

DDA Executive Search Firm RFP Pre-Submittal Questions

Will you consider firms out of state?

Yes

We anticipate that much, if not all, of the work will be done virtually. Is that your understanding?

Yes

Have you used a search firm before?

No. But the A2DDA is working closely with the City of Ann Arbor which has recently used executive search firms.

When do you expect the search to begin?

Once hired, the DDA will lean on its executive search firm to establish a timeline for this project.

Have you appointed a search committee? Do you expect to appoint a search committee?

The A2DDA has authorized its DDA Executive Committee to oversee the search process.

When do you expect to be able to extend an offer?

Once hired, the DDA will lean on its executive search firm to establish a timeline for this project.

Do you have an established budget? If so, what is the cap?

There is no established budget.

Do you have facilities to hold virtual consultant and candidate interviews with the DDA executive selection committee?

Given the pandemic, the DDA would anticipate utilizing technology such as Zoom or MSTeams to conduct virtual sessions.

What is the total annual operating budget for your organization?

The DDA's FY21 budget (includes interfund transfers): \$46,021,900 revenues / \$57,087,500 appropriations/expenditures

<https://www.a2dda.org/wp-content/uploads/2020/09/AA-DDA-FY-2021-Approved-Budget.pdf>

Do you plan on a regional or national search (or both) for a new executive director?

Both. The DDA intends that the successful proposer, once engaged, will develop and implement an effective recruitment effort that will result in the DDA hiring the best possible candidate to serve as its next Executive Director.

Do you expect to negotiate a multi-year employment contract with the new executive director?

This has not yet been determined.

Have you established a hiring range for the new executive director?

This has not yet been determined.

Since the DDA is a public entity and subject to Michigan's Sunshine Laws and Open Meetings Act (OMA), can the DDA guarantee candidate confidentiality throughout the entire search process?

It is anticipated that the search firm will work with the DDA to ensure candidate confidentiality as possible subject to Michigan's laws. The City of Ann Arbor recently went through a search process to select its next City Administrator, and candidate confidentiality was maintained until the slate of finalists was announced.