2024



Airport Minority Advisory Council

Executive Search Firm Partner

Request for Information

RELEASE DATE: January 15, 2024

REQUEST NUMBER: 2302

DUE DATE: February 15, 2024

DUE TIME: 3:00 p.m. (Eastern)

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A REQUEST FOR INFORMATION (RFI) ONLY. The RFI is being issued for information and planning purposes in order to identify potential partners. Responders are advised that AMAC will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense.

1. STATEMENT OF NEED

1.1 Overview

With its 40-year history of advancing the participation of minorities and women in employment and contracting opportunities throughout the aviation and aerospace industries, the Airport Minority Advisory Council (AMAC) is interested in providing executive search services to connect minorities and women to leadership, management, and professional roles within the aviation industry. To further this potential endeavor, AMAC seeks to determine interest and qualifications from potential corporate partners in a revenue-sharing agreement for executive search and recruiting services. This partnership would specialize in placing individuals in CEO/Airport Director, C-suite, and senior management positions as well as professional roles that have very specific qualifications.

1.2 The Hiring Landscape

It is widely known that organizations that value and embrace diversity, equity and inclusion tend to perform better. An inclusive culture is necessary for companies within the aviation industry to remain at the forefront of innovation. However, according to various industry experts, the aviation industry is woefully behind other science, technology, engineering, and math (STEM) industries in recruiting women and people of color.

To help level the playing field, airline, aviation and aerospace sectors have increasingly retained executive search firms to seek out and recruit diverse, highly qualified candidates for C-Suite, senior management and professional positions within public and private industry, as well as nonprofit organizations.

However, one important step is often overlooked — facilitating interaction with diverse groups of professionals well before a company needs to recruit new employees.

This is where AMAC seeks to provide a pivotal solution in the executive search industry.

As the premier trade organization representing the interest of minorities and women in the aviation/airport industry, AMAC is primed to connect highly qualified minorities and women to management roles because it already represents a diverse membership of airports, corporations, minorities, women-owned and disadvantaged business enterprises, and professionals within the aviation and aerospace industries.

1.3 AMAC's Value Proposition

For nearly 40 years, AMAC has worked to create economic equity, access and wealth for minorities and women in the aviation industry. AMAC is a nationally recognized brand that provides industry expertise, thought leadership and national visibility to strengthen relationships with minority and women managers, professionals and entrepreneurs and airport communities across the country.

AMAC concentrates on eliminating barriers to minorities and women in employment and their participation in these industries. The organization understands that diversity and inclusion fuels innovation and is essential when developing airports of the future. AMAC brings together a diverse multidimensional group of airport operators, government officials, corporations and entrepreneurs who share in the vision and mission of AMAC.

2. BACKGROUND INFORMATION

2.1 Brief Overview of AMAC

AMAC is the only national, non-profit trade association dedicated to advancing the full participation of minorities and women in employment and contracting opportunities throughout the aviation and aerospace industries.

Since 1984, AMAC has been at the forefront of nearly every national policy initiative impacting the participation of disadvantaged businesses in airport contracting. AMAC works consistently with Congress, the federal government, aviation trade associations and strategic partners as resources for information, education and guidance on business and employment matters.

Vision

To create economic equity, access and wealth for minorities and women in the aviation and aerospace industries.

Mission

To advance the full participation of minorities and women in employment and contracting opportunities throughout the aviation and aerospace industries.

3. SOLICITATION SCHEDULE

3.1 Schedule

ACTIVITY	DATE
RFI Issue Date	January 15, 2024

RFI Information Session (via Zoom)	January 25, 2024 at 2:00 p.m.
Question Deadline	January 29, 2024 at 3:00 p.m.
AMAC Response to Vendor Questions	February 03, 2024
Submission Due Date	February 15, 2024 at 3:00 p.m.

Please note that the RFI Information Session will be held on Thursday, January 25, 2024 @ 2 p.m. EDT. Please send an email to the RFP contact identified in section 3.2, notifying of your intended participation in the RFI Information Session. Below is the link to participate in the Information Session.

RFI Information Session - Zoom Meeting:
https://us02web.zoom.us/j/84312728656?pwd=bkNmamhueS9mVExWY1VWZHZHRWphUT09

Meeting ID: 843 1272 8656 **Passcode:** 591761

The last date for submitting any questions is **January 29, 2024**.

AMAC reserves the right to modify the deadline set forth in the above table at its sole discretion. Any such modifications will be stated in an addendum.

3.2 RFI Contact

If you have any questions relating to this RFP, please contact Jeanette Saunders, by email. Contact details are below:

Name: Jeanette Saunders
Job-Title: VP, Education & Advisory Services
Email address: jsaunders@amac-org.com

4. SOLICIATION DETAILS

4.1 Project Goals

AMAC seeks to determine interest and qualifications from potential corporate partners in a revenue-sharing agreement for executive search and recruiting services to conduct business as a retained executive search firm and receive a distribution of the total amount of income generated from contracted executive search and recruitment services. The potential business model will specialize in placing individuals in CEO/General Manager, C-suite positions and senior management positions, and roles that have very specific qualifications.

The potential agreement would outline how both entities collect, measure, and distribute revenue. The potential agreement would also specify which events trigger revenue sharing.

