

REQUEST FOR PROPOSALS
FOR
RECRUITMENT SERVICES – CITY MANAGER

Notice is hereby given that proposals will be received at the City of Atwater (ATWATER) for performing all work necessary in accordance with the Requirements specified herein. Please carefully read and follow the instructions provided. Proposers are responsible for making certain their proposal is complete and is received by ATWATER on or before the closing deadline.

Proposals shall be mailed, delivered, or emailed to:

City of Atwater
Attn: Jeanna Del Real, Human Resources Director
750 Bellevue Road
Atwater, California 95301
Email: jdelreal@atwater.org

Proposals shall be clearly marked as follows:

“Proposal for Recruitment Services – City Manager”

Submission Deadline, May 17, 2017, 12:00 PM, PST

PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE REJECTED.

The ATWATER Purchasing Policy and all of its provisions are incorporated by this reference.

ATWATER is not liable for any costs incurred by proposers in replying to this Request for Proposals (RFP.) Proposers are to clearly identify any information that is confidential and/or proprietary. ATWATER is not responsible or liable for the disclosure of any information that is not clearly labeled as confidential and/or proprietary.

Inquiries are to be directed to Jeanna Del Real, Human Resources Director, via email, Monday through Thursday, at jdelreal@atwater.org.

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PROPOSER'S SUBMITTAL CHECKLIST

This checklist is provided to assist Proposers with submitting a complete Proposal. Proposals should be tabbed as noted below.

1. ____ Cover letter
2. ____ Certification and Reference list
3. ____ Experience and Response to Requirements
4. ____ Proposed Fee Schedule and Completion Date

Non-submittal of any requested item may be considered non-responsive.

DEFINITIONS

Agreement – The Agreement constitutes the entire contract between ATWATER and the awarded Proposer. Term may be used interchangeably with Contract.

Authorized Representative – Person who has the legal authority to enter into and sign contracts on behalf of the organization.

Closing Deadline – The last day and time the proposal must be received in the office at 750 Bellevue Road, Atwater, California 95301. Term may be used interchangeably with Submission Deadline.

Contract – The Contract constitutes the entire agreement between ATWATER and the awarded Proposer. Term may be used interchangeably with Agreement.

Consultant – The Proposer awarded the Contract derived from this RFP. Term may be used interchangeably with Contractor or Vendor.

ATWATER – City of Atwater, a municipal corporation.

Proposer/Respondent – A person, partnership, firm, or corporation submitting a proposal with the intention of obtaining an ATWATER contract.

Subcontractor(s) – Any person, entity or organization, to which Consultant or ATWATER has delegated any of its obligations hereunder.

SECTION I – GENERAL INFORMATION

1.1 PURPOSE

The City of Atwater (ATWATER) is seeking proposals from interested, qualified, and experienced professional search firms to provide recruitment services for the position of City Manager.

ATWATER intends to use the results of this RFP to award a contract for recruitment services of a City Manager, however, this RFP does not obligate ATWATER to award a contract or complete the recruitment, and ATWATER reserves the right to cancel the solicitation if it is in its best interest.

1.2 BACKGROUND

The City of Atwater is a general law city located in Merced County. As a general law city, the city employs a City Manager to carry out the policies and ordinances established by the City Council, and to undertake such duties as may be required by law.

1.3 PROJECT COMMENCEMENT

The contract term is anticipated to commence on or about June 13, 2017. All work is contingent upon agreed upon services, available funding, and successful performance.

1.4 SCHEDULED ACTIVITIES

To the extent achievable, the following schedule shall be used for the RFP review and selection process. ATWATER reserves the right to modify the dates below as necessary.

- | | |
|--------------------------------------|-----------------------------|
| a. RFP Distributed | May 3, 2017 |
| b. Publish | May 5, 2017 |
| c. Deadline for Questions | May 10, 2017, 5:00 PM, PST |
| d. Deadline for Proposal Submittal | May 17, 2017, 12:00 PM, PST |
| e. Evaluations | Week of May 22, 2017 |
| f. City Council Approval (if needed) | June 12, 2017 |
| g. Contract Execution | June 12, 2017 |

1.5 QUESTIONS, CLARIFICATIONS AND/OR REVISIONS

Proposers are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions or deficiencies they have concerning this RFP via email to jdelreal@atwater.org no later than 5:00 PM, May 10, 2017.

