

Request for Action
by
Board of Commissioners

**Approval of Engagement of
Executive and Professional Placement Firms**

A. SUMMARY OF REQUEST

This Request for Action is for approval to engage four Executive and Professional Placement Firms: BroadView Talent Partners, Newbold Advisors, LLC, Hotep Consulting, and City Personnel, Inc. Firms will assist RIHousing to source executive-level and professional talent on an as-needed basis.

B. DISCUSSION

RIHousing seeks approval to establish a roster of qualified executive/professional search firms to assist in sourcing executive-level and professional-level talent for RIHousing on an as-needed basis. Selected firms will assist with individual personnel searches on a rotating basis, subject to RIHousing's need.

RIHousing occasionally needs to fill vacant executive and professional grade positions with experienced, qualified, professional staff within a short time (generally, six to eight weeks). Identifying suitable candidates in the local employment market has traditionally proven challenging for RIHousing. However, a sustained leadership team gap can severely affect RIHousing operations. Therefore, the successful firm(s) must have the ability and capacity to assist in sourcing qualified, experienced candidates in the context of time pressure to ensure business continuity.

In April 2025, RIHousing issued a Request for Proposals ("RFP") from qualified firms to provide executive-level and professional-level placement services. Notice of the RFP was posted on RIHousing's website, which is maintained by the Rhode Island Department of Administration's Division of Purchases.

Eight firms submitted proposals in response to the RFP. A selection committee comprised of senior staff reviewed all proposals and evaluated them in accordance with the criteria outlined in the RFP. The selection committee applied a weighted average scoring model to evaluate and compare the responses. Factors considered included the firm's fee structure, professional capacity, previous work experience with similar organizations, search process, services offered, and track record with networking and success in the placement of candidates.

Following reviews of the bidding documents and pricing proposals and based on the selection committee's evaluation of all proposals, four firms were determined to be best qualified to provide executive and professional placement services to the corporation. BroadView Talent Partners scored 4.29 out of a possible 5 points maximum, Newbold Advisors, LLC scored 3.99 out of a possible 5 points maximum, Hotep Consulting scored 3.89 out of a possible 5 points maximum, and City Personnel, Inc. scored 3.97 out of a possible 5 points maximum.

C. RECOMMENDATION

The attached resolution is recommended for approval.

D. ATTACHMENTS

- A. Resolution of the Board of Commissioners of RI Housing
- B. Executive and Professional Placement Firms – Scoring Matrix

Attachment A

**Resolution of the
Board of Commissioners of
Rhode Island Housing and Mortgage Finance Corporation**

Whereas, Rhode Island Housing and Mortgage Finance Corporation’s (“RIHousing”) enabling act provides it with all of the power and authority to make and execute contracts necessary to exercise the powers and functions provided to it under that act (R.I. Gen. Laws §42-55-5(6)); and

Whereas, in April 2025, RIHousing issued a Request for Proposals (“RFP”) for Executive and Professional Placement Firms to assist with sourcing permanent executive and professional-level employment candidates to RIHousing on an as-needed basis; and

Whereas, a selection committee comprised of senior staff reviewed all proposals and evaluated them in accordance with the criteria outlined in the RFP; and

Whereas based upon the scoring evaluations, staff recommended the engagement of four firms, BroadView Talent Partners, Newbold Advisors, LLC, Hotep Consulting, and City Personnel, Inc., to provide executive and professional placement services for RIHousing.

NOW, THEREFORE, IT IS HEREBY:

Resolved: that RIHousing be, and it is hereby authorized, to engage the following executive and professional placement firms for a term of up to two years: BroadView Talent Partners, Newbold Advisors, LLC, Hotep Consulting, and City Personnel, Inc.; and

Resolved: that the Executive Director, Deputy Executive Director, and Chief Financial Officer, each acting singly, are hereby authorized and directed to take any and all actions they deem necessary and appropriate to carry out the foregoing resolutions, including the negotiation of terms and the execution of agreements and documents as they may determine to be in the best interests of RIHousing.

Attachment B

Executive and Professional Placement Firms – Scoring Matrix

CRITERIA SCORES	Adelphi	BroadView	CBS	City Personnel	The Hire	Hotep	Randstad	Newbold
Adherence to RFP Instructions	0.46	0.45	0.39	0.44	0.34	0.47	0.42	0.39
General Firm Information/Experience & Resources Section A&B	1.58	1.82	1.25	1.50	1.38	1.60	1.43	1.55
Fee Structure Section C	0.75	1.03	0.70	1.03	0.83	0.83	0.88	1.05
Affirmative Action Plan and Minority Owned Business/Women Owned Business Section D	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Attachment A Submission Certification (Yes Score - 1 No Score 5)	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Total Score	3.79	4.29	3.34	3.97	3.55	3.89	3.73	3.99