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December 18, 2025
Date

NOTICE TO PROPOSERS

We are requesting proposals for the following:

PROFESSIONAL RECRUITMENT SERVICES

Attached are the specifications.

Proposers shall state whether the service(s) proposed strictly meet these specifications and if not, they shall list each variation there from.

Sealed proposals shall be delivered to the office of the Tulsa County Public Facilities Authority, Southwest Corner of the SageNet Center, 4145 East 21st Street, Tulsa, Oklahoma 74114 until 1:00 p.m. on January 20, 2026. Proposals shall be submitted in an envelope clearly labeled "Professional Recruitment Services RFP".

Proposals will be opened by the TCPFA in the Expo Square Administrative Office, 4145 East 21st Street, Tulsa, Oklahoma, 74114 at 1:00 p.m. on January 20, 2026.

"Affidavit for Filing with Competitive Bid" form must be signed, notarized, and returned with proposal or proposal will not be accepted.

The Tulsa County Public Facilities Authority reserves the right to reject any and all proposals and waive informalities or minor irregularities in any proposal.

Respectfully yours,

Jessica Booth
Purchasing Agent

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TULSA COUNTY PUBLIC FACILITIES AUTHORITY
REQUEST FOR PROPOSALS
PROFESSIONAL RECRUITMENT SERVICES

Tulsa County Public Facilities Authority (TCPFA) is accepting proposals for Professional Recruitment Services to find potential candidates for Chief Executive Officer.

SCOPE OF SERVICES: The selected consultant will be required to provide the following services:

- Become familiar with TCPFA's Chief Executive Officer's job description and provide input on the job description (See Exhibit "A").
- Execute an Agreement for Professional Services compliant with TCPFA's General Contract Terms.
- Prepare and distribute recruitment brochure.
- Meet with the Board of Directors or ad hoc committee regarding the selection of a new Chief Executive Officer.
- Meet with the Executive Management Team regarding the selection of a new Chief Executive Officer.
- Coordinate and assist with review of applications for the Chief Executive Officer position by the Board of Directors, ad hoc committee, and/or any other reviewers identified by the Board of Directors.
- Assist with identifying at least three (3) qualified candidates to be interviewed by the Board for the Chief Executive Officer position.
- Consult with General Counsel on legal issues and documents related to the Chief Executive Officer's employment contract.
- Prepare a time schedule for the completion of services.

RFP SCHEDULE: Dates are subject to change. All registered firms will be notified should any dates change.

- Last day to submit questions – January 15, 2026, by 12:00 p.m.
- Proposals must be delivered by January 20, 2026, by 1:00 p.m.
- Proposals will be opened on January 20, 2026, at 1:00 p.m.
- Proposal will be awarded on January 22, 2026.

AGREEMENTS, TERMS & CONDITIONS: Firms shall include a Professional Services Agreement for review. TCPFA's terms and conditions are listed in Exhibit B. Firms shall review and remove any non-negotiable terms and/or shall submit alternative language for review.

EVALUTION PROCESS AND SELECTION CRITERIA: Proposals will be evaluated based on the information submitted in accordance with this section. At a minimum, proposals submitted in response to this RFP shall include the following:

A. Executive Summary: Provide a brief overview of the entire proposal describing the highlights of the proposal. In addition to the proposal overview, please provide the following basic description information regarding the proposer:

1. Legal name and address of proposer.

2. Legal form of proposer (partnership, corporation, joint venture, etc.). If joint venture, identify the members of the joint venture and provide all information required within this section for each member.

3. Address(es) of office(s) involved in providing the Services.

4. Name, title, address, and telephone number of the person to contact concerning the proposal and the proposed lead staff person for providing the Services.

B. Proposer's Qualifications: TPCFA will accept proposals only from "qualified" proposers. To assist TCPFA in comparing and selecting a proposer, proposals should address the proposer's qualifications, experience, strategy, method, and depth of capabilities and support for timely providing the following as part of the Services:

1. Developing a comprehensive profile of the ideal candidate, based on information obtained in meetings with TCPFA Board of Directors, ad hoc committee, and other as directed.

2. Recommending revisions to the Chief Executive Officer job description, if requested.

3. Designing and implementing an effective recruitment and search strategy that ensures a highly qualified and diverse candidate pool.

