CITY OF CASPER

REQUEST FOR PROPOSALS

Executive Recruitment Services

5/29/2015

Request for proposals for professional Executive Recruitment Services are needed to hire a City Manager for Casper, Wyoming.

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL EXECUTIVE RECRUITING CONSULTANT
FOR THE CITY OF CASPER
CASPER, WYOMING 82601

Due 4:00 PM local Mountain Time, June 15, 2015

The City of Casper, Wyoming ("City") is seeking qualification statements and service proposals from organizations ("Consultant") specializing in professional Executive Recruitment Services in an effort to hire a City Manager. The proposals should be designed to provide the City with a clear understanding of the costs of recruitment services, conducting background checks, and performing related services being solicited which shall include a not to exceed price to complete the services requested. The specific nature of the scope of work for the project is outlined in this Request for Proposals (RFP). Consultants responding will be evaluated and a short list developed which may include formal interviews.

I. Introduction and Background

Casper is located in Natrona County, near the center of the State of Wyoming. With a population close to 60,000, it is the second largest city in the State. The City is seeking professional Consultants who understand the culture of Casper, Wyoming and the importance hiring a City Manager. The City is looking for a professional consultant who has a proven track record of successful Executive hires. The optimum timeframe to have a new City Manager working for the City of Casper is within the next six months.

The Consultant shall be an expert in local government Executive recruitment who provides professional recruiting consulting services. The Scope of Services includes collaborating with the City of Casper to clarify expected qualifications, skills, experience and leadership seeking in a City Manager, conducting a national search, including preparation of a job announcement and application process, produce advertising materials, records, preliminary interviews on selected candidates, coordination of any travel arrangements, conduct actual recruitment including schedule of recruitment with review, interview, conducting background checks, and selection. The Consultant shall provide the guarantee of its work.

II. Scope of Services

Periodic updates regarding the progress of this recruitment shall be given to the designated individuals at City of Casper. The Consultant may be asked to participate in meetings to secure comments regarding the recommendation prior to a recommendation being made to City Council. The Consultant is expected to deliver a complete response to this RFP.

The City of Casper seeks a qualified professional recruitment agency to provide an Executive search for a new City Manager and shall:

- Collaborate with the City of Casper to clarify expected qualifications, skills, experience and leadership style of the City Manager;
- Create a schedule of recruitment with a timeline of review, interview, and selection;
- Conduct a national search , including preparation of all job announcement and application processes, produce advertising materials, conduct recruitment using a variety of modern and efficient methods, as well as conduct a targeted, personal recruitment of potential candidates;
- Review and screen applications, including verification of credentials, qualifications and recommendations;
- Conduct preliminary interviews on selected candidates;
- Conduct detailed background and professional reference checks on recommended finalists;
- Present a written report on background, strengths and accomplishments of top candidates;
- Coordinate all correspondence and appropriate record keeping throughout the process;
- Coordinate travel arrangements for final candidates to interview in Casper, to include spouses, if applicable;
- Coordinate, staff, and attend the interview process with the City of Casper, and assist in preparing interview questions and suggestion of appropriate techniques to best evaluate executive candidates;
- Coordinate and conduct any community meetings and/or panels;
- Compile comparative and relevant compensation and benefit data to assist the City of Casper in negotiating with identified candidates regarding terms and conditions of employment as the City Manager. The Consultant shall gain knowledge and comply with applicable employment/benefit law in the state of Wyoming.

III. General Criteria for Evaluating Qualifications

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are provided, the document and page number shall be referenced. The City reserves the right to reject any or all proposals. The City reserves the right to request more information for clarification. The proposal shall be divided into sections as indicated below:

1) **<u>Experience, Expertise, and Workability:</u>** The experience of the proposed consultant should be documented particularly with individual experience in

the successful recruitment of City Managers. The qualification statement shall identify the specific executive, professional, and technical personnel who will be assigned to work on this recruitment with the City of Casper. The proposal shall indicate the responsibilities each person will have, the approximate number of hours that this person will commit weekly, and the previous related work experience of each individual.

Personnel indicated as having appropriate expertise must be assigned to the project and be actively engaged in completion of the tasks as outline in the scope of services. Any changes in assignment of personnel shall be reviewed and approved by the City of Casper to assure consistent technical expertise throughout the term of the contract. Prior experience and/or membership with the International City/County Management Association (ICMA) is preferred. This experience will be examined at a minimum, on the basis of actual experience, length of time in business, and established working relationships with local government.

The qualification statement should provide assurance of the demonstrated ability of the Consultant work with a diverse group of individuals and agencies including citizens, businesses, and governmental organizations.