If the Proposer fails to notify ATWATER of any condition stated above that reasonably should have been known to the Proposer, and if a contract is awarded to that Proposer, the Proposer shall not be entitled to additional compensation or time by reason of the error or its correction.

Revisions to this RFP will be made only by official addendum issued by ATWATER. Proposers are responsible for checking the City website for addenda before submitting their response. Failure to acknowledge addenda may disqualify the Proposer. Responses or clarifications that may not cause revision to the RFP may be issued by ATWATER as a response memo. Proposers are responsible for checking the website for responses or clarifications at www.atwater.org.

1.6 WITHDRAWAL OF RESPONSES

Responses shall be irrevocable unless withdrawn prior to the closing deadline. Proposers may withdraw a response, in writing, at any time up to the closing deadline. A written withdrawal notice must be received by ATWATER at 750 Bellevue Road, Atwater, California, 95301. The notice must be signed by an authorized representative. If a previously submitted response is withdrawn before the closing deadline, the Proposer may submit another proposal at any time up to the closing deadline.

1.7 FALSE OR MISLEADING STATEMENTS

Proposals which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Proposer, shall be rejected.

SECTION II – REQUIREMENTS

2.1 SCOPE OF SERVICES

ATWATER is seeking the assistance of a professional search firm to conduct a recruitment process to fill the position of City Manager. The scope of service includes:

- Meeting with the ATWATER City Council and Human Resources Director to obtain information regarding the expectations, challenges, requirements and responsibilities of the position.
- Development of a position profile and advertising brochure.
- An aggressive direct networking campaign for top talent that may include local, regional, in-state and national elements as determined during the initial meetings with ATWATER.
- Advertisements are to be placed in select appropriate professional publications and on Internet bulletin boards.
- Thorough screening of applicants, including face-to-face meetings or videoconferences of viable candidates. Screening is to include background, criminal and credit checks, references, and media checks to ensure the finalists have backgrounds of highest integrity.
- Creation of a list of quality finalists.
- Meeting with the ATWATER City Council and Human Resources Director with final recommendations and assistance with the selection process, including attending two rounds of interviews with finalist candidates.

The Consultant or ATWATER may propose additional tasks as deemed necessary to complete the assignment. Any additional work shall be compensated as agreed upon in the Consultant's contract with ATWATER.

SECTION III – SUBMITTALS

3.1 GENERAL INSTRUCTIONS

This section describes the response format and content. The response must contain the requested information in an organized manner. Each Proposer shall submit a complete response.

A response may be rejected if it is conditional or incomplete, or if it contains any alteration of form or other irregularities of any kind. A response may be rejected if any such defect or irregularity constitutes a material deviation from the submittal requirements. Responses submitted under improperly marked covers may be rejected. If discrepancies are found within the response, the response may be rejected.

All responses must be submitted in the name of the legal entity or authorized agency.

3.2 SUBMITTAL PACKAGE

Proposers must submit one (1) original signed version and two (2) copies of all materials required for acceptance of their response by 12:00 p.m. PST, May 17 2017 to:

City of Atwater
Attn: Jeanna Del Real, Human Resources Director
750 Bellevue Road
Atwater, California 95301

All responses must be received by ATWATER by the closing deadline. Late responses will be rejected. Receipt of the response by the U.S. mail system does not constitute receipt of the response by ATWATER. ATWATER will not accept facsimile responses. All responses must identify the following information:

1. Proposer's Name and Address
2. Proposal for Recruitment Services – City Manager – Submission Deadline 12:00 p.m. PST, May 17, 2017

3.3 COVER LETTER

A one (1) page cover letter shall include the company and the individual who will be the primary contact person and shall be signed by an authorized representative.

3.4 CERTIFICATIONS AND REFERENCES FOR SUBMITTAL

- 1) Exhibit A – Certification, noting any addenda, proposed cost and anticipated completion date; and
- 2) Exhibit B – Reference List

RFP Certifications must be signed by the person in the Proposer's organization who is responsible for the decision as to the prices being offered or by a person who has been authorized in writing to act as agent for the person responsible for the decision on prices and services. Failure to provide this form/information with a submittal may disqualify the response.

