

REQUEST FOR PROPOSAL FOR EXECUTIVE SEARCH CONSULTING SERVICES

RFP Date: Wednesday, May 20, 2026

Ottumwa Housing Authority
935 West Main
Ottumwa, IA 52501

Submission Deadline:

The Sealed proposals must be submitted by Monday June 22nd , 2026 by 4:00 pm CST to:

Ottumwa Housing Authority
935 West Main
Ottumwa, IA 52501

Or

electronic submission to Ottumwa Housing Authority Board of Chair, Leisa Walker:
walker@ohatowers.org

The Board of Commissions anticipate reviewing proposals and may select a proposal at its regular monthly meeting on June 29, 2026.

Organization Background

Ottumwa Housing Authority was created in 1964 by a Referendum Vote of the citizens of Ottumwa. A contract was signed with the United States Government to fund the construction of two hi-rise towers, Westgate which consists of 97 units and Southoak which consists of 103 units; these buildings were completed in 1968.

The Ottumwa Housing Authority is a municipal housing authority created by the City of Ottumwa, Iowa under Chapter 403A of the Code of Iowa. The Board of Commissioners exercise the powers of the agency and the Commissioners are authorized to employ an Executive Director. The mayor appoints Commissioners for the City Council to approve a five-member Board of Commissioners. This Board of Commissioners hires the Executive Director and formulates local policy within the guidelines of the U.S. Department of Housing and Urban Development.

The U.S. Department of Housing and Urban Development (HUD) executed a second contract with Ottumwa in 1969 to construct Camelot Towers; this tower was completed in 1972 housing ninety-nine apartments.

Ottumwa Housing Authority was originally called the Low-Rent Housing Agency of Ottumwa. The name was officially changed in 1979 to Ottumwa Housing Authority. In 1982, a third public housing project was completed. This is a scattered site public housing project for non-elderly families. This includes 25 two-bedroom and 35 three-bedroom apartments.

In 2012, construction began for the Neighborhood Stabilization Program known as Tindell Apartments. Tindell opened in May of 2013 offering 4 units with two units of 2 bedrooms and two units of 1 bedroom.

In 2021, The Ottumwa Housing Authority acquired 12 apartments, two units of 4-bedroom and ten units of 3-bedroom, known as Oak Terrace. The apartments were under LIHTC Program and is now under HOME Program.

OHA owns and operates a total of 375 properties located at Camelot, Southoak, Westgate, Tindell, Oak Terrace and Scattered Family Sites. The Housing Choice Voucher (HCV) Program has 241 vouchers that allow housing assistance if there is sufficient funding provided by HUD.

SCOPE OF SERVICES

The Ottumwa Housing Authority referred to as the OHA is requesting proposals from Executive Search Consulting Company for the selection of an Executive Director. It is intended that the selected company provides all requirements necessary to meet the following:

1. Meet with the Board of Commissioners to develop an understanding of the organization's needs, and the position of Executive Director to design a strategy for conducting local, statewide and national search.
2. Review and provide consultation regarding position description and qualifications.
3. Develop key competency areas to evaluate candidates to include a Knowledge, Skills, and Abilities to perform in Executive Director position.
4. Prepare position announcements for review and approval by the Ottumwa Housing Authority Board of Commissioners; place advertisements for the position in appropriate publications and other national forums to seek qualified candidates.
5. Review resumes to determine those meeting criteria with follow-up telephone or virtual interviews with candidates validate experience and/or qualification and education.
6. Prepare interview questions and participate in the interview process of candidates with the OHA Board of Commissioners.

7. Communicate with all candidates to acknowledge their applications and inform them of their status in the search; hold meeting with OHA Board of Commissioners to provide updates; prepare a written summary of the top candidates with candidate evaluation based on the established criteria.

Insurance Requirements

The proposed contract will require that the Consultant provide OHA Board of Commissioners the following insurance Coverage:

Comprehensive General Liability \$1, 000,000
 Work Comp \$1, 000,000
 Public Liability not less than \$1,000,000
 Automobile Converge \$1, 000,000
 Professional Liability \$1, 000.000

Contract Award

The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

Proposals must include complete information on each of the following criteria and requirements.

