



Request for Quote Executive Search for Chief Executive Officer

The Washington Metrorail Safety Commission is seeking quotes from qualified executive search providers to assist with the selection of a new CEO to be in place by the summer of 2026. To select a firm for this activity, the WMSC is seeking a quote to accomplish the attached scope of work that includes the following elements:

- **Qualifications:**
 - A description of the firm's experience and capabilities with similar assignments
 - Identification of key staff, their experience, and qualifications
- **Approach:**
 - A brief summary of the firm's approach to supporting the WMSC through this engagement, including the firm's approach to engaging the WMSC commissioners in the activity, promotion and advertisement of the opportunity, and methodology for screening and supporting evaluation of the candidates
 - A proposed schedule for the recruitment
- **Fees:**
 - The firm's proposed fees and billing structure for the engagement

The Commission wishes to receive a written quote, not to exceed 10 pages in length, for its evaluation. Elaborate formatting or presentation of materials is not expected or required.

The WMSC will select a firm to assist with this activity based on evaluation of the firm's qualifications, approach, and proposed fees.

Proposals should be received via email to Procurement_CEO@wmsc.gov no later than 5:00 pm EDT on Wednesday, April 8, 2026.

Questions may be directed to Procurement_CEO@wmsc.gov.



Statement of Work: Executive Search for Chief Executive Officer

Purpose: The purpose of this Statement of Work (SOW) is to obtain professional executive search and consulting services to assist the commissioners of the Washington Metrorail Safety Commission (WMSC) with its obligation to appoint a Chief Executive Officer. The consultant/firm shall provide all necessary expertise, labor, materials, and management to execute the executive search process according to the requirements set forth in this SOW.

Background: The current WMSC Chief Executive Officer announced his departure, effective June 1, 2026. The WMSC Compact states that the Board (commissioners) appoints the CEO and determines the compensation and benefits. It also requires that the CEO have expertise in transportation safety and one or more transportation safety certifications. “26. The Board shall appoint and fix the compensation and benefits of a chief executive officer who shall be the chief administrative officer of the Commission and who shall have expertise in transportation safety and one or more industry-recognized transportation safety certifications.” (Pub. Law 115-54, Aug. 22, 2017) This contract will assist the commissioners with its obligations, thereby addressing organizational needs and maintaining its oversight capabilities.

Tasks: The Commission desires to fill the position before the departure of the current CEO, or as close to that date as possible. The firm/consultant will serve as the WMSC’s non-exclusive adviser to guide and assist in the executive search for the Chief Executive Officer, by:

1. Creating a recruitment plan and schedule acceptable to the WMSC for the conduct and delivery of the tasks listed below within 10 business days from date of award; the plan shall include:
 - a. A description of the contractors proposed activities over the course of the recruitment
 - b. Advise to the Commission regarding the most effective ways to structure their activities in support of the recruitment.
 - c. Proposed materials including a concise position description and compelling recruitment materials
2. Facilitate a kickoff meeting(s) with all or some commissioners, and arrange other regular or ad hoc meetings and communication as may be required;
3. Review WMSC web site, Compact, and relevant employment-related documents to understand the legal and regulatory frameworks that govern the WMSC’s role and activities;
4. Engage in a broad search for candidates within the parameters of the WMSC Compact: expertise in transportation safety and one or more industry-recognized transportation safety certifications. The candidates need not possess a transportation safety certification prior to being hired, but must commit to obtaining one as soon as practical;

5. All engagement with potential candidates must be conducted with the highest level of integrity and confidentiality;
6. The WMSC must maintain financial and legal independence from the Washington Metropolitan Area Transit Authority. The WMSC General Counsel may assist with conflicts of interest reviews of potential candidates;
7. Conduct screening interviews to gather detailed, qualitative data from potential candidates;
8. Develop concise and insightful packages about potential candidates for commissioners to use to conduct both initial and final interviews;
9. Formulate communication strategy with assigned roles and responsibilities to ensure clear and consistent communication of the executive search plan and implementation, particularly with the candidates;
10. Report regularly to the WMSC commissioners in a format suitable for delivery:
 - a. status reports of the project and key milestones,
 - b. reports on any challenges or needs to progress the search and selection of a Chief Executive Officer;
11. Carry out any other mutually agreeable tasks directly related tasks associated with conducting an executive search for the WMSC Chief Executive Officer.

Place: This project will be completed remotely by the consultant; however, the WMSC offices in Washington, D.C. can be made available for in-person work, if required for candidate reviews, interviews, or similar work.

Travel: Although travel is not anticipated, any travel must be approved in advance by the WMSC Chair-elect, Contracting Officer or an authorized representative.

Period: The period of performance shall be nine months from the date of award.

Government Furnished Equipment/Information: The WMSC will furnish or otherwise make available the following:

1. Access to relevant organizational documentation;
2. Access, as needed, to technical resources such as Office365, SharePoint, and/or Zoom; and,
3. Access to the WMSC commissioners and select staff.

Acceptance Criteria: All deliverables will be reviewed by the WMSC within 10 business days of submission. Acceptance will be based on completeness, accuracy, and compliance with requirements. The final candidate selection will require consideration and appointment by the WMSC Commissioners, subject to any reasonable requirements they may impose.