4. Working with the TCPFA Board of Directors and/or ad hoc committee to:

   (a) Implement a screening process that narrows the field of candidates to those that most closely match the needs of TCPFA; and

   (b) Provide TCPFA Board of Directors with detailed information about the background and experience of the top candidates from interviews and comprehensive reference checks.

5. Assisting TCPFA Board of Directors in the interview and selection process.

6. Providing an independent evaluation and assessment of the candidates.

7. Assisting TCPFA Board of Directors in conducting legally compliant background checks and negotiating an acceptable compensation and benefits package with the selected candidate, as requested.

C. Required Information: In addition, proposals must contain the following information:

1. **INDIVIDUAL QUALIFICATIONS –** The individual qualifications of the persons proposed to provide the Services, with particular attention to experience with recruiting executives for public agencies or other entities providing services similar to TCPFA.

2. **FEE PROPOSAL -** The Flat Fee for the services or a Fee Estimate estimating the number of hours required to provide the Services, the billing rates of the persons proposed to provide the Services, and any other estimated costs including travel, overhead, printing, administrative and other charges for completing the work. Proposal should specify billing procedures and method of payment.

3. **OTHER INFORMATION -** Proposals should also include information regarding the proposer's method for conducting background checks of identified candidates and retention rates for executives identified and placed as a result of the proposers' services.

4. **ACKNOWLEDGEMENT OF TERMS AND STATEMENT OF EXCEPTIONS -** The proposer shall certify that it takes no exception(s) to this RFP, including, but not limited to, TCPFA's General Contract Terms, included as Exhibit B. If the proposer does take exception(s) to any portion of the RFP and/or TCPFA's General Contract Terms, the specific exception(s) shall be identified and explained. TCPFA is not required to negotiate with proposer or to accept any items to which any proposer takes exception.

5. **ADDENDA TO THIS REQUEST FOR PROPOSALS -** The proposer shall confirm in its proposal the receipt of all addenda issued to this RFP. Copies of the actual addenda do not need to be included in proposals.

CONFIDENTIAL MATTERS: Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, proposals submitted in response to this RFP may be held as confidential by TCPFA and shall not be subject to disclosure under the Oklahoma Open Records Act until after either TCPFA and the successful proposer have completed negotiations and entered into an Agreement or TCPFA has rejected all proposals. All correspondence with TCPFA including responses to this RFP will become the exclusive property of TCFPA and will become public records under the Oklahoma Open Records Act. Furthermore, and notwithstanding any other provision of this RFP, TCPFA will have no liability to the proposer or other party as a result of any public disclosure of any proposal or the Agreement.

If a proposer believes that a portion of its proposal would be exempt from disclosure under the Oklahoma Open Records Act, the proposer must mark it as such and state the specific provision in the Oklahoma Open Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if a proposer submits trade secret information, the proposer must plainly mark the information as "Trade Secret" and refer to the appropriate section of the Oklahoma Open Records Act which provides the exemption as well as the factual basis for claiming the exemption. Although the Oklahoma Open Records Act recognizes that certain confidential trade secret information may be protected from disclosure, TCPFA may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential", "Trade Secret" or "Proprietary", TCPFA will endeavor to provide proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction at the proposer's sole expense.

EVALUATION CRITERIA: TCPFA Board of Directors will review proposals received in response to this RFP based upon, but not limited to, the following criteria:

- Prior experience in similar executive searches.
- Depth of capabilities and support.
- Qualifications of principal staff.
- Ability to provide the requested services in a timely manner.
- Proposed cost for the scope of work (both hourly rate and/or flat fee).

Evaluations will be based upon the information provided in the proposals and such other information requested by TCPFA as deemed appropriate by TCPFA. Proposals must provide clear, concise information and sufficient detail to enable reviewers/evaluators to evaluate the responsiveness and quality of the proposals to all RFP requirements. Proposals that fail to meet the RFP requirements may be rejected; however, TCPFA may waive minor irregularities in proposals if so doing would be in the best interest of TCPFA. TCPFA reserves the right to request additional information from any/all respondents as part of the selection process.

