

## **Committee to Consult with the Director**

### **Determination of Items for Inclusion in Request for Proposals for Selection of Contractor**

(Agenda Item IV)

1. Draft timeline for selection process. This item will be discussed under the following agenda item. The timeline approved by the committee should be included in the RFP.

2. General information:

(a) Composition of Legislature and Legislative Counsel Bureau (see chapter 218F of NRS)

(b) General duties of Director:

(1) The executive head of the Legislative Counsel Bureau (LCB), directs and supervises all its administrative and technical activities. The Fiscal Analysts, Legislative Auditor, Research Director and Legislative Counsel perform the respective duties assigned to them by law under the administrative supervision of the Director. The Director reports directly to the Legislative Commission.

(2) Works collaboratively with legislative leadership and legislators to deliver excellent service.

(3) Motivates and leads a high-performance management team; attracts, recruits and retains required members of the LCB not currently in place; provides mentoring as a cornerstone to the management career development program.

(4) Coordinates with managers to ensure that legislative policies and priorities are followed, budget directives are observed and problems are avoided or resolved.

(5) Presents and explains the LCB budget to committees, legislators, legislative and executive branch staff and the public.

(6) Serves as the secretary for the Legislative Commission.

(7) Oversees the annual audit of the legislative branch.

(8) Reviews and approves hiring, firing and promotion of all non-partisan staff.

(9) Consults with legislative leadership to create meeting agendas; drafts policies and procedures for legislative consideration; testifies and answers questions on a variety of topics.

(10) Oversees staff to ensure that interim legislative meetings run efficiently and minutes are recorded and transcribed.

(11) Plans, organizes and moderates new legislator orientation programs.

(12) Plans and coordinates special projects for the LCB, such as national or regional legislative conferences or workshops, and carries out participation of Legislature and LCB in regional and national organizations.

(c) Required knowledge:

- (1) The Nevada Legislature and state government.
- (2) Legislative process and procedures.
- (3) The Nevada Constitution, statutes and regulations.
- (4) Principles, policies and current practices in budgeting and auditing.
- (5) Principles, practices and current developments of leadership and management.
- (6) Current employment practices, rules and regulations, including affirmative action, equal employment opportunity and labor relations.

(d) Desired qualifications and skills:

- (1) Analytical – The director synthesizes complex or diverse information.
- (2) Problem solving – The director identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- (3) Oral communication – The director speaks clearly and persuasively in positive and challenging situations, demonstrates group presentation skills and conducts productive meetings.
- (4) Delegation – The director delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- (5) Leadership – The director inspires and motivates others to perform well and accepts feedback from others.
- (6) Management skills – The director includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- (7) Quality management – The director looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- (8) Judgment – The director displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- (9) Planning/organizing – The director prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- (10) Stress management – The director must work well under pressure and handle stress effectively.
- (11) Safety and security – The director observes safety and security procedures and uses equipment and materials properly, ensuring that staff does as well.

(e) Required education and experience:

- (1) Master's degree in one of the following fields: business, law, public administration or a related field, including strong academic credentials.
- (2) At least 10 years of relevant work experience as a supervisor.

3. Duties of the contractor. Items for consideration for inclusion:

- (a) Development of job description, desired qualifications and skills, in consultation with committee members and staff.
- (b) Advertise for applicants, including determination of appropriate venues for advertising the opening.
- (c) Review applications, conduct preliminary screening pursuant to standards directed by committee, and conduct preliminary reference checks of candidates considered for recommendation to the committee.

(d) Interview (in person, by phone, or by videoconference) candidates and recommend finalists to committee. Conduct final reference checks of candidates selected by the committee for interview.

(e) Assist committee in development of interview questions for finalists.

(f) Attendance at meetings of the committee.

4. Information concerning bidder:

(a) Qualifications of contractor.

(b) Proposed staff to be assigned to project.

(c) Prior experience in similar searches and in general.

5. Confidentiality of Information. All information concerning applicants for the position will be confidential until the contractor recommends finalists to the committee. When an applicant agrees to be a finalist, the identity of the finalists and their applications become public.

6. Cost. It is estimated, depending upon the scope of work assigned to the contractor, that the contract will cost between \$20,000 and \$50,000. Should a limit be set in the RFP? In any event, the RFP should include a proposed budget for the contractor, and cost will be a consideration in awarding the RFP.

7. Criteria for evaluation:

(a) Responsiveness of proposal to the Request for Proposal.

(b) Functional and technical merits of proposal.

(c) Qualifications of consultant.

(d) Qualifications of assigned staff.

(e) Prior experience.

(f) Proposed method and timeline to accomplish the scope of work.

(g) Itemized cost associated with the specific components of the scope of work.

(h) Oral presentation to the committee, if requested.

(The order listed above is not necessarily an indication of the relative importance of these factors)

8. Other matters requested by the committee.