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***Request for Proposal***  
***Executive Search Firm Services***  
***Issued: 12/3/2025***  
***Due: 12/22/2025***

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**INTRODUCTION**

The Mid America Regional Council (MARC) is seeking proposals from experienced, public sector executive search firms to conduct a comprehensive search for the organization's next Executive Director. The current director is retiring after over 35 years, and the MARC Board is seeking an outstanding, innovative and thoughtful leader to lead the MARC organization into the future. The firm will work with a Search Committee appointed by the MARC Board Chair and will receive direction from the Chair and the MARC Director of Finance and Administration.

**BACKGROUND**

The Mid-America Regional Council (MARC) is the metropolitan planning organization and association of city and county governments serving the bi-state Kansas City region. It is a public, non-profit agency. MARC serves nine counties with 119 cities, including Cass, Clay, Jackson, Platte, and Ray counties in Missouri; and, Johnson, Leavenworth, Miami, and Wyandotte counties in Kansas.

MARC was formed in 1972 and is governed by a 33-member board of directors composed of city and county elected officials. In addition to the board, MARC has dozens of policy, technical and advisory committees and decision-making entities overseeing its work and providing important and diverse stakeholder involvement. These committees and working groups enable MARC to engage a diverse array of community interests and representatives.

MARC employs approximately 175 people with work programs that include regional transportation planning, aging and adult services, early learning and head start, local government services, data and economy, regional environmental initiatives, emergency services planning and the regional 911 network. MARC's annual budget for 2026 is projected to be \$113 million. Revenue sources include federal and state grant funding, philanthropy, fee-based services and local government support. Approximately 70% of revenue is passed through to other agencies and to communities.

## **SCOPE OF WORK AND DELIVERABLES**

MARC is inviting proposals for the purpose of selecting a firm to facilitate a process that will be confidential but collaborative, thorough and evaluative, and intentional about finding the best possible person for this important position. MARC is open to recommendations from firms on best practices and process elements designed to best achieve MARC's goal of finding a strong and visionary leader. Basic services include:

- Consultation and needs assessment
- Development and implementation of recruitment strategy
- Candidate sourcing
- Candidate management and screening
- Facilitation of evaluation and selection process
- Reference and background checks
- Support final selection and negotiation

Scope might also include ongoing coaching and support for the candidate.

## **PROPOSAL CONTENT**

The proposal shall be limited to 15 pages, organized in the following format and shall include the following information:

### **(1) Cover Letter**

The cover letter is to be signed by an officer of the firm authorized to execute a contract with MARC and should include company history and size, the point of contact related to this RFP and all contact information. Please confirm the firm's ability to meet the minimum requirements.

### **(2) General Qualifications**

Provide a summary of the firm's qualifications including descriptions of past recruitments for similar positions in regional planning, local government and nonprofit organizations.

### **(3) Key Staff**

Identify key staff that will be assigned to this project and include their resumes. Include roles and a proposed project management structure.

### **(4) Approach and Methodology**

Provide a detailed plan outlining your recommended approach to this recruitment. Include an anticipated project schedule describing each of the various steps, including frequency of progress updates.

### **(5) References**

Provide a list of three references from recent clients with similar engagements.

### **(6) Cost Proposal**

Provide a comprehensive cost and fee proposal.

## **QUESTIONS**

All questions regarding this Request for Proposal (RFP) should be directed to Carol Gonzales by email at [cgonzales@marc.org](mailto:cgonzales@marc.org).

## **TIME OF RESPONSE**

Responses to this Request for Proposal should be directed to Carol Gonzales no later than **5 p.m. on December 22**. Responses should be submitted in a PDF electronic format to Carol Gonzales at [cgonzales@marc.org](mailto:cgonzales@marc.org) and a cc to [jmedlin@marc.org](mailto:jmedlin@marc.org).

Note: It is your responsibility to verify the receipt of RFP Response as there is the possibility of emails getting blocked by MARC's firewall/spam filter.

## **SELECTION**

Each proposal will be reviewed to ensure that the firm submitted a transmittal/cover letter, a narrative proposal that is responsive to MARC's requirements as set forth in this RFP.

The Board Chair and Director of Finance and Administration will do initial review. The Search Committee will review top proposals. The team will evaluate proposals on various qualifications, including but not necessarily limited to:

- Knowledge, expertise and experience of key staff in the public sector executive search
- Experience and demonstrated competence with similar projects
- Demonstrated understanding of the organization and the scope of services
- Approach and methodology
- Completeness and quality of proposal
- References
- Scope of services for the cost

MARC staff may contact respondents with questions regarding the contents of proposals and to ask for clarifications during the evaluation process. MARC may conduct interviews of some, all, or none of the firms submitting proposals during the week of January 14. If selected, firms should be prepared to provide a brief presentation (10 minutes) including the following:

- Outline of approach to recruitment, timeline, and proposed team members.
- Demonstrate familiarity with the role of Executive Director and MARC operations
- Discuss capacity and availability to begin the engagement on or before the anticipated start date in January 2026.
- Respond to Search Committee questions regarding qualifications, candidate sourcing strategies, and experience with similar recruitments.

The interview may be held in person or virtually. Specific format and instructions will be provided to selected firms in advance.

## **SELECTION SCHEDULE**

Other than the Deadline for Proposal Submittal, the selection dates may vary but will generally follow this schedule.

Request for Proposal Issued	December 3
Deadline for Proposal Submittal	December 22
Evaluation of Proposals	December 23 – January 18
Possible Interviews of top firms	Week of January 14
Select Preferred Firm <i>MARC Budget and Personnel Committee/Board</i>	January 27
Work Commence	January 28

## **OTHER KEY INFORMATION**

### **Terms and Conditions**

The selected consultant will be required to sign a contract with the City, the form and substance of which must be acceptable to the City. The City most likely will not agree to execute the consultant's standard contract.

### **Open Records Act and Proprietary Information**

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Proposals, Qualifications, Proposals or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the request for proposal. If a proposer has information that it considers proprietary, a proposer shall identify documents or portions of documents it considers to contain descriptions of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in a Proposal. After either a contract is executed pursuant to the Request for Proposal, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as "Proprietary Information" as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law."

### **Selection is MARC's Discretion**

MARC reserves the right to waive technical irregularities in submissions or to reject any or all proposals if to do so is in the best interest of MARC. MARC is not under obligation to select the lowest priced proposal. MARC reserves the right to accept or reject any proposal or part of any proposal for any reason, or no reason, without recourse by any proposer and to award a

contract to any vendor on any basis which MARC, in its sole and absolute discretion, determines to be in the best interest of MARC. Engaging the selected vendor may be subject to negotiation of a scope and fee.

Preparation Costs not included

This Request for Proposal does not commit MARC to award a contract or to pay costs incurred in the preparation of a response to this Request for Proposal. Proposals will remain in effect for a minimum of 60 days.