



**RFP 6070 - REQUEST FOR PROPOSAL
EXECUTIVE SEARCH CONSULTANT
DUE: JULY 22, 2014 AT 2:00PM**

The Town of Trumbull ("Town") is seeking proposals from qualified firms to perform an Executive Search for the position of Police Chief..

The deadline for receipt of sealed proposals is: **JULY 22, 2014 at 2:00 PM (EST Time)**. Sealed proposals must be received by this deadline at the following location:

Town of Trumbull
Purchasing Agent
5866 Main Street
Trumbull, CT 06611

Any proposal received after the date/time listed above will be returned and will not be considered.

All questions pertaining to this Request for Proposal (RFP) must be communicated in writing and be received via email not July 19, 2012 at 3:00 PM (EST Time). Questions must be sent to the email address below and should include the specified Buyer's name and proposal number, and any question(s) should include a reference to the appropriate page and section number of the RFP.

Questions and answers will be posted on the Town of Trumbull webpage www.trumbull-ct.gov by July 19, 2014 at 5:00 PM (EST):

Jim Haselkamp, Director of Labor Relations
Jhaselkamp@trumbull-ct.gov

Copies of the Request for Proposal, questions and answers, and any related documents are available on the Town's Website as noted above in the Purchasing Department Section..

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Section 1 Project Summary

1. Request for Proposal Summary

Town of Trumbull, ("Town") is seeking proposals from qualified firms for Executive Search Consultant Services in accordance with the Scope of Work specified in this Request for Proposals (RFP). An award will be made to the firm that demonstrates experience and expertise in executive recruitment for municipal/public sector that proposes reasonable fees and meets the requirements of this RFP.

2. Entity Submitting RFP.

The terms "vendor", "proposer", "offerer", "firm", "consultant", "company" or "contractor" used in this RFP or any subsequent documents or communications related to this RFP are interchangeable and mean the consultant or entity submitting a proposal and seeking to enter into a contract for the goods and/or services requested in this RFP.

3. Description of the Town of Trumbull

The Town of Trumbull, located in Fairfield County, Connecticut, is a vibrant community of more than 34,000 citizens that combines small-town New England character and charm with extensive retail, commercial, and light manufacturing activity. The Town is located approximately 65 miles from NYC, with easy access to the major highway and transportation hubs. The Town has excellent schools, safe environment, conveniences and amenities including an excellent parks and recreation system. The Town employs approximately 240 full time employee and several hundred part time and seasonal employees.

Section 2 Scope of Work

This section of the RFP lists requirements that require specific written responses or confirmations. To be considered for selection, Proposer must demonstrate in their proposal that it meets the following requirements and has provided all required information.

General Outline:

1. Project Scope

The Town is seeking a full service Executive Recruitment Firm to execute a successful search for our next Police Chief. Services are expected to include, at a minimum, the design and execution of all steps to: define the search, develop a collaborative description of duties for the position, find and recommend potential candidates that meet all requirements for that position, present those candidates to the Board of Police Commissioners for a final hire decision and assist in the execution of the hiring process.

2. Key Project Deliverables

Proposer shall have extensive experience in performing searches for public sector clients, preferably with specific experience in recruiting for the highest level municipal positions (Town Manager, Police Chief, Fire Chief). Proposer must demonstrate an understanding of the public sector and especially community search processes. The proposer should also have a proven national presence and capability to identify and recruit not only those individuals who may be in the job market, but those who may not be actively searching for a new position.

3. Technical Requirements

- a. The Proposer shall provide a brief description of their firm, including information relating to its organization and management practices.
- b. The Proposer shall provide descriptions of its services offered, including any templates or outlines of recommended processes, method of approach and timelines as well as describing the qualifications of the individuals who are being proposed to service the account.

- c. The Proposer shall provide a schedule of fees. In addition, an explanation of their billing practice should be provided in case of a failed or incomplete search (i.e.: no candidate selected) or the case of a successful candidate who leaves in less than a year.
- d. The Proposer shall provide a list of at least three references from clients, including point of contact, company name, address, phone, and e-mail.