Proposer must supply three references to which similar services have been provided. If contacted, all references must verify that a high level of satisfaction was provided.

ALL Proposers must complete a Disadvantaged Business Enterprise (DBE) Bidders List form.

3.5 EXPERIENCE AND RESPONSE TO REQUIREMENTS

The section should contain the following information:

- A statement of the firm's understanding of the service to be performed and a positive commitment to provide the service as indicated in this RFP.
- A statement that the Consultant can meet ATWATER's mandatory insurance requirements as stated herein
- Specific qualifications regarding experience in conducting professional search/recruitment services, including the names of clients similar to ATWATER.
- A description of the firm's organization and staff's qualifications.

A milestone chart may be completed to display the time frame for achieving and accomplishing each major project task or activity.

3.6 PROPOSED FEE SCHEDULE

Proposer shall provide a proposed fee schedule including any incidental or hourly fees.

SECTION IV – EVALUATION AND SELECTION PROCESS

4.1 BASIS OF AWARD

ATWATER intends to make an award to the responsive and responsible Proposer whose proposal is most advantageous to ATWATER. Each proposal received will be evaluated and determined if it meets the stated requirements. Failure to meet these requirements will be a cause for eliminating the Consultant from further consideration.

4.2 RIGHT TO REJECT RESPONSES

ATWATER reserves the right to reject any or all responses or any part thereof, to waive any informalities or minor irregularities in the responses, and to make an award on the basis of suitability, quality of services to be provided, and ability to perform the Requirements.

4.3 EVALUATION

Initial evaluation of the proposals will be made by the Human Resources Director and/or the City Attorney. In addition to evaluating written proposals, oral interviews may be requested. Final selection may be made by the City Council.

4.4 EVALUATION CRITERIA

Proposals will be evaluated generally on the following criteria, which is neither weighted nor prioritized:

- Demonstrated understanding of the service requested
- Prior experience in performing similar work
- Qualifications of the firm and assigned individuals
- Methodology and scope of the proposed study
- Fees charged and cost effectiveness of the proposed service
- Reference check

4.5 NEGOTIATIONS

ATWATER reserves the right to negotiate the terms of the contract, including the award amount, with the selected Proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the selected Proposer, the agency may choose to negotiate a contract with the next qualified Proposer, etc.

EXHIBIT A – CERTIFICATION

To: City of Atwater
Attn: Jeanna Del Real, Human Resources Director
750 Bellevue Road
Atwater, California 95301

Re: Proposal for Recruitment Services – City Manager

In compliance with the submittal requirements of which this Certification is a part, the undersigned proposes to furnish all services for the cost indicated in the enclosed submittal package.

Total Proposed Cost \$ _____ Valid for 90 Days
Anticipated Completion Date _____ (assuming June 13th start date)

The undersigned acknowledges receipt of the following addenda to the RFP:

Addendum No. _____, dated _____
Addendum No. _____, dated _____
Addendum No. _____, dated _____

I am the authorized representative with authority to sign this certification and agree that:

1. The Response has been arrived at by the Proposer independently and has been submitted without collusion, and without any agreement, understanding, or planned common course of action, with any other party which would obstruct fair and open competition;
2. The Proposer is legally entitled to enter into contract with ATWATER and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of state and federal law; and
3. The Proposer is fully informed regarding the accuracy of the above statements.

EXHIBIT A – CERTIFICATION (CONTINUED)
NOTICE

Any agreement or collusion among Proposers or prospective Proposers which restrain, tend to restrain, or is reasonably calculated to restrain competition by agreement to respond, or to refrain from responding, or otherwise, is prohibited.

Name of Individual, Partnership, or Corporation

Address

Authorized Person (Print or Type) Authorized Signature

Title of Authorized Person Date

Email Address of Authorized Person

Contracting Officer (Print or Type) Authorized Signature

Title of Contracting Officer Date of Award

EXHIBIT B – REFERENCE LIST

Complete and return with the submittal package. Three references required.

REFERENCE NO. 1 – CLIENT NAME: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____

REFERENCE NO. 2 – CLIENT NAME: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____

REFERENCE NO. 3 – CLIENT NAME: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____