



## Request for Proposals

Western Pacific Fishery Management Council

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The Western Pacific Regional Fishery Management Council (Council) is soliciting proposals for contractual services listed below.

- 1) **CONTRACT SERVICE:** Assist in recruiting highly skilled and motivated professionals to fill professional/executive positions.
- 2) **CONTRACT PERIOD:** Expected to begin April 15, 2025 and end May 30, 2025 or earlier.
- 3) **SCOPE OF WORK:** The Contractor will source, recruit and engage highly skilled professional individuals that meet or exceed executive position qualifications as established by the Council. The Contractor shall recruit, screen and create a pool of qualified individuals to be interviewed and considered for employment with the Council.
- 4) **ELIGIBILITY:**  
The potential Contractor must:
  - Have demonstrated ability and experience in recruiting and placing highly skilled and motivated executive professionals as permanent staff in Hawaii-based businesses, organizations and/or government agencies; and
  - Be familiar with the purpose, role, responsibilities and administrative operations and needs of the Western Pacific Fishery Management Council, government advisory councils or committees, and/or similar bodies, as well as the role non-governmental organizations engage with fishery management and marine resources.
- 5) **REQUIREMENTS:** The Contractor must be available immediately complete the scope of work by May 30, 2025.
- 6) **HOW TO APPLY:** Submissions should include the following items (maximum 3 pages): a. Name, affiliation, and contact information of the principal contractor(s); b. Brief statement of the services provided to address the scope of work and requirements as stated; c. fee schedule; and d. a curriculum vitae for project personnel.  
  
Proposals may be submitted by e-mail [info@wpcouncil.org](mailto:info@wpcouncil.org) (attach materials in PDF files) or regular mail, to Kitty M. Simonds, Executive Director, Western Pacific Regional Fishery Management Council, 1164 Bishop Street, Suite 1400, Honolulu, HI 96813.
- 7) **SUBMISSION DEADLINE:** Proposals will be welcome until April 30, 2025 or until a contractor is engaged.