Proposals will be evaluated based on the following non-exhaustive factors:

	PROPOSAL EVALUATION CRITERIA	**POINTS POSSIBLE**
1.	Experience in the areas identified in the "Proposer's Qualifications" and "Individual Qualifications," including previous public entity.	60
2.	Depth of capabilities and support and ability to provide the requested services in a timely manner	20
3.	Commercial Terms (cost/rates) and Service Agreement Compliant with TCPFA General Contract Terms.	20

	TOTAL	100

Some or all of the consultants submitting a proposal may be invited to an interview and/or to make a presentation before the review committee. TCPFA may, or may not, choose to interview consultants, depending upon the number and the quality of proposals received. The purpose of the interview/presentation will be to discuss specific aspects of the proposal and to answer questions from the Board.

ATTACHMENTS:

- Exhibit “A”: Chief Executive Officer Job Description
- Exhibit "B”: TCPFA General Contract Terms
- Exhibit "C” Affidavit for Filing with Competitive Bid

RFP Questions and Registration:
Firms are encouraged to register their participation in the RFP to stay informed of changes or addendum issued. All questions regarding this RFP shall be directed to the email below. A copy of all questions and responses will be sent to all registered firms.

Jessica Booth
TCPFA Purchasing Agent
Email: jessica@exposquare.com

Proposal Submittal: Firms shall include one original, three copies and an electronic file of their proposal and shall be submitted in accordance with the instructions on Notice to Bidders page.

CEO – Expo Square (Tulsa County Public Facilities Authority)

Summary

The CEO of Expo Square serves at the will of the Tulsa County Public Facilities Authority (TCPFA) and is responsible for the overall leadership, strategic direction, financial integrity, and operational performance of Expo Square. The CEO works closely with the Board Chair and committees to execute board priorities, manage Expo Square's programs and facilities, and represent the organization to community partners, industry associations, and governmental entities.

Key Responsibilities

1. Board Partnership & Governance

- Serve as the primary liaison to the Board and Board Chair.
- Oversee preparation of board agendas, supporting materials, and timely reports that facilitate informed decision-making.
- Implement board-approved policies, long-term strategies, and annual organizational goals.
- Track board actions and ensure follow-through on directives.
- Support the development and effectiveness of individual board members.

2. Strategic & Operational Leadership

- Develop and execute an annual work plan aligned with Expo Square's mission and long-term vision.
- Develop, implement, and monitor policies determined by the board; provide regular, clear and concise reports on the impact of policies.
- Lead day-to-day operations across all venues, programs, and business units.
- Maintain strong internal communication to ensure efficient delivery of services and alignment across departments.
- Oversee risk management practices, contract administration, and legal compliance.
- Guide revenue generation, cost control, and organizational growth.
- Maintain substantive knowledge of Expo Square's operations, events, and industry environment.

3. Financial Stewardship

- Oversee budgeting, forecasting, and multi-department financial planning.
- Ensure financial operations comply with board-approved policies, internal controls, and generally accepted accounting principles.
- Provide clear financial reports and performance updates to the board.

- Ensure fiscal discipline, sustainable operations, and protection of public assets.

4. Staff Leadership & Organizational Culture

- Establish staffing structure and talent needs for professional and nonprofessional roles.
- Recruit, develop, and retain a qualified and engaged workforce.
- Directly supervise senior leadership positions, including: Chief Operating Officer, Controller/Financial Officer, Director of Racing, ExpoServe Director (food and beverage), Maintenance Manager, Marketing Manager, Events Manager, IT Director, Agri-Business Manager, Security Manager, and Executive Assistant.
- Maintain personnel policies, compliance with applicable laws, and a culture of respect, accountability, and service excellence.

5. External Relations & Community Engagement

- Represent Expo Square and the Tulsa State Fair to community leaders, public officials, sponsors, vendors, and media.
- Maintain productive relationships with professional associations, including IAFE, Mid-West Fairs Association, and relevant civic groups.
- Engage with stakeholders to advance Expo Square's mission, reputation, and economic impact.
- Serve as the public face of TCPFA with credibility, professionalism, and transparency.

Qualifications

- Bachelor's degree in business, management, public administration, or a relevant field.
- 10+ years of C-suite or senior executive experience in a complex, multi-venue, public-sector, or similar environment.
- Demonstrated strength in strategic planning, financial management, budgeting, and organizational leadership.
- Experience overseeing large capital, construction, or facilities projects.
- Working knowledge of Oklahoma public trusts, applicable laws, and regulatory environments.
- Familiarity with risk management, insurance principles, and contract negotiation.
- Proven ability to collaborate with elected officials, community partners, contractors, and industry organizations.
- Strong written and verbal communication skills, including public speaking.
- Experience managing vendor relationships and ensuring accountability for performance and costs.
- Industry-specific credentials preferred (e.g., Certified Fair Executive from IFEA, Certified Festival & Event Executive from IFEA, Certified Fund-Raising Executive, Institute of Fair Management Graduate).
- Ability to travel and represent Expo Square at professional meetings or off-site events while maintaining oversight of internal operations.

