



The Reno-Sparks Convention & Visitors Authority is soliciting a Request for Proposals for  
an  
Executive Search Firm

**RFP 2023-ADMN01**

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*Released by Jose Martinez, Director of Facilities Operations  
(Wednesday, April 12, 2023)*

The Point of Contact is Jose Martinez, Director of Facilities Operations at  
[jmartinez@renotahoeusa.com](mailto:jmartinez@renotahoeusa.com) (preferred) or call (775) 827-7768

All questions or additional information concerning the RFP document must be  
Submitted to the Point of Contact.

**SUBMISSION DEADLINE DATE/TIME: Wednesday, April 26, 2023, by 4:00PM PDT**

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**Bidder Information**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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**PLEASE NOTE THAT THIS REQUEST FOR PROPOSALS IS FOR PROFESSIONAL SERVICES AND IS THEREFORE EXEMPT FROM COMPETITIVE BIDDING REQUIREMENTS SET FORTH IN THE NEVADA REVISED STATUTES (“NRS”) CHAPTER 332, AS PROVIDED IN NRS 332.115(1)(b).**

**I. INTRODUCTION**

The Reno-Sparks Convention and Visitors Authority (RSCVA) intends to retain the services of an Executive Search Firm (“Search Firm”) to assist in the search efforts for the selection of a President and Chief Executive Officer of the RSCVA.

The RSCVA is a local government established by Nevada Revised Statutes and is the operating instrumentality in Washoe County, Nevada for promoting conventions, tourism, and recreation.

This RFP is being issued by the RSCVA Purchasing Division, which will coordinate the review of all submissions and make recommendations to the RSCVA Board of Directors.

The selection of the Search Firm will be made by the RSCVA Board of Directors on the basis of what is most advantageous to the RSCVA and will be considered a final decision. Once the final selection has been made, the Search Firm chosen will propose an agreement which will include but not be limited to the terms set forth in this RFP. The RSCVA and the Search Firm will negotiate and finalize all terms. If the RSCVA and the selected Search Firm have not executed a negotiated Agreement within fifteen (15) days after initial submission of the Agreement, the RSCVA may terminate negotiations with that Search Firm and may initiate negotiations with an alternate.

**1. SCHEDULE**

Release Date	<b>Wednesday, April 12, 2023</b>
Question Submission	<b>Monday, April 17, 2023, by 5:00PM PDT</b>
Response to Questions Due	<b>Wednesday, April 19, 2023, by 5:00PM PDT</b>
Submission Deadline Date/Time	<b>Wednesday, April 26, 2023, by 4:00PM PDT</b>
Opening Date/Time	<b>Thursday, April 27, 2023, at 2:00PM PDT</b>
Contract Recommendations to Board of Directors	<b>Thursday, May 25, 2023</b>

**2. PREPARATIONS OF PROPOSALS**

Respondent will examine all special instructions and terms and conditions of this RFP. Failure to do so will be at the respondent’s risk.

- 2.1 Any irregularities or lack of clarity in this RFP should be brought to the attention of the Point of Contact for correction or clarification.
- 2.2 Any addenda to this RFP issued will forthwith become an integral part of this RFP. Respondent is required to acknowledge receipt of same by signing and returning the addenda in its response.
- 2.3 Respondent will furnish the required information typed or written in ink.



- 2.4 The person signing the Proposals must initial erasures or other changes in ink.
- 2.5 In the space provided, a duly authorized representative of the respondent will sign this RFP document. (Page # 1 – Cover Sheet).
- 2.6 Respondent will proofread their Proposals carefully for errors.
- 2.7 In the event of a difference between written words and figures, the amount stated in written words will govern.
- 2.8 The RSCVA is not liable for any costs incurred by respondents prior to entering into the final agreement. Costs of developing the Proposals or any other such expenses incurred by the respondent in responding to this RFP, are entirely the responsibility of the respondent, and shall not be reimbursed in any manner by the RSCVA.
- 2.9 Any information deemed confidential or proprietary should be clearly identified by the Respondent as such. It may then be protected and treated with confidentiality only to the extent permitted by state law. Otherwise, the information shall be considered a public record. Information or data submitted with a response will not be returned.

