



Request for Proposal for Executive Search Firm for the Recruitment and Selection of a Full-Time Fire Chief

Due Date: 3:00pm local time, September 13, 2019

Village of Suamico
12781 Velp Avenue
Suamico, WI 54313
<http://www.suamico.org>

Request for Proposal for Advertisement, Recruitment and Selection Services

Executive Search Firm

The Village of Suamico, Wisconsin (“Village”), through its Fire Commission, invites qualified executive search firms and consultants to submit a written proposal to conduct an executive recruitment campaign for the position of a full-time Fire Chief. This is an excellent opportunity for an experienced, skilled administrator to apply to oversee the operations of the Suamico Fire Department. Proposals are being solicited for these services in accordance with the terms, conditions and instructions as set forth in the request for proposal. There is no expressed or implied obligation of the Village to reimburse responding firms for any expenses incurred in preparing proposals in response to this request or for attending any meetings or conferences. The final award will be based on a best value concept. The Fire Commission shall consider the entire proposal for, but not limited to, proposal completeness, ability to meet requested service needs, experience in conducting executive search and recruitment, expertise and availability of key personnel, cost to the Village, and satisfaction of other clients. The Fire Commission will recommend the selection of an executive search firm to the Village’s Board of Trustees for final approval.

Background

The Village operates a paid-on-call fire department consisting of 39 firefighters (one full-time firefighter) that have proudly served this community for over 65 years. Acting Chief Noe has led the Fire Department on a part-time basis since 2015 and also works as a full-time employee in the Village Department of Public Works. Acting Chief Noe has submitted a letter of decline indicating he will not be pursuing the full-time Fire Chief position. Established in 1952, the department covers 36 square miles in the Village; serving a population of approximately 12,500 residents. The department averages approximately 200 calls per year from two fire stations. A new fire station is under design and is anticipated to be bid for construction in early 2020. Suamico Fire is a member of the Packerