



# **REQUEST FOR PROPOSALS (RFP)**

## **Contracted Executive Director Services EAST MICHIGAN COUNCIL OF GOVERNMENTS**

### **1. Purpose**

The East Michigan Council of Governments (EMCOG) is soliciting proposals from qualified individuals or firms to provide Executive Director services under a professional services contract. The Executive Director shall serve as the chief executive officer of EMCOG and shall be responsible to the EMCOG Executive Board for the overall administration of the organization.

### **2. Scope of Services**

The Executive Director shall perform executive-level administrative and management services including, but not limited to:

- Directing and supervising EMCOG operating staff
- Administering policies adopted by the EMCOG Board of Directors
- Developing, coordinating, and administering the Regional Work Program
- Preparing proposed budgets and overseeing fiscal administration
- Recommending staffing needs and overseeing personnel administration
- Keeping the EMCOG members informed of program activities and progress
- Representing EMCOG before governmental agencies and partner organizations
- Performing other duties as assigned by the EMCOG Executive Committee or required of a chief executive officer of an independent public agency

### **3. Contract Term**

Services shall be provided under a professional services contract. The initial term and any renewal options shall be negotiated and approved by the Executive Committee. The Executive Director serves at the pleasure of the Executive Committee.

### **4. Qualifications**

The winning proposal will demonstrate leadership experience in regional planning, economic development, and intergovernmental collaboration. The ideal candidate will possess a strong understanding of local, state, and federal planning processes, grant development and administration, and public sector finance, along with a proven ability to align diverse member communities around shared regional priorities. Experience serving as a convener and strategic partner, supporting municipalities, counties, and regional stakeholders through technical assistance, data driven planning, and economic development initiatives is essential.

The Executive role must exhibit excellent communication and relationship building skills, sound judgment, and the capacity to lead a professional staff while advancing the organization's role as the region's trusted planning and coordination hub.

## 5. Proposal Requirements

Proposals shall include:

1. Cover letter
2. Statement of qualifications and experience
3. Description of approach to providing services
4. Proposed compensation and fee structure
5. At least three professional references

## 6. Insurance Requirements

The selected contractor shall, at its own expense, maintain insurance coverage during the term of the contract, including:

- Commercial General Liability insurance
- Professional Liability (Errors and Omissions) insurance
- Workers' Compensation insurance (if applicable)

Coverage limits and proof of insurance shall be provided prior to contract execution.

## 7. Indemnification

The contractor shall indemnify, defend, and hold harmless EMCOG, the Board of Directors, its officers, members, and employees from and against any claims, damages, losses, or expenses arising out of or resulting from the performance of services under this contract, except to the extent caused by the negligence or willful misconduct of EMCOG.

## 8. Termination

The contract may be terminated:

- For convenience by either party upon written notice as specified in the contract; or
- For cause by EMCOG in the event of nonperformance, breach of contract, or misconduct

Upon termination, compensation shall be paid for services satisfactorily performed up to the effective date of termination.

## 9. Evaluation and Selection

Proposals will be evaluated based on qualifications, experience, understanding of services, and overall value to EMCOG. EMCOG reserves the right to reject any or all proposals and to negotiate with the selected proposer.

## 10. Submission Information

Proposals must be received by: March 13, 2026, at 9:00 a.m.

Submit proposals to: Tim Heiden

Chairman

[theiden@villageofpeck.com](mailto:theiden@villageofpeck.com)

or mail to:

30 E. Lapeer St

PO Box 317

Peck, MI 48466