### **3. SUBMISSION OF PROPOSALS**

Respondent will submit its response to this RFP on the letterhead of its company, respondent establishment, corporation, etc. attached to the RFP 2023-ADMN01 document. Respondent will sign and return a copy of the ENTIRE RFP DOCUMENT marked as ORIGINAL, with one (1) duplicate hardcopy and one (1) digital copy on a flash drive, together with any addenda, in a sealed envelope to:

RSCVA Purchasing Department  
Attn: Jose Martinez  
4590 South Virginia Street  
Reno, NV 89502

***Response envelope must indicate name and address of respondent, RFP number, and Submission Deadline Date.***

The RSCVA assumes no responsibility for errant or failed delivery of responses. Nothing herein restricts the RSCVA's ability to consider any and all responses to this RFP, and to the extent that an untimely response to this RFP is considered, it will be done at the sole discretion of the RSCVA.

Any irregularities or lack of clarity in this RFP should be brought to the attention of the Point of Contact prior to or on the date for Written Questions set forth in this Section for correction or clarification.

### **4. OPEN MEETING LAW**

NRS 241 provides that public business will be conducted in an open meeting.

### **5. QUESTIONS/CLARIFICATIONS**

If any questions or responses require revision to this RFP, such revisions will be by formal amendment only. Any oral or written representations made by anyone at the RSCVA that appear



to materially change any portion of this RFP will not be relied upon unless subsequently ratified by written amendment to this RFP issued by the RSCVA Purchasing Division. For determination as

to whether any representation made requires that amendment be issued, please contact the Point of Contact.

## **6. RSCVA NON-DISCRIMINATION POLICY**

It is the policy of the RSCVA that Minority and Women Business Enterprises shall have equal opportunity to participate in the performance of RSCVA contracts. Respondent firms shall not be discriminated against on the basis of race, color, national origin, gender, age, creed, religion, sexual orientation, gender identity or expression, or any other protected category in the award and performance of any contract entered into pursuant to this advertisement.

## **7. RFP SUBMISSION CHECK LIST**

- Complete all information on the Cover Sheet (Page 1).
- Review and address all items in Section 8 (Evaluation of Proposals), including conflict of interest.
- Complete Section 9 (Disclosure of Principals).
- Complete Section 10 (References).
- Complete Section 11(Exceptions).
- Complete Section 12 (Insurance Requirement).
- Complete, Sign and Date Section 16 (Submission).
- Attach a proposal of services addressing needs identified in ATTACHMENT A

## **8. EVALUATION OF PROPOSALS**

The RSCVA CEO Search Committee ("Committee") will review all submissions. From the submissions, at the discretion of the RSCVA Board of Directors, firms may be invited to present their proposals to the Committee, or alternatively, to the full RSCVA Board of Directors. Based upon those presentations, a selection by the RSCVA Board of Directors will be made. Possible areas of evaluation include but are not limited to:

- a. Firms should have a minimum of five (5) years of experience and a documented track record of successful placements of CEOs or other high-level executives. Further, responding firms should discuss their methodology for successful placements.
- b. Responding Search Firms should demonstrate that qualified staff is present to perform/assist in the search. Responding firms should identify key staff for the President/CEO search, indicate who will be the main point of contact for the President/CEO search, and provide appropriate biographies for such individuals.
- c. Search Firms should discuss their proposed processes for locating qualified candidates, developing the evaluation criteria, and selecting qualified candidates. Firms should also describe what they believe the key characteristics are for the next RSCVA President and CEO.
- d. Search Firms should describe the methods that will be used to identify the skill sets, personality traits, and management style of the next President/CEO. Search firms should also describe their background check process.
- e. Search Firms should describe all fees to be charged, including any terms for refund if the chosen candidate does not successfully complete a reasonable term of employment. Further, proposed fees or refund in the event the RSCVA, its Board Members or staff locate the chosen candidate.