Criteria Weight

Consulting Services Qualifications 45%
 Sample Recruiting Plan 10%
 Technical Approach 20%
 Cost Proposal 25%

The establishment, application, interpretation and scoring of the above Evaluation Factors (Questions) shall be solely within the discretion of OHA. OHA reserves the right to determine the suitability of proposals based on all of these factors.

MAXIMUM TOTAL POSSIBLE POINTS 100

Consulting Services Proposals Cost

All expenses associated with the preparation and submission of the proposals to the OHA and participation in interviews regarding Proposal Submitted will be solely born by the Proposer.

Any questions concerning the proposal, or about clarifications or interpretations of this RFP should be submitted in email via email to walker@ohatowers.org

No oral interpretations will be made to any Consulting Services as to the meaning of the RFP specifications. No information will be available regarding the status of their response. However, OHA reserves the right to enter discussion with Consulting Services for purposes of clarification or further information regarding proposal that is submitted.

SUBMISSION DEADLINE

Late submissions will not be accepted past June 22nd, 2026.

MINIMUM QUALIFICATIONS

Respondents must demonstrate experience with executive searches in the public housing government sector; knowledge of HUD programs; a successful placement record; strong communications skills; and the ability to maintain confidentiality.

SUBMISSION REQUIREMENTS PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be clearly marked “RFP – Executive Search Services – ED” and include:

- a. Letter of interest: Signed by an authorized officer of the Consulting Services.
- b. Experience: Detailed history of the Consulting Services, specializing in executive search for public housing, government housing agencies.
- c. Proposed Approach & Timeline: A detailed plan outlining the steps, expected timeframes, and strategies for sourcing talent.
- d. References: Information on three (3) similar projects within the last four years, preferably for PHAs of similar size.
- e. Fee Proposal: fixed price or not-to-exceed fee, including expenses (e.g., travel, advertising).

The Proposals **must** be emailed to: walker@ohatowers.org or received at Ottumwa Housing Authority Administrative Office located 935 West Main, Ottumwa IA 52501 by June 22, 2026.

Iowa Open Public Records Law

Both parties understand that OHA is bound by the **Iowa** Code 2026, Chapter 22 and as such, all of the terms of this Agreement are subject to and conditioned on the provisions of **Iowa** Code 2026, Chapter 22. The prospective applicants should expect that their application materials would be subject to an Open Records Request. Respondent acknowledges that it is obligated to assist OHA in retaining and producing records that are subject to Iowa Public Records Law, and that the failure to do so shall constitute a material breach of this Agreement, and that Respondent must defend and hold OHA harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Agreement.

Legal Obligations

Respondents shall also comply with all other applicable federal, state and local laws and ordinances, including Affirmative Action. Respondent shall assure that its subcontractors/consultants comply with all applicable federal, state and local laws and ordinances.

Termination of Contract for Cause/Convenience

If, through any cause, Respondent shall fail to fulfill in a timely and proper manner their obligations under this contract or if Respondent shall violate any of the covenants, agreements or stipulations of this contract, OHA shall thereupon have the right to terminate this contract by giving written notice to Respondent of such termination and specifying the effective date thereof, at 60 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, reports, or other material related to the services prepared by Respondent under this contract shall, at the option of OHA, become the property of OHA. On OHA's option and sole discretion, OHA shall determine and pay for the value of services already performed by Respondent.

Notwithstanding the above, Respondent shall not be relieved of liability to OHA for damages sustained by OHA by virtue of any breach of the contract by Respondent.

Termination for Convenience of OHA

OHA may terminate this Contract at any time for any reason by giving at least 30 days' notice in writing from OHA to Respondent. If Respondent is terminated by OHA as provided herein, Respondent will be paid an amount which bears the same ratio to the total compensation as the services actually and satisfactorily performed bear to the total services of Respondent covered by this Contract, less payments for such services as

were previously made. Provided, however, that if less than sixty percent (60%) of the services covered by this Contract have been performed upon the effective date of such termination, Respondent shall be reimbursed (in addition to the above payment) for that portion of the actual out of pocket expenses (not otherwise reimbursed under the Contract) incurred by during the Contract period which are directly attributable to the uncompleted portion of the services covered by this Contract.