



CITY OF ROLLINGWOOD
403 Nixon Drive
Rollingwood, Texas 78746
(512) 327-1838 Fax (512) 327-1869

REQUEST FOR PROPOSALS FOR RECRUITMENT SERVICES

The City of Rollingwood is requesting proposals from interested, qualified, and experienced professional search firms to provide recruitment services for the position of Chief of Police. A Request for Proposals (RFP), which includes instructions for its completion, is attached.

Respondents to this RFP shall submit completed proposals in a sealed envelope, clearly marked with "Proposal for Recruitment Services" and the name of the firm submitting the proposal. An original and two (2) copies of the proposal must be submitted by 4:00 p.m. PST on Thursday, November 15, 2018, to the following address:

Rollingwood Municipal Building
403 Nixon Drive
Rollingwood, Texas 78746
Attn: Amber Lewis, City Administrator

If you have any questions about the RFP, please submit your inquiries in writing, preferably via e-mail to:

Amber Lewis, City Administrator
administrator@cityofrollingwood.com
(o): 512-327-1838

CITY OF ROLLINGWOOD
Request for Proposals for Recruitment Services

INTRODUCTION

The City of Rollingwood (“City”) is requesting proposals from professional search firms for recruitment services. All proposals must be received at the Rollingwood Municipal Building, 403 Nixon Drive, Rollingwood, Texas, 78746, **no later than 4:00 p.m. CST on Thursday, November 15, 2018. Late proposals may not be considered.** An original signed version and two copies, sealed and clearly marked, “Proposal for Recruitment Services” must be submitted. The proposal must show the return address and telephone number of the proposer.

Proposals must be responsive to City’s request. The City shall determine the most responsive and responsible consultant providing the best service at the most reasonable cost. Cost alone shall not be the determinative factor. The City reserves the right in its absolute discretion to make no award or contract.

BACKGROUND

The City of Rollingwood is located directly adjacent to Austin’s western city limits and neighbors downtown Austin and the University of Texas. Incorporated in 1955, the City has the warmth and charm of a small town neighborhood. Large, sprawling lots with rolling topography and live oaks aplenty add to its attraction. Contributing to Rollingwood’s outstanding quality of life are the City’s low crime rate, superior school district, and desirable location.

The City of Rollingwood has a population of approximately 1,500 people. It is a Type A, General Law City with a Mayor-Council form of government. The City Council consists of the Mayor and five alderpersons elected at-large to staggered, two-year terms. Annually, the City Council selects one of its members to serve as Mayor Pro Tempore.

The City Administrator is responsible for the administration of City affairs and is assisted by an executive team, which includes a City Secretary, Director of Public Works, Chief of Police, Finance Manager, and Municipal Court Clerk. The City has approximately 18 full-time employees.

PURPOSE

The City of Rollingwood is seeking proposals from interested, qualified, and experienced professional search firms to provide recruitment services for the executive position of a Chief of Police.

The request for proposals does not obligate the City to award a contract or complete the recruitment, and the City reserves the right to cancel the solicitation if it is considered to be in its best interest.

GENERAL SCOPE OF SERVICE REQUIRED

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

- Meeting with City Administrator to obtain information regarding the expectations, challenges, requirements and responsibilities of the position.
- Meeting with key personnel to obtain information about the City, including demographics, budget, and organizational structure.
- Development of a position profile and advertising brochure.
- An aggressive direct networking campaign for top talent that may include regional, in-state and local elements as determined during the initial meetings with the City.
- Advertisements are to be placed in select appropriate professional publications and on internet bulletin boards.
- Thorough screening of applicants, including through face to face 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 the highest integrity.
- Creation of a list of quality finalists.
- Meeting with the City Administrator with final recommendations and assistance with the selection process, including attending one round of interviews with finalist candidates.

The consultant or the City 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 the City.

PROPOSAL SUBMISSION REQUIREMENTS

The consultant shall be responsible for preparing an effective, clear, and concise proposal. It is recommended that proposals contain the following information:

- A cover letter introducing the company and the individual who will be the primary contact person.

- On no more than one printed page, 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 the following insurance requirements: The City requires Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence if available to a professional engaged in consultant's regular course of business, Automobile Liability insurance with a minimum limit of \$1,000,000 per accident, and Workers Compensation Insurance as required by the State of Texas. The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement is entered into. Failure to comply could result in non-award of the contract.
- Specific qualifications regarding experience in conducting professional search/recruitment services, including the names of clients similar to the City. A reference list should be attached to the proposal, with client names, contact persons, and phone numbers.
- A discussion of any methodologies used or approaches taken in conducting executive/professional searches and/or recruitment services.
- A detailed timeline for completion of each phase and the total project. The City is interested in pursuing this recruitment in as expeditious manner as possible.
- A description of the firm's organization and staff's qualifications.
- A proposed fee schedule including any incidental or hourly fees.
- The signature of an authorized individual to bind the firm. The proposal must be a firm offer for a ninety-day period.
- Submit one original and two (2) copies of proposals.

SELECTION PROCESS

Each of the proposals 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.

The City shall not be liable in any way for any cost incurred by any consultant or in the preparation of its proposal in response to this RFP nor for obtaining any required insurance.

The City reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all or part of proposals, and to be the sole judge of the suitability of the proposals offered.

Initial evaluation of the proposals will be made by staff. In addition to evaluating written proposals, oral interviews may be requested. Final selection will be made by the City Manager.

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
- Availability to timely complete the recruitment
- Reference check

The successful firm may be retained to assist with additional future executive recruitments as needed.

PROPOSAL REVIEW AND AWARD SCHEDULE

RFP Distributed	October 18, 2018
Request for Clarifications Due	November 1, 2018
Clarification Responses Provided	November 6, 2018
Proposals Due	November 15, 2018
Proposals Reviewed/Evaluated by Staff and Council	November 15-28, 2018
Council Approval of Contract	November 28, 2016
Contract Executed/Work Begins	Immediately following award of contract

SUPPLEMENTAL INFORMATION

Questions concerning this request for proposals should be in writing (e-mail preferred) and directed to:

Amber Lewis, City Administrator
administrator@cityofrollingwood.com
403 Nixon Drive
Rollingwood, Texas 78746