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Exhibit B

TCPFA General Contract Terms

It is anticipated that the TCPFA ("Authority") will enter into an Agreement with the selected respondent ("Contractor"). Contracts entered into by the Authority include, but are not limited to, the following terms:

1. **No Indemnification, Waiver of Rights or Arbitration by Authority.** Contractor understands and acknowledges that Authority is a public trust that is funded by public funds to operate for the benefit of its County Beneficiary and citizens. Accordingly, and pursuant to Oklahoma law, Authority shall not indemnify nor hold Contractor harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Contractor shall not limit its liability to Authority for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. Further, the Authority will not, pursuant to Oklahoma Law and public policy, waive any Constitutional rights, including the right to a jury trial. Authority reserves the right to pursue all legal and equitable remedies to which it may be entitled. Authority will not agree to binding arbitration of any disputes.

2. **Advanced Payments and Late Fees.** Contractor understands and agrees that Authority cannot be required to make advance payments or deposits, even if refundable and no fees of any kind on the Authority will be agreed to outside of the terms agreed to in the Request for Proposals.

3. **Intellectual Property Indemnification by Contractor.** Contractor agrees to indemnify, defend, and save harmless Authority and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials or processes provided by Contractor hereunder. Contractor shall pay all royalties and charges incident to such patents, trademarks or copyrights.

4. **General Liability and Indemnification.** Contractor shall hold Authority harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Contractor must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement. Contractor agrees to indemnify and hold the Authority harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Contractor or Contractor's subcontractors under the scope of this Agreement.

5. **No Confidentiality.** Contractor understands and acknowledges that Authority is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 *et seq.*) and therefore cannot assure the confidentiality of contract terms or other information provided by Contractor pursuant to this Agreement that would be inconsistent with Authority's compliance with its statutory requirements there under.

6. **Compliance with Laws.** Contractor shall be responsible for complying with all applicable federal, state and local laws. Contractor is responsible for any costs of such compliance. Contractor shall take the necessary actions to ensure its operations in performance of this contract and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Contractor certifies that it and all of its subcontractors to be used in the performance of this agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1313 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

7. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by Authority or its designees.

8. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue.

9. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.

10. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and signed by both parties. Notwithstanding anything to the contrary herein, the Authority does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Contractor may not assign this Agreement or use subcontractors to provide the Goods and/or Services without Authority's prior written consent. Contractor shall not be entitled to any claim for extras of any kind or nature.

11. **Equal Employment Opportunity.** Contractor shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.

12. **Invoices and Payment** Supplier shall be paid upon submission of a proper invoice(s) at the prices stipulated in the Contract and payment shall be made only after products have been provided and accepted or services rendered and accepted.

The following terms additionally apply:

a. An invoice shall contain the purchase order number, description of products or services provided and the dates of such provision.
b. Failure to provide a timely and proper invoice may result in delay of processing the invoice for payment.
c. Payment of all fees under the Contract shall be due NET 45 days.
d. The date from which an applicable early payment discount time is calculated shall be from the receipt date of a proper invoice. There is no obligation, however, to utilize an early payment discount.
e. If an overpayment or underpayment has been made to Supplier any subsequent payments to Supplier under the Contract may be adjusted to correct the account. A written explanation of the adjustment will be issued to Supplier.
f. Supplier shall have no right of setoff.

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TULSA COUNTY PUBLIC FACILITES AUTHORITY

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in the restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any Tulsa County Public Facilities Authority official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any Tulsa County Public Facilities Authority official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

_____

Subscribed and sworn to before me this _____day of _____, 20___.

_____

NOTARY PUBLIC

My Commission expires _____, _____

NOTE:

Each competitive bid submitted to a county, school district or municipality must be accompanied by this properly completed Affidavit as required by 74 O.S 1981 § 85.24. Bidder shall be disqualified if Affidavit:

1. Is **not** properly completed.
2. Does **not** accompany bid.