4. Specific Responsibilities

The successful Consultant shall work with the designee(s) to coordinate all aspects of the search process. The services provided by the Consultant shall include, but may not be limited to the following:

- a. Proposer shall assist the Town/Board of Police Commissioner collaboratively developing an “ideal” candidate for the position including the desired qualifications and attributes of applicants, and in the recruiting of qualified applicants.
- b. Proposer shall seek to identify a diverse pool of qualified candidates from those actively pursuing a job change as well as those who may not be in the job market.
- c. Proposer shall be actively involved in leading any Commission discussions and deliberations.
- d. Proposer shall be responsible to review the background and credentials of all finalists, including background checks and information and news searches and providing detailed reports on each to the Board.
- e. Proposer may be requested to assist in contract negotiations with the finalist(s) for the position.

5. Timeline and Due Dates (suggested but to be determined prior to release)

Event	Date & Time
RFP Release Date	June 29, 2014
Bidder Questions Due	July 10 2014
Respond to Bidder Questions	July 14, 2014
RFP Due Date	JULY 22, 2014
Award	TBD

Section 3 Proposal Preparation and Submittal

Proposals must conform to all requirements stated below, and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal.

Before submitting a proposal, each firm shall familiarize itself with the entire RFP, including Scope of Work, contract form and all laws, regulations and other factors affecting contract performance. The firm shall be responsible for fully understanding the requirements of a subsequent contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the firm. There will be no subsequent financial adjustment for lack of such familiarization.

All proposal materials must be placed in a sealed package (envelope, box, etc.) clearly marked with the proposal name and number and the firm’s name. It is the responsibility of the firm to ensure that proposals are received in the Purchasing Agent by the due date and time stated on page 1 of this RFP. The firm is responsible for delivery of their proposal by the deadline notwithstanding any claims of error or failure to perform by a mail, courier or package delivery service. No proposals or proposal modifications may be submitted orally, electronically, or via telephone, facsimile, or electronic mail (email).

All proposals must be word processed on standard paper size (8½ x 11 inches) and shall be in the required format incorporating the forms provided in this RFP package, if any. It is permissible to copy these forms as required. The authorized person signing the proposal shall initial erasures, interlineations or other modifications on the proposal.

The firm’s proposal should be organized in sections as outlined below:

1. Cover Letter

All proposals must include a cover letter submitted under the firm's name on the firm's letterhead containing the signature and title of a person or an official of the firm who is authorized to commit the firm to a potential contract with the Town. The cover letter must also identify the primary contact for this proposal and include the Town's RFP number found within this RFP. The cover letter should express the firm's interest and serve as an executive summary of the proposal. Claims of proprietary information must be included in the cover letter.

2. Proposal Form

All proposals must include the complete Proposal Form signed by a person or an official authorized to commit the firm to a contract with the Town.

3. Proposal Copies

The firm must submit two (2) original copy of the proposal, clearly marked "Original". In addition, the firm must submit one (1) digital PDF copy of the proposal on media suitable for copying and distributing electronically.

4. Qualifications

The proposal verbiage must describe the firm's qualifications to provide the requested services, and include the following:

- a. Description of the nature of the firm's business; include a description of experience, competencies, and overall organizational capabilities.
- b. Corporate organization chart indicating key management team members.
- c. Number of years in business.
- d. Description of the firm's capabilities to provide the requested service(s).
- e. Description of the project staff structure, the background, qualifications and relevant experience of all staff involved in the project, including length of time at contractor; include the responsibilities that each staff member will have during the execution of this project.
- f. Overview of approach and description of methodology to be used.
- g. Description of project structure and detailed project timelines and phases.
- h. References: The proposer must provide three (3) independent references from three (3) different projects of similar scope, nature, and complexity to that requested by the Town. The Town prefers educational or governmental entity references. Each of the references must include the following information:
 - i. Entity Name
 - ii. Address, City, Province/State/Country
 - iii. Contact Name, Title, Phone Number, and Email address

5. Response to Scope of Work

Responses must be clear and thorough, but concise, and written in plain, easy to understand language. Responses must follow the numbering format used in the Scope of Work section.

6. Exceptions Requested

Any exceptions to the requirements of this RFP that the firm requests the Town to consider must be placed in this section. Each alternate or exception should be addressed separately with specific reference to the requirement. If there are no proposed alternates or exceptions, a statement to that effect must be included in this section of the proposal. Any proposed terms and conditions, contracts, waivers, licenses or agreements required by the firm should be included here with a brief explanatory introduction.

7. PROPRIETARY INFORMATION

In the event any proposer shall include in the proposal any information deemed "proprietary" or "protected," such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The Town discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The Town, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The Town shall have the right to use any and all information included in the proposals submitted unless the information is expressly restricted by the proposer.

8. Appendix

The Proposal Appendix must include:

- a. All documents or forms required by the Town to be completed by the firm including the required documents specified in the Appendix of this RFP.
- b. Details of any litigation your company or any of its subsidiaries or affiliates has had in the past five years related to the performance of services provided by your firm.
- c. If a firm has had any previous contracts canceled or is currently debarred, suspended, or proposed for debarment by any government entity, the current status must be documented in this proposal. The firm agrees to notify the Town of any change in this status. If any client has stopped using the service(s) you are proposing, provide details including client name, date when service was initiated, date when service was discontinued and reason for discontinuation, including contact details of the client.
- d. If the firm intends to use any cooperative, subcontract, third party agreement, or the like to perform under their proposal, the firm must supply the name, address, qualifications and criteria used by the firm for selection of any third party, and the intended services to be performed. The services provided under the scope of work proposed, in part or in whole, shall not be subcontracted or assigned without prior written permission of the College, except that the contractor may, without prior approval and without being released from any of its responsibilities hereunder, assign the contract to any affiliate or wholly-owned subsidiary of the contractor.
- e. Samples of any documentation or form that proposer will require the Town to sign.

9. General

- a. Cost of Proposal Preparation – The Town shall not reimburse the cost of developing, presenting or providing any response to this solicitation; offers submitted for consideration should be prepared simply, and economically, providing adequate information in a straightforward and concise manner.
- b. Certification – By signature on the Proposal Form included herein, the consultant certifies that the submission of the proposal did not involve collusion or other anti-competitive practices. The consultant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. In addition, consultant certifies whether or not an employee of the Town has, or whose relative has, a substantial interest in any agreement subsequent to this document. Consultant also certifies their status with regard to debarment, or suspension by any governmental entity.

Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the submitted proposal and, if applicable, any resulting agreement. Signing the certification with a false statement shall void the proposal and, if applicable, any resulting agreement. Any resulting agreement may be subject to legal remedies provided by law. Consultant agrees to promote and offer to the Town only those services and/or materials as stated in and allowed for under resulting agreement(s).

Section 4 Selection and Contract Award

Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the firm(s) will be at the discretion of the Town and will be based on the proposal that the Town deems to be the most responsive and responsible and serves the best interests of the Town. It is the intent of the Town to negotiate and enter into a contract with the selected firm following a Notice of Intent of Selection.

Selected proposer(s) will be required to make on-site oral and visual presentations or demonstrations at the request of the Town. The Town will schedule the time and location for any presentations. Costs and equipment for such presentations are the responsibility of the proposer. Best and Final offers may be solicited from the pool of finalists prior to selection of the successful firm.

Proposals will be reviewed and evaluated based on the following criteria:

- a. Firm Experience and Qualifications
 - i. Experience with projects of similar type and scope.
 - ii. Experience with private and public sector organizations, and institutions of higher education.
- b. Financial Proposal
 - i. Total cost to Town as it relates to the services.

- c. Staff Expertise / Implementation and Operational Teams
 - i. The experience of staff proposed to be involved in the project.
 - ii. Proven and demonstrated hands-on expertise of key management team members and staff in this area of work.
 - iii. Demonstrated expertise in and understanding of community college and higher education operations.
- d. Project Methodology and Structure
 - i. Description of the approach, methodology, and project structure to be used to satisfy the Town's project scope and objectives.
- e. Implementation and/or delivery schedule
 - i. Proposed timeline reasonableness and responsiveness to project's intended outcomes.
- f. References
 - i. Feedback from submitted references.

Note: The Town may nominate and select applicants for the position of Police Chief in addition to the applicants who are recommended by the selected consultant or consulting group.

Section 5 RFP Completion Checklist

This checklist is a summary of some of the required components of the RFP. It is provided as a convenience to contractors, but is not intended to be all-inclusive or to imply acceptance or evidence of compliance by its use. It is the responsibility of the contractor to submit complete and compliant proposals.

- ✓ Cover Letter
- ✓ Proposal Form
- ✓ Qualifications
- ✓ Response to Scope of Work
- ✓ Exceptions Requested
- ✓ Cost Proposal

Section 6
Proposal Form
(to be submitted on company letterhead)

Date _____

Proposal of _____,
(Name)

a corporation organized and existing under the laws of the State of _____; a partnership
consisting of _____; an individual trading as

(Name)

Request for Proposal: _____
[provide title or brief description]

To: Town of Trumbull ("Town")

1. In compliance with your Request for Proposal No. _____, the undersigned hereby offers to furnish the services designated in the RFP, in strict accordance with the RFP, upon written notice of acceptance of this Proposal at any time within thirty (30) days after the date of opening of the Proposals, and to execute the Contract in accordance with the Proposal as accepted within five (5) days after the Contract is presented for signature.
2. The undersigned Proposer hereby acknowledges receipt of the following Addenda, if any:

Addendum No.	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. The undersigned Proposer understands that the Town reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by the Town in its sole discretion, in any Proposal in the interest of the Town.

4. The undersigned Proposer hereby certifies and affirms that this Proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer.

5. The undersigned certifies that to the best of his/her knowledge: (check only one)

() There is no officer or employee of Town who has, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request.

() The names of any and all public officers or employees of the Town who have, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this Proposal.

6. The Proposer certifies, to the best of its knowledge and belief, that:

(i) The Proposer and/or any of its Principals or Owners:

- a. (check one) are () or are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any governmental agency.
- b. (check one) have () or have not (), within a three year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) contract or subcontract; violation of federal or state antitrust statutes, rules or regulations relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion; or receiving stolen property; and
- c. (check one) are () or are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any other of the offenses enumerated in paragraph (i)(B) of this provision.

(ii) The Proposer (check one) has () or has not (), within a three year period preceding this offer, had one or more contracts terminated for default by any governmental agency.

"Principals," for the purposes of this Proposal, means officers, directors, owners, partners and persons having primary or substantial management or supervisory responsibilities within a business entity.

7. The certifications in paragraphs 4, 5 and 6 of this Proposal are material representations of fact upon which reliance will be placed when making an award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Town, the Town may terminate the contract resulting from this solicitation for default.

(Official Name of Firm)

SEAL - If Bidder is a
Corporation

(Signature)

(Print Name)

(Title)

(Complete Business Address)

(Email Address)

(Federal Taxpayer ID Number)

Section 7 Fees and Reimbursable Expense Schedule

Note: Fees must be quoted on a flat rate for services provided and not be based on Position Salary and/or benefits. Please provide all expected fee components for your firm's services in this section.

Attachment A
ADDITIONAL GENERAL INSTRUCTIONS

1. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a proposer, bidder, supplier, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

2. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

3. AWARD AND AUTHORITY

The purchasing authority of the Town shall issue notification of award in writing.

4. HOLD HARMLESS CLAUSE

Any contractor or subcontractor of the Town agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

5. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. Workers Compensation limits as required by the State of Connecticut Labor Code. (Certificate of Coverage must be provided)

6. ADDENDUMS

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. www.trumbull-ct.gov.

7. CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

8. ORAL PRESENTATIONS

During the evaluation process, the Board may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

9. INSURANCE

The Consultant shall be responsible for maintaining during the life of the contract the following types of insurance with minimum acceptable limits as set forth below:

<u>TYPE</u>	<u>LIMITS OF LIABILITY</u>
Workers Compensation	Statutory
Employers Liability	\$100,000 Each Accident, Bodily Injury
\$100,000 Each Employee, Disease	
\$500,000 Policy Limit, Disease	
Commercial General Liability	\$1,000,000 Each Occurrence Limit
(Occurrence-based only)	\$1,000,000 General Aggregate Limit
Business Auto Liability	\$1,000,000 Each Accident
Professional Liability (E&O)	\$1,000,000 Per Claim Limit

For any liability policy maintained on a claims-made basis (including renewals or replacements thereof), the retroactive date (if any) must not be set later than the effective date of this Agreement and shall not be advanced throughout the term of this Agreement or renewal thereof. Any claims-made coverage must be maintained without material change or interruption of coverage (a) throughout the term of this Agreement, and any subsequent renewal thereof and, (b) for a period of not less than three years after termination of the this Agreement without advancement of the retroactive date, material change in or interruption of the claims-made coverage (the extended term of protection). In the event of any advancement of an applicable retroactive date, material change in or interruption of the claims-made coverage during this period of time, Consultant hereby agrees to take all necessary steps at his/her sole expense to eliminate any potential gap(s) in the claims-made coverage, including the purchase of an extended reporting period endorsement ("tail" coverage) at the sole expense of the Consultant. It is understood that the length of this extended reporting period endorsement may be reduced to coincide with any time remaining in the extended term of protection.

"The Town of Trumbull and its respective officers, agents officials, employees, volunteers, boards and Commissions" shall be included as an Additional Insured under the required Commercial General Liability policy.