- f. Search Firms must indicate any potential conflicts of interest in providing the services for the RSCVA.



9. **DISCLOSURE OF PRINCIPALS – NAMES OF OFFICERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.**

NAME \_\_\_\_\_ OFFICIAL CAPACITY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

NAME \_\_\_\_\_ OFFICIAL CAPACITY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

NAME \_\_\_\_\_ OFFICIAL CAPACITY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

NAME \_\_\_\_\_ OFFICIAL CAPACITY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

If further space is required, please attach additional sheet(s).

**10. REFERENCES**

(Must be verifiable)

References must be companies or associations contracted within the last three years for executive level searches.

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_



**11. EXCEPTIONS**

Does the respondent take exception to any of the terms and conditions of this RFP and attachment thereto?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate the specific nature of the exception or clarification in the space provided below. Attach additional sheet(s) if necessary.

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## 12. INSURANCE REQUIREMENT

The agreement contemplated by this RFP requires that the successful firm maintain, during the continuance of the agreement, Workers' Compensation and Employer's Liability, General Liability and Automobile Liability, as described below against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the firm, its agents, representatives, employees or sub-respondents. At the time of execution of the agreement, successful firm agrees to furnish the RSCVA with a copy of respondent's Certificates of Insurance and a policy endorsement, or policy rider evidencing proof of coverage in accordance with the agreement. The cost of all such insurance shall be borne by the firm, and name the RSCVA as additionally insured in the amounts set as follows:

- a. Commercial General Liability at least as broad as Insurance Services Office policy form CG 00 01 04/13, or equivalent, providing coverage on an occurrence form for Bodily Injury, Property Damage, Liquor Liability, Independent Proposers, Personal Injury, Broad Form Property Damage, Broad Form Contractual Liability and Medical Payments. The limits of liability shall not be less than Two Million Dollars (\$2,000,000) per occurrence, Four Million Dollars (\$4,000,000) general aggregate for both bodily injury and property damage.  

The policy shall include the Authority and its agents, beneficiaries, partners, employees, the County of Washoe, and the Authority of Reno as additional insureds with coverage at least as broad as Insurance Services Office (ISO) endorsement form CG 20 26 04/16.
- b. Automobile Liability at least as broad as Insurance Services Office Business Auto Coverage Form CA 00 01 04/13, or equivalent, providing coverage for Bodily Injury and Property Damage resulting from the ownership, maintenance, or use of any auto, whether owned, rented or hired or non-owned. The limit of liability shall not less than One Million Dollars (\$1,000,000) combined single limit (CSL) for bodily injury and property damage.
- c. Workers' Compensation at least as broad as National Council on Compensation Insurance (NCCI) policy form WC 00 00 00 C 01/15, or equivalent, providing coverage meeting the requirements of the Workers' Compensation law of the State of Nevada. To the extent such waivers are obtainable from the insurance carriers, the policy shall include an endorsement waiving the insurance company's rights of subrogation against the Authority, its agents, beneficiaries, partners, employees, the County of Washoe, and Authority of Reno. This endorsement shall be at least as broad as National Council on Compensation Insurance (NCCI) Waiver of Our Right to Recover from Others Endorsement form WC 00 03 13 04/84.
- d. Property insurance on an All-Risk or Special Form providing coverage for personal property of the Bidder.
- e. The Proposer shall maintain crime insurance including coverage for the loss of money, securities, and other property by the Proposer's employees, sub-contractors or other parties with a limit not less than \$1,000,000 per occurrence. Coverage shall be endorsed to include coverage for loss of money, securities and other property in the care, custody or control of Proposer whether in transit or at a permanent or temporary premises.
- f. All such insurance maintained by the Bidder shall be: issued by insurance companies authorized to do insurance business in the State of Nevada, issued by insurance companies with current A.M. Best financial ratings of at least A X or better satisfactory in form and substance to Authority.



All insurance and bond shall provide that the policy shall not be cancelled, nor shall coverage be reduced thereunder until after thirty (30) days written notice to Authority at Reno-Sparks Convention & Visitors Authority, Post Office Box 837, Reno, Nevada 89504-0837.