4.2 Project Specifications

As a retained search firm, AMAC and the executive search partner would work closely with a client company to develop a targeted search for a candidate over a specific period of time. A focal point would be developing strong relationships with client companies in order to understand and to align the company culture, values, and purpose with the best candidate(s).

With this partnership agreement, AMAC and the retained search firm will negotiate fees and the revenue share agreement.

4.3 Intended Target Audience

Airport and Industry Organizations seeking to fill C-Suite, Senior and Mid-Level Management positions within the aviation and aerospace industries, including but not limited to:

- Chief Executive Officer
- Chief Financial Officer
- Chief Human Resources Officer
- Chief of Information Technology
- Chief Operating Officer
- Legal Counsel
- Director of Air Service Development
- Director of Business Development
- Director of Communications
- Director of Human Resources
- Director of Marketing
- Operations Manager
- FBO Manager

Potential clients include airports, architecture, engineering and construction firms, and concessionaires, among others.

5. RESPONSE GUIDELINES

5.1 Respondent Questions

Inquiries regarding this request may be directed to **Jeanette Saunders at jsaunders@amac-org.com**. Please use "**AMAC Request No. 2302 ES Inquiry**" in the subject line. Questions regarding this solicitation are to be submitted via email prior to 3:00 p.m. Eastern Time on January 29, 2024.

AMAC reserves the right to publish and respond to an inquiry, respond directly to the inquirer without publishing or not respond to the inquiry at its sole discretion. Unless otherwise indicated, all questions will be complied into one document and answers will be issued as a Questions & Answers document within five (5) business days after the question deadline.

Addendums will be published on AMAC's website and available for review at https://www.amac-org.com/.

5.2 Response Details

All firms must limit submissions to no more than one submission per firm. Responses to this RFI must be submitted electronically by uploading the file to the AMAC RFI Dropbox folder by 3:00 p.m. Eastern Time, on February 15, 2024, as listed in Section 3.1 Solicitation Schedule.

Please submit all responses to the AMAC RFI Dropbox folder:
https://www.dropbox.com/scl/fo/ff44wocpvc2rjcqbkqo7g/h?rlkey=hxxhu997przz3nx9789epo387&dl=0

The response file must use the following naming convention: AMAC_Request-2302_ES_Company Name.doc

> *For example: ABC Executive Search Firm would name their file AMAC_Request-2302_ES_ABC.doc*

Authorized file formats include: Adobe Acrobat versions and Microsoft Word

All submissions will receive receipt acknowledgement within 24 hours of submission. If you submit your response prior to the submission deadline, and do not receive acknowledgement of your submission within 24 hours, contact the RFI Contact in Section 3.2.

Please ensure that you have answered all the sections in this RFI as we will not accept any additional information after the Responder's response is submitted. Respond to the sections directly rather than providing references to external material.

It is the firm's responsibility to become familiar with and fully informed regarding the terms, conditions, and specifications of this solicitation. Lack of understanding or misinterpretation of any portions of this solicitation shall not be cause for withdrawal after opening or for subsequent protest of award.

Although all comments received will be carefully reviewed and considered for inclusion in any possible later action, the initiators of this request make no commitment to include any particular recommendations. Respondents will not be notified of the results of the review.

5.3 Confidentiality

In the event that the receiving Firm does not respond to the RFI or the response is not accepted by AMAC, the Firm agrees that it will delete and destroy all copies of the RFI and all other materials *(if any)* delivered in connection with this RFI.

5.4 Evaluation Criteria

- Prospective partner's qualifications, including demonstrated success with performing executive search services and recruiting.
- Prospective partner's demonstrated commitment to the advancement of the principles of diversity, equity and inclusion.
- Prospective partner's infrastructure, including working methods, brand/reputation, project management, and quality controls.
- The alignment of vision, mission and goals between AMAC and the prospective partner toward generating sustainable revenue.
- Prospective partner's client references.

6. RESPONSE FORMAT

The Responder shall respond to the RFI by completing the requested information in this document.

6.1 Cover Page:

- Business title
- Company or organization affiliation
- Name of the primary point of contact for the response
- Email address
- Phone
- Identification of other key individuals who collaborated on the RFI response

6.2 Executive Summary – One (1) page maximum.

Summarize the Respondent's strong points, previous relevant experience in executive search services or recruiting, and how that experience will benefit the aviation industry as an AMAC partner.

6.3 RFI Questions – Twelve (12) page maximum.

AMAC is requesting responses to the following questions:

a. Why is your organization interested in partnering with AMAC in a revenue-sharing agreement for performing executive search services and recruiting?

b. Please provide a detailed explanation of your organization's experience with and approach to providing retained executive search services and recruiting. Please include the number of years of experience your organization has in performing executive search services and recruiting and provide specific examples of clients and placements made.

c. Please provide a detailed explanation of your organization's capabilities to provide executive search services for the aviation and aerospace industries.

d. Please summarize your organization's demonstrated commitment to the principles of diversity, equity, and inclusion.

6.4 Appendix

Responses should also include the following topics in an Appendix in as much detail as possible:

- Mission and Vision Statements
- Organizational Chart
- Nature of Governing Authority
- Accreditation or other relevant credential
- Number of total unique website visitors for each of the past 5 years
- Three (3) client references