workforce area are Fairfax County, Loudoun County, Prince William County, and the cities of Fairfax, Falls Church, Manassas and Manassas Park, representing over 2.1 million residents and tens of thousands of employers.

This vacancy announcement is necessitated by the upcoming retirement in June 2026 of the current President and CEO, who founded the organization in 2002.

Key Responsibilities:

- Administer and coordinate legal functions of the Board in compliance with the inter-local agreement that established the workforce development consortium and the Board/Local Elected Official agreement between the Virginia Career Works Northern Region (Area #11) and The *SkillSource* Group, Inc.



- Plan, direct and coordinate workforce development activities that meet the needs of the customer client population and the business community.
- Coordinate and participate in effective working relationships with local, state and federal mandatory and voluntary partners in the workforce development system in Workforce Investment Area 11. Coordinate and collaborate with other community organizations to promote the mission of the organization and the effective and efficient delivery of services.
- Facilitate and assist the **SkillSource** Group, Inc. and the Virginia Career Works Northern Region Board of Directors in their functions for policy-making, planning and oversight for the employment and training system for Workforce Investment Area 11.
- Coordinate the development of the Five-Year Plan, identifying performance standards under Workforce Innovation and Opportunity Act (WIOA) guidelines relevant to the workforce development system and by providing oversight to the development of a fiscal year business plan and budget as the administrative entity and fiscal agent.
- Develop and implement an effective public relations program for the Board and its programs and act as a spokesperson for the Board in information and educating the private and public sectors. Actively market the workforce development system to the private sector and the community.
- Provide support to the Board and its committees, including staffing of meetings and written or verbal reports and analyses as required.
- Analyze and interpret employment and training legislation, regulations and guidelines to the Boards of Directors for the Virginia Career Works Northern Region and The **SkillSource** Group, Inc.
- Maintain internal management communications to assure proper coordination of resources to meet program, financial and training goals.
- Review reports and data to determine progress and status in attaining objectives and outcomes and plans in accordance with current conditions.
- Direct the preparation of an annual budget. Monitor the fiscal position and expenditure of funds. Provide the Board and Board Treasurer with financial data for the planning, control, measurement and evaluation of the Board's financial position relative to WIOA and other funding.
- Negotiate and enter into contracts consistent with the policies and by-laws of the Board. Administer contracts and agreements developed by the Board to



coordinate programs and services. Disburse funds to service providers as per contractual agreements.

- Develop, direct and coordinate hiring, training and evaluation of The ***SkillSource*** Group, Inc. personnel. Direct activities of staff to ensure operation, productivity and effectiveness.
- Develop, plan and administer policies and procedures for the organization to ensure administrative and operational requirements are met. Establish and maintain comprehensive, current record keeping system of activities, procedures and results.

Experience/Education/Qualifications:

- Masters Degree in Business, Public Administration, Education, behavioral science or other relevant discipline.
- Minimum of 10 years experience in upper level management or a combination of education and experience.
- Experience in Non-Profit organizations and/or employment and training programs preferred, including the Federal Workforce Innovation and Opportunity Act (WOA).
- Proven ability in supervisory and management practices and management of personnel;
- Demonstrated ability to develop, secure and manage multiple funding sources;
- Effective verbal and written communication techniques, including public speaking and community development activities;
- Demonstrated ability to work with diverse community and stakeholder groups, including a business-led volunteer Board of Directors, elected officials, business leaders and partner organizations.
- Knowledge and skill in contract negotiations, interpretation of data, financial analysis and decision-making with reasonable and prudent risk taking.
- Experience in non-profits and developing organizations.
- Ability to read, analyze and prepare complex financial and operating documents;



- Ability to work effectively as a supervisor and a peer to accomplish necessary work;
- Effective internal and external customer relations skills; ability to participate in and respond effectively to sensitive inquiries, negotiations, complaints and team activities;
- Ability to make effective speeches and presentations on controversial or complex topics to the Board or other stakeholder groups.

Physical Requirements and Environmental Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of the job, the employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch or crawl, and talk or hear.
- The vision requirements include: close vision and ability to adjust focus.
- Nature of position requires physical mobility and the ability to lift a minimum of 25 pounds.
- Must have flexibility to deal with changing work hours and locations as needed.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.



Compensation/Benefits:

Salary: Negotiable, up to \$_____ annually. Outstanding benefits package, including health insurance, 401 (k) Plan, Life Insurance and Disability Insurance.

Background Checks:

A Criminal Background Check will be conducted for this position, with prior approval by the applicant.

Office Location: This position will be able to telework and/or work out of the ***SkillSource*** Administrative offices located at 8270 Greensboro Drive, Suite 850, McLean, VA 22102. Free parking is provided. A portable computer, printer, telephone, and office supplies will be provided by ***SkillSource***. Access to the Internet from a home office is required.

No telephone calls please.

More information about The ***SkillSource*** Group, Inc. is available at www.vcwnorthern.com.

The ***SkillSource*** Group, Inc. is an equal opportunity employer.