RFP Questions & Answers for CFO Executive Search

June 1, 2021

1. We submitted a proposal to Sonoma County Library in November 2020 and received a brief letter in response saying that the library chose to reject all bids. How has the search process for the CFO moved forward since?

The Library conducted two in-house recruitments; a candidate was offered the position, accepted the offer, then withdrew prior to his start date.

2. What made the library decide to reissue an RFP now this Spring?

The Library is in need of hiring a CFO; the HR Manager is in successor contract negotiations with the Union and needs the assistance of an outside firm that has the experience and time to focus on this task.

3. What is the tenure history of the CFO position?

Currently the Library has contracted with an individual from the County of Sonoma to fulfill some of the duties of the position; however, the role has been vacant since October 2020.

Prior to that the position had a stable history with minimal turnover.

4. How was the library hiring committee put together and who is on the search committee?

The hiring panel will consist of the Library Director, the Deputy Director, a Library Commissioner who is the Chair of the Finance Committee and external subject matter expert from the County of Sonoma’s Client Accounting Division, and the Human Resources Manager.

5. What has been the Library’s experience using professional search partners in the past?

The Library has primarily utilized professional search firms for the Library Director recruitment.

6. Has there been compensation benchmarking for top executive positions in the last three years?

Compensation studies have been conducted for the Library Director, Deputy Library Director and the Chief Financial Officer. The Chief Financial Officer’s salary was benchmarked in May 2021 and is pending approval for an increase at the June 7, 2021, Library Commission meeting.