

REQUEST FOR PROPOSALS

For

Executive Search Firm

For The City Manager

Candidate Search

Proposals Due:

April 5, 2024, at 5:00 PM MDT

Duane Gurule Mayor, City of Rocky Ford



RETURN TO:

CITY CLERK RKORINEK@ROCKYFORD-CO.GOV

203 S. MAIN STREET

ROCKY FORD, COLORADO 81067

(719) 254-7414

Request for Proposal for Executive Search Firm for the City Manager Candidate Search

Introduction and Instructions

The City of Rocky Ford is requesting proposals from qualified individuals or organizations (hereinafter referred to as “Firm”) for executive search firm services, as defined under the Scope of Services section contained herein.

Proposals must be received c/o City Clerk, no later than 5:00 p.m. MDT (our clock) on April 5, 2024.

- If proposal is to be delivered via **USPS** or private courier, such as **FedEx, UPS, etc.** it must be submitted in a sealed envelope marked “**Request for Proposal/City of Rocky Ford Executive Search Firm**” sent to: **203 S. Main Street, Rocky Ford, CO 81067.**
- If proposal is to be emailed, it is to be sent to: rkorinek@rockyford-co.gov

Proposals received after the published date and time will not be considered. It is the sole responsibility of the Firm to ensure that their proposal is received on time. The City is not responsible for delays, which may occur by the United States Postal Service, or any other means of delivery used by the Firm.

If a Firm finds a discrepancy or omission from the Request for Proposal (“RFP”), or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change made to the RFP will be made by written addendum to each Firm, and shall become part of the request for any contract awarded.

Each Firm, by submission of its signed proposal, agrees to be bound by each and every term and condition contained in this RFP.

A copy of this Request for Proposal may be downloaded at cityofrockyfordco.gov. Questions regarding this proposal should be sent to the below by no later than 5:00 p.m. April 3, 2024:

Duane Gurule, Mayor
City of Rocky Ford
203 S. Main Street
Rocky Ford, CO 81067
Duane4rockyford@gmail.com

Executive Search Firm for City Manager

Background

The City of Rocky Ford is a statutory municipality of approximately 3,800 residents located in Southeast Colorado, about 50 miles east of Pueblo.

The City operates under the Council-Manager form of government and currently has an employee base of approximately 51 full-time employees, 6 part-time and 10 seasonal hourly employees.

The City has the following departments: Water, Sewer, Garbage, Fire, Police, Parks & Recreation, City Clerk, Court, Finance, Utility Billing, and Library & Museum. Several departments have administrative support personnel who perform varying degrees of responsibilities within the division.

Request for Services

The City of Rocky Ford is seeking proposals from executive search firms for the recruitment of a City Manager. The City Manager serves as the Chief Administrative Officer of the City of Rocky Ford, oversees, and coordinates the day-to-day operations of all City departments.

Scope of Services

The executive search firm will conduct recruitment of a City Manager and assist the City Council in selecting a qualified candidate, including the following services:

- Work with the Mayor and City Council to develop characteristics and attributes of the successful candidate, selection criteria and recruitment process.
- Develop recruitment strategies and timelines for approval by the City.
- Develop an accurate and enticing job description and a custom brochure describing the City Manager position, the City organization and the community, for approval by the City.
- Conduct targeted recruitment of qualified and experienced individuals and appropriate nationwide and local advertisements (including social media, online job listings and other appropriate resources).
- Receive and process application materials.
- Provide initial screening of all applications against the qualifications required in the job description and recommending potential semifinalist and document the reasons for not selecting applications.
- Assist with the selection of semifinalist and finalists.
- Conduct credential verification and background referencing at the appropriate time.

- Develop a final selection process with the City Council and coordinating the final selection process, including interviews with City Council and staff, City tours and interaction with City employees and community members.
- Make arrangements for any on-site portion of the process including scheduling/making travel and lodging arrangements per City specifications.
- Conduct all background and reference checks on final candidate(s).
- Provide timely notification and necessary follow up and feedback to all candidates not selected for the position.

The executive search firm must provide regular progress reports to the City Council, through the Mayor. The executive search firm will meet as needed with City Council, Mayor, and other City staff to develop the recruitment and discuss progress and candidates.

Timeline (Tentative)

Proposal Deadline	April 5, 2024 at 5:00pm MDT
Review of Proposals	April 9-April 23
Award of contract	April 23

Proposal Details

Proposals must be typewritten. Emphasis should be on completeness and clarity of content; do not include any promotional material. It is the responsibility of all proposers to examine the entire RFP package and seek clarification of any item or requirement before submitting the proposal. The City may request a firm to participate in an oral interview after the initial evaluation process to clarify information or inform the City with system features prior to final selection.

Rights of Review

The City reserves the right without prejudice to reject any or all proposals or to request additional information from any and all companies submitting proposals. This RFP shall not commit the City to engage any firm for the services described in this RFP.

Confidential Material

All materials submitted in response to this RFP ultimately become public record, subject to inspections. All confidential materials should clearly be identified with the words “Confidential Disclosure” to be placed in a separate file and will be protected by the Colorado Uniform Trade Secrets Act.

Executive Search Firm for City Manager

Specifications

Bidders are requested to present the following information:

1. Qualifications: Describe the background, public sector experience and search capabilities of your firm. Please give specific information regarding your qualifications to conduct City Manager searches for entities similar to the City of Rocky Ford or larger. Describe how members of your firm have developed personal contacts with potential candidates for this position.
2. Scope of Services: Provide a scope of services and a proposed outline of tasks, products, and project schedule.
3. Consulting Staff: Provide the name of the individual responsible for the project, the percentage of the time that will be allocated to the project, and the specific experience of the individual relative to the project. Please include how many searches this individual has conducted for City Manager positions along with how many within the last two years.
4. References: Provide a minimum of five (5) clients who can verify your firm's ability to provide the scope of services requested, and include a brief description of the work along with contract awarding and completion dates for each. For each reference, include the name(s), telephone numbers(s) and email address of the client's project manager. The City requires references from cities that have recently hired City Managers. Also, please provide a list of current clients who are receiving services similar to those requested by the City of Rocky Ford and a short description of the work in which you are currently engaged in.
5. Fee Schedule: Provide a detailed fee schedule outlining the services as presented in your proposal. If proposal includes any expenses that will be billed separately from professional fees, provide a detailed estimate of such expenses.
6. Approach: Provide a general description, based on experience, as to how the firm will approach the process, including methodology and estimated timelines, and how they will involve and work together with the City towards the successful selection of the candidate.
7. Contract: Provide a sample contract requested to be used, if selected, by the City. The City of Rocky Ford reserves the right to require its own contract or contract terms including, without limitation, terms generally used by The City of Rocky Ford or required by Colorado or Federal law, or otherwise protective of The City of Rocky Ford or that which is deemed helpful.

Submittal Guidelines

Proposal Content: The bidder is responsible for providing all information requested in this RFP and failure to do so may result in disqualification of the proposal. During the evaluation process, the City may request firms to answer further questions about their proposal. The City of Rocky Ford has the right to select any proposal it may choose or none at all in its sole discretion based on any requirements it chooses.

Professional Liability Insurance

Coverages of no less than \$1,100,000 per occurrence, \$1,100,000 aggregate; professional liability insurance \$1,100,000 per loss, \$2,000,000 aggregate, worker's compensation, and employer's liability insurance, if applicable. A certificate evidencing such coverage shall be provided to the City, if requested.

Termination

The City reserves the right to cancel the whole or any part of a contract issued as a result of this RFP due to failure of the firm to carry out any term, promise or condition of the contract. The City will issue a written notice of default to the firm for failing to act in compliance with the terms and conditions of such contract. Termination will be 30 days' notice by either party, at any time.

Not a Contract

This RFP is not a contract and creates no legal rights for persons or entities submitting proposals.
Executive Search Firm for City Manager