The Bidder shall deposit each policy or a certificate thereof with Authority no less than thirty (30) days prior to the start of the agreement date.

**Proof of Insurance to be provided upon Notification of Award**

Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

**13. INDEMNIFICATION**

The final agreement shall provide that the successful respondent shall defend, indemnify and hold harmless the RSCVA, its directors, officers, agents and employees from and against any and all liabilities, damages, losses, claims, actions or proceedings, including, without limitation, reasonable attorneys' fees that are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the successful respondent or its employees or agents in the performance of the agreement. The successful respondent shall use counsel reasonably acceptable to the RSCVA in carrying out the foregoing obligations. The indemnity provisions shall survive the expiration or earlier termination of the Agreement.

**14. ARBITRATION**

All disputes under this RFP shall be submitted to binding arbitration in accordance with the procedures of the Commercial Rules of the American Arbitration Association and judgment of the arbitrator shall be binding as a final judgment and shall be entered by a court of competent jurisdiction. Such arbitration shall be conducted in Washoe County, Nevada. The procedures specified herein shall be the sole and exclusive procedure for resolution of disputes arising out of or relating to this RFP except those instances otherwise overseen by the governing law of the State of Nevada.

**15. NON-DISCRIMINATION**

The firm, with regard to any work performed hereunder, shall not discriminate on the grounds of race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, age, or any other characteristic protected by law, in the selection and retention of any employee or applicant for employment.

**16. SUBMISSION**

In compliance with this RFP and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to enter into negotiations with the RSCVA to provide the services as set forth herein.

**Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

## **ATTACHMENT A**

### **Organization Overview**

The Reno-Sparks Convention and Visitors Authority (RSCVA) is a government agency in the Travel/Tourism industry. Established in 1959 as the Washoe County Fair and Recreation Board, the RSCVA acts as the sales and marketing organization for the county to promote convention, leisure and group tourism business. Unlike many convention and visitors bureaus across the country, the RSCVA owns and operates several facilities designed to attract out-of-town visitors. The RSCVA is guided by a nine-member policy board, consisting of elected officials and representatives from the local resort, air service and business communities, as well as Incline Village, Nevada.

#### RSCVA's Vision

The RSCVA's vision is to be the preferred outdoor, gaming and event destination.

#### RSCVA's Mission Statement

Attract overnight visitors to Reno Tahoe while supporting the sustainable growth of our communities.

The RSCVA operates four local venues which host a variety of events: Reno-Sparks Convention Center, Reno Events Center, National Bowling Stadium, and Reno-Sparks Livestock Events Center.

### **Scope of Services**

The RSCVA intends to retain a Search Firm to provide the following services<sup>1</sup>:

- a. Create a process and timeline for the hiring process.
- b. Facilitate and conduct focus groups and/or interviews with RSCVA staff, local stakeholders, and individual RSCVA Board members to seek input regarding the qualities and skills necessary for the President/CEO position.
- c. Advise on appropriate compensation ranges and benefit packages based on research.
- d. Review the existing position description and recommend changes as necessary.
- e. Identify and actively recruit candidates.
- f. Receive resumes from applicants to determine eligibility and suitability for the President/CEO position.
- g. Provide all qualified resumes to the RSCVA for review.
- h. Conduct preliminary interviews with candidates.
- i. Conduct reference and background checks on selected candidates.
- j. Advise/assist the RSCVA Board of Directors with conducting interviews, including creation of interview questions.

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<sup>1</sup> Any Agreement entered into by the RSCVA and the successful Executive Search Firm will provide that fees for location of a successful candidate will be waived and/or reduced if the RSCVA or one of its Board Members locates the qualified individual, and that individual is ultimately selected for the President/CEO position.



- k. Identify candidates for final interviews for the President/CEO position to be conducted at an open meeting of the Board of Directors.
- l. Attend final interviews; provide assistance and guidance to the RSCVA Board of Directors as necessary.