2) **Conflicts of Interest:** The qualification statement shall specifically address any possible conflicts of interest and the proposer's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this recruitment. In general, a conflict of interest is any situation in which an individual representing the City and/or the vendor is in a position to exploit a professional or personal relationship for their personal or corporate benefit.

3) **Task Overview:** The qualification statement shall establish the understanding of the City of Casper's objectives and requirements, demonstrate the consultant's ability to meet those requirements and outline clearly and concisely the plan for accomplishing the specified work. Include an example of an advertisement campaign prepared for a client similar to the City of Casper.

4) **Cost:** The qualification statement shall specifically provide a not to exceed amount for services associated with recruitment of a City Manager for the City of Casper. Proponents shall provide a detailed breakdown, at a minimum, of the following items within as estimated cost schedule:

- Staff wages;
- Travel and all associated costs;

- Material preparation, reproduction costs;
- Any additional supplemental fees;
- Fees for anticipated services being provided

The negotiated fee shall be based on estimated project costs, time, and materials, including hourly rates for technical personnel, and reimbursable expenses.

5) **References:** The qualification statement shall include names and contract information for at least three (3) professional references. The City of Casper reserves the right to contact any reference or any client listed in the proposal for information which may be beneficial in evaluating a consultant's performance.

IV. Interviews

Eligible proposals shall be reviewed and may require the consultant to appear before a selection committee for an interview. Final selection will be made by City Council.

V. Criteria for Selection

Eligible proposals shall be subject to evaluation by designated individuals and/or a Selection Committee. The evaluation shall be for the express purpose of selecting the proposal which most clearly meets the RFP requirements. The following areas will be considered in the selection:

1) **Understanding the Problem/Solution Proposal:** This refers to the consultant understand the City of Casper's needs, objectives of the RFP, and the nature and scope of the work involved.

2) **Consultant Qualifications:** This includes the ability fo the consultant to meet the needs of the RFP. Particularly, time constraints, cooperation and participation by City of Casper staff, elected officials, and special interest groups, and the quality and relevancy of recent projects of similar nature completed by the consultant.

3) **Professional Personnel:** This refers to the competence of professional personnel assigned to the project by the Consultant. Qualifications of all professional personnel will be measured by education and experience, with particular emphasis on experience directly hiring a City Manager. Individual biographical resumes with specific project experience related to this RFP will be given strong consideration.

4) **Soundness of Approach:** This refers to the quality of the respondent's expertise and methods used to recruit and hire successful executive positions.

5) **Cooperative Process:** This refers to the consultant's understanding, expression, and experience that demonstrate sensitivity to the spirit of cooperation between elected officials, City of Casper staff, and the public.

VI. Request For Proposal Procedure

Each consultant shall submit **ten (10) copies of their sealed proposal** to the Human Resources Department, 200 North David Street, Casper, WY, 82601, or hand delivered to the Human Resources Department located in the City Center Building 100 W. B Street, Suite 101 on or before **4:00 PM local Mountain Time, June 15, 2015**. Proposals shall be externally labeled "**Professional Executive Recruiting Consultant Proposal**." The proposal may be submitted as a file attachment through an e-mail message and sent to tbelser@cityofcasperwy.com with the following inserted in the "subject" line of the e-mail: "**Professional Executive Recruiting Consultant Proposal**." All proposals must be received by the specified deadline. The proposal will remain valid for at least sixty (60) days.

(1) General Criteria for Evaluation Proposals: Proposals will be evaluated regarding the stated pricing, the quality of the proposal presentation, its responsiveness to the stated requirements, the consultant's experience and expertise, the results of reference checks, and the consultant's special qualifications. The presence of any conflicts of interest will also be reviewed.

(2) Contract Award and Documents: The City of Casper reserves the right to accept, reject, or request changes in proposals. The City of Casper will work closely with the selected consultant to develop or refine a detailed scope of work, scheduled for completion of tasks and costs associated with completed work included in the contract documents. The Consultant will be required to sign a City of Casper Contract for Professional Services in a form acceptable to the City of Casper. This document will include, but not be limited to, the following articles: method of compensation, time of performance, scope of services, termination of contract, and obligations to the City.

(3) Addenda to the Request for Proposals: In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all vendors invited to respond.

(4) Late Proposals: Late proposals will not be accepted. It is the responsibility of the vendor to ensure that the proposal arrives prior to the stated deadline.

(5) Response Material Ownership: The material submitted in response to the RFP becomes the property of the City of Casper, and will only be returned to the consultant at the City's option. The City of Casper has the right to use any or all

ideas presented in reply to this request. Any confidential information to this request should be individually stamped confidential. Justification for confidentiality may be required as per Wyoming Public Records Law. Disqualification of a consultant does not eliminate this right.

(6) **Acceptance of Proposal Content:** The contents of the proposal of the successful consultant may become a contractual obligation if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful consultant to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future solicitations.