



REQUEST FOR PROPOSAL

City of Kingsville RFP 15-06 Executive Search Firm – City Manager

REQUEST FOR PROPOSALS

Executive Search Firm

City Manager Candidate Search

RFP 15-06



DUE DATE: MARCH 4, 2015—1:30 pm.

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The City of Kingsville is seeking proposals from qualified firms to perform executive search services in regard to the selection and recruitment of a qualified individual for the position of City Manager.

- I. Scope of Work – the scope of services will require the successful firm to fully participate in all aspects of the recruitment which may include all or some of the following: preparation of recruitment materials, development and application of screening criteria, pre-screening of candidates, facilitation of committee review of candidates, management of the interview process, detailed background and reference checks for the finalists or finalist, and assistance in negotiations and contracting with the preferred candidate. The firm will work with the City’s Human Resource Department to carry out the process.

- II. Preparation and Submittal Instructions
Official submittal of the proposal shall consist of one original proposal clearly marked “Original” and four (4) paper copies of the proposal enclosed in a sealed envelope and sent to the City of Kingsville, Purchasing Department, 200 E Kleberg Ave Kingsville, TX 783636 or our mailing address at PO Box 1458, Kingsville, TX 78364. **The deadline for receipt of the proposal is March 4, 2015 at 1:30 p.m.** The envelope shall show the notation “Executive Search Firm - City Manager Candidate Search” in the lower right hand corner. Only sealed proposals will be accepted. Faxed proposals will be rejected

III. Statement of Qualifications – the City is seeking to contract with a competent and experienced recruiting firm.

1. Firm Overview

Each statement of qualifications submittal must include:

- a. Brief profile of the firm, and the qualifications and resumes of the professionals who will work directly on this recruitment.
- b. Description of the firm's approach to executive recruitment
- c. A list and descriptions of any lawsuits filed against the firm during the preceding three years and any litigation currently pending or threatened in conjunction with the type of services described herein.

2. Qualifications and experience

- Description of the firm's executive search experience in Texas and nationally with respect to local government executive level recruitment

IV. Evaluation Criteria – The proposals received will be evaluated and ranked according to the following criteria:

V.

25%: A statement of qualifications, history and experience of the firm to include identification of all key personnel who will be assigned to the project and the specific role of each individual.

25%: An explanation of the firm's objectives and approach to the candidate search including an outline of the process and methodology to be utilized, along with a timeline by which the processes will occur.

25%: A list of client references, specifically from executive searches for the position of City Administrator or City Manager.

25%: The cost of associated fees and expenses for the project, including but not limited to rates and estimated hours.

The committee will review the proposals and will recommend one firm to the Kingsville City Commission which will have final authority to award the contract.

DMason

David Mason

Director of Purchasing and Technology