



## **Town of Apple Valley**

Human Resources

14955 Dale Evans Parkway, Apple Valley, CA 92307

Tel: 760-240-7052 Fax: 760-961-6240

### **REQUEST FOR PROPOSALS**

#### **Executive Search Firm**

The Town of Apple Valley, California is seeking proposals from qualified firms to perform executive search services in regards to recruitment and selection of a qualified individual for the position of Town Manager.

#### **Scope of Work:**

The firm is to perform an executive search for the position of Town Manager. The firm is to utilize their experience and knowledge of executive searches to perform the following:

1. Translate the Town's needs into a detailed recruiting specification, to encompass a state/nationwide search.
2. Document procedures to be carried out including timelines for their accomplishments.
3. Prepare recruiting materials that present an accurate profile of the position and the environment.
4. Screen and evaluate candidates to establish a qualified semi-final group.
5. Develop a list of finalist utilizing generally accepted screening practices and procedures, to be detailed in the report.
6. Research personal, professional, and academic qualifications thoroughly and discreetly.
7. Consolidate the findings of the final candidates into a clear, objective profiles detailing:
  - a. Current situation
  - b. Past experience
  - c. Skills and performance that are directly appropriate for the position
8. Develop and participate in the selection process, to include meeting with the Mayor and Town Council and any advisory committees the Council may appoint;
9. Prepare a list of final candidates and coordinate interview with the Town.
10. Assist in final negotiations and handle all related correspondence.
11. Report progress in all phases regularly to the Town Council.

### **Prepare and Submittal Instructions:**

Official submittal of the proposal shall consist of seven (7) copies of the proposal in a sealed envelope and sent to the Town of Apple Valley, c/o Nikki Salas, Assistant Town Manager, 14955 Dale Evans Parkway, Apple Valley, CA 92307. The deadline for receipt of the proposal is 5:00 pm on Wednesday, April 26, 2017. The envelope shall show the notation, "Executive Search for Town Manager" in the lower right hand corner. Only sealed proposals will be accepted. Faxed proposals will be rejected.

The Town is requesting an electronic copy of the proposal be submitted to: Nikki Salas, Assistant Town Manager, at the email address of [nsalas@applevalley.org](mailto:nsalas@applevalley.org). **The electronic copy of the proposal does not meet the conditions of an official proposal.**

Mrs. Salas must receive the electronic copy of the proposal prior to the date and time specified above. Mrs. Salas must receive the proposal by the deadline. The sender is responsible to ensure to meet all submittal deadlines. The Town of Apple Valley will not consider late submittals.

There will be no disclosure of contents of competing firms and the town will keep all proposals confidential during the negotiation process. Except for trade secrets and confidential information, which the respondent identifies as proprietary, all proposals will be open for public inspection after the town awards a contract.

Respondents may withdraw their proposal at any time prior to the time specified as the closing time for acceptance of proposals. However, no respondent shall withdraw or cancel his or her proposal for a period of 90-days after the closing of the acceptance of proposals.

All costs directly or indirectly related to the preparation of a response to the RFP or any oral presentation required supplementing and/or clarifying a proposal, which the Town, may require, shall be the sole responsibility of and shall be borne by the respondent.

During the proposal development, respondents may direct questions regarding the RFP or the process to: Nikki Salas, Assistant Town Manager, 14955 Dale Evans Parkway, Apple Valley, CA 92307 or call (760) 240-7052 or via email at [nsalas@applevalley.org](mailto:nsalas@applevalley.org).

The Town of Apple Valley requests respondents for this Request for Proposal do not contact town staff and/or members of the Town Council, other than Mrs. Salas, during the proposal and evaluation phase.

### **Consideration of Proposal:**

The Town reserves the right to accept or reject the proposal of any respondent who previously failed to perform or complete on time, agreements of similar nature, or to reject the proposal from any respondent who is not in a position to perform specified requirements contained herein.

**Modifications:**

Any changes, amendments, or modifications to a proposal must be made in writing, submitted in the same manner as the original response, and conspicuously labeled as a change, amendment, or modification to a previously submitted proposal. Changes, amendments, or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

**Insurance Requirements:**

Within ten days of notification of award and through the period of retained services, consultant will provide a certificate of insurance evidencing proof of General Liability, Automobile Liability, Professional Liability, and Workers Compensation/Employee Liability insurance with a minimum coverage of \$1 million dollars coverage.

**Selection Criteria:**

The Town will award the contract to the respondent who submits a proposal that, in the judgment of the Town of Apple Valley, is best able to produce a quality program for the best price. The past performance of the respondent, as verified by references, will be an important consideration. The successful placement of qualified City Managers will be significant.

**RFP Requirements:**

RFP's should provide the following information:

1. A statement of qualifications, history, and experience for the firm.
2. Identification of all key personnel assigned to this project and the specific role of each individual.
3. A brief explanation of the firm's objectives and approach to an executive search.
4. A list of client references, including a brief description of the project, specifically projects involving executive searches for the position of Town and/or City Manager.
5. A list of required information needed by the firm to perform the requested services.
6. An outline of the process that utilized for the recruitment along with an expected recruitment timeline.
7. The total fee for this executive search including professional fees and expenses for the project with the actual cost not to exceed ten percent of the total fees. The fee for this search must be valid for 180 days.