



REQUEST FOR PROPOSALS (RFP)
Executive Search Firm Services
Chief Executive Officer and President Recruitment

1. Introduction

Jordan Health, a Federally Qualified Health Center (FQHC), is seeking proposals from qualified executive search firms to assist the Board of Directors in the recruitment and selection of a Chief Executive Officer and President (CEO).

The selected firm will support a national search process to identify a highly qualified candidate with experience in community health, Federally Qualified Health Centers, and healthcare leadership. This candidate will be a mission-driven leader who demonstrates strong experience in Federally Qualified Health Centers (FQHCs) or community health settings, strategic leadership capability, and proven financial and operational oversight. The ideal candidate will exhibit a deep commitment to health equity, community engagement, and the delivery of high-quality, patient-centered care, along with the ability to lead a complex organization in a dynamic healthcare environment.

This procurement will be conducted in accordance with applicable federal procurement standards for organizations receiving federal funding, including 45 CFR Part 75, and Jordan Health's policies. The Board intends to select a single firm to perform the engagement, with a defined scope, milestones, and deliverables.

2. Organizational Overview

Jordan Health is a Federally Qualified Health Center providing comprehensive primary care, dental, behavioral health, and enabling services in the Rochester community. The organization is governed by a Board of Directors in accordance with HRSA Health Center Program requirements.

The organization is currently focused on advancing strategic priorities that may include growth and expansion of services, strengthening financial sustainability, enhancing quality and patient outcomes, workforce development, and deepening its commitment to health equity and community engagement.

This search is being conducted in the context of a leadership transition, with the Board seeking a CEO to build upon existing strengths and lead the organization into its next phase of strategic growth and impact.

3. Scope of Services

The selected executive search firm will be expected to provide, at a minimum, the following services:

- Meet with the Board of Directors and/or Human Resource Committee to develop a CEO position profile with the existing job description by meeting with the Board of Directors, Human Resources Committee, and other designated stakeholders to develop and refine a comprehensive CEO position profile, including leadership competencies aligned with organizational priorities, community health expertise, financial stewardship, and commitment to health equity
- Develop a recruitment plan, including national outreach
- Identify and recruit qualified candidates, including passive candidates
- Screen and evaluate candidates
- Conduct preliminary interviews
- Conduct stakeholder engagement activities, which may include interviews, focus groups, or surveys with Board members, senior leadership, and other key stakeholders, to inform the position profile and search strategy
- Perform reference and background checks
- Assist with interview coordination with the Board
- Assist with candidate evaluation tools and interview questions
- Support contract negotiation, if requested
- Provide a timeline for completion of the search process

Overall we request that the firm meet with the Board of Directors, Human Resources Committee, and other designated stakeholders to develop and refine a comprehensive CEO position profile, including leadership competencies aligned with organizational priorities, community health expertise, financial stewardship, and commitment to health equity.

4. Minimum Qualifications of Search Firm

Proposals will only be considered from firms that meet the following minimum qualifications:

- Demonstrated experience conducting executive searches for healthcare organizations
- Preferably experience recruiting Chief Executive Officers for Federally Qualified Health Centers or similar organizations
- Knowledge of HRSA and FQHC governance structure and requirements
- Demonstrated national recruitment capability
- At least three (3) client references for similar engagements

5. Proposal Requirements

Proposals must include the following information:

- Firm background and overview/ Executive Summary
- Description of experience with healthcare and/or FQHC executive searches
- Description of proposed search methodology and process
- Detailed search timeline including kickoff, recruitment launch, candidate sourcing, semifinalist and finalist stages, and anticipated hire date.
- Description of recruitment strategy and candidate outreach methods
- Description of candidate screening and evaluation process

- A detailed fee proposal including:
 - Flat fee
 - Retainer and payment structure
 - Professional fees
 - Advertising and outreach costs
 - Travel and related expenses
 - Background and reference check costs
 - Any additional or optional services and associated fee
 - Description of any candidate guarantee or replacement policy, including terms under which the firm will conduct a replacement search and any associated costs if the selected candidate departs within a specified timeframe
- Description of any additional services included
- Samples of prior work products, including: Candidate presentation profiles, Search timelines or project plan, Outreach/recruitment materials, and evaluation tools
- References (minimum of three)
- Firms must disclose any ongoing relationships with Jordan Health or affiliated entities and describe how the conflict of interest will be managed (e.g., independent evaluators, recusal practices).
- Proposals should not exceed 20 pages, excluding appendices. Appendices may include sample materials, case studies, and additional supporting documentation.

6. Deliverables

- A detailed project workplan and timeline
- Regular progress updates (biweekly)
- Documentation of recruitment strategy and outreach efforts
- A diverse and qualified candidate slate with a recommended number of candidates
- Written candidate summaries and evaluations
- Interview summaries and comparative candidate assessments
- Reference and background check summaries for finalist candidates
- Support materials for Board decision-making
- A final written recommendation report, if requested

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience conducting CEO searches, particularly in healthcare/FQHCs (25%)
- Demonstrated understanding of FQHC governance and HRSA requirements (15%)
- Proposed methodology and recruitment strategy (20%)
- Cost and fee structure (15%)
- References and past performance (10%)
- Ability to meet proposed timeline (10%)
- Approach to sourcing diverse candidate pools, including measurable outcomes (5%)

Jordan Health reserves the right to request interviews with selected firms prior to final selection.

8. Procurement Requirements

This procurement will be conducted in accordance with Jordan’s Policies and Procedures along with federal procurement standards under 45 CFR Part 75. Jordan Health will utilize a competitive procurement process and will document proposal evaluation and selection. Additionally, proposals must include a data protection and privacy clause describing how candidate data will be securely stored, transmitted, and destroyed in compliance with applicable laws and Jordan Health policies. The organization reserves the right to reject any or all proposals.

9. Proposal Submission Instructions

Proposals must be submitted no later than: **May 15, 2026 at 6:00 PM EST**

Proposals should be submitted electronically to: **LaShana Boose at JBoose@jordanhealth.org**

Questions regarding this RFP must be submitted in writing to: no later than **May 8, 2026 at 6:00 PM EST** to LaShana Boose at JBoose@jordanhealth.org

Please note the following formatting requirements:

- Maximum length of 15–20 pages, excluding appendices
- Clearly organized according to the Proposal Requirements outlined in Section 5
- Submitted in PDF format
- Include firm name and “CEO Search RFP Response” in the file name

10. Anticipated Timeline

Jordan Health anticipates the following timeline for the procurement and CEO search process. Firms should propose a detailed workplan aligned with these milestones.

RFP Issued	April 16, 2026
Questions Due	May 8, 2026
Proposals Due	May 15, 2026 at 6:00 pm EST
Firms Interviewed (if, requested)	May 22, 2026
Firm Selected	June 2, 2026
Notice to Firm of Selection	June 5, 2026
Kick Off Meeting with Selected Firm	Week of June 8, 2026
Recruitment Launch	Mid-June no later than June 29, 2026
Semi-finalist Review	August 2026 no later than August 21, 2026
Finalist Interviews	September/ October 2026 no later than October 23, 2026
Board Approval of Final Candidate	December 1, 2026
Target Hire Date	January 2, 2027

Our Mission: *To optimize health equity and well-being by providing innovative, comprehensive, integrated, and personalized care of the highest quality with dignity and respect for all, regardless of ability to pay.*