

# Executive Summary

Board of Governors Meeting, December 16, 2020

## Executive Search Services

### Topic

Citizens is requesting approval to enter into a contract with DHR International, Inc. for Executive Search Services for the position of Chief Legal Officer & General Counsel. Services include recruiting and preliminary screening of potential candidates, reference checks, submission of qualified candidates to Citizens for consideration, and assistance with identifying and scheduling candidates for interviews.

### History

This Action Item requests approval to contract for the services listed above with DHR International, Inc. Citizens has historically partnered with vendors for similar services as a complement to the overall Talent Acquisition strategy. Typically, executive search firms have been utilized to find and place candidates in chief level positions.

This contract was procured specifically for the position of Chief Legal Officer & General Counsel. Previously, in 2019, Citizens issued a procurement that was not specific to an open position. This prior procurement was intended to provide multiyear contracts for services upon Citizens' request, rather than a procurement upon identification of need for a specific position opening. However, this prior solicitation garnered limited vendor participation. Vendor feedback indicated a lack of interest in responding to an RFP that was not tied to a current need of Citizens for a specific position. That need now exists with the opening of Chief Legal Officer & General Counsel.

On November 18, 2020, a three-member Ad Hoc Committee of the Board voted to issue an RFP for Executive Search Services for the Chief Legal Officer & General Counsel opening. Citizens issued Request for Proposal No. 20-0041 later that day. Vendor responses were due by December 4, 2020 and thirteen proposals were timely received. These proposals were reviewed and scored by an evaluation committee who ultimately recommended award to DHR International, Inc. in a public meeting on December 10, 2020.

DHR International, Inc. is a global executive search firm with more than 20 locations in the United States. DHR International has extensive expertise placing executive level positions both in the legal and insurance fields. DHR International, Inc. also has substantial experience placing executives for government entities.

DHR International's compensation for the services is an all-inclusive fee that is a fixed percentage of the placed candidate's first year compensation. DHR International, Inc. is providing a two-year guarantee for the placed candidate. This guarantee provides for a replacement search at no additional cost, other than out of pocket expenses, if the selected candidate ceases to be employed with Citizens within two years of his or her start date.

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## Recommendation

Staff proposes that the Board of Governors:

- a) Authorize Citizens to contract for Executive Search Services with DHR International Inc. in the amount not to exceed \$105,000 for a term expiring after DHR International's two-year guarantee, as set forth in this Action Item;
- b) Authorize staff to take any appropriate or necessary action consistent with this Action Item.

# ACTION ITEM

<input checked="" type="checkbox"/> <b>Contract – New</b>		<input type="checkbox"/> <b>Committee or Board Minutes</b>
<input type="checkbox"/> <b>Contract – Amendment of Contract Terms</b>		<input type="checkbox"/> <b>Product Changes</b>
<input type="checkbox"/> <b>Contract – Additional Spend</b>		<input type="checkbox"/> <b>Other _____</b>
<b>Contract ID</b>	<b>Executive Search Services</b> DHR INTERNATIONAL, INC.	
<b>Budgeted Item</b>	<input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No  Funding is included in the Annual Operating Budget submitted to the Board for approval for 2021.	
<b>Procurement Method</b>	On November 18, 2020, Citizens issued Request for Proposal (RFP) No. 20-0041 for Executive Search Firm Services for Citizens' Chief Legal Officer & General Counsel. Vendor responses were due by December 4, 2020 and thirteen proposals were timely received. These proposals were reviewed and scored by an evaluation committee who ultimately recommended award to DHR International, Inc.	
<b>Contract Amount</b>	Not to exceed \$105,000.	
<b>Contract Term(s)</b>	The contract will continue for the length of DHR International's two-year guarantee. This guarantee provides for a replacement search at no additional cost, other than out of pocket expenses, if the selected candidate ceases to be employed with Citizens within two years of his or her start date.	
<b>Purpose/Scope</b>	<p>This Action Item seeks Board approval to contract with DHR International, Inc. for the provision of Executive Search Services. The specific scope of the contract is to recruit and submit candidates for the position of Chief Legal Officer &amp; General Counsel. Services include recruiting and preliminary screening of potential candidates, reference checks, submission of qualified candidates to Citizens for consideration, and assistance with identifying and scheduling candidates for interviews.</p> <p>DHR International will assist Citizens in providing expert level Talent Acquisition services. DHR International will also assist, where necessary, Citizens Board of Governors' Ad Hoc Committee that was created to help facilitate the successful hiring to this critical, executive level position. Background checks will be conducted by Citizens.</p>	

# ACTION ITEM

	The Florida Public Records Law and Government in the Sunshine Law will be adhered to as applicable to the services of DHR International.
<b>Recommendation</b>	Staff proposes that the Board of Governors: <ol style="list-style-type: none"><li>1. Authorize Citizens to contract for Executive Search Services with DHR International, Inc. in the amount not to exceed \$105,000 for a term expiring after DHR International's two-year guarantee, as set forth in this Action Item;</li><li>2. Authorize staff to take any appropriate or necessary action consistent with this Action Item</li></ol>
<b>CONTACTS</b>	Violet Bloom – Chief Human Resources Officer Huw O'Callaghan – Assistant Director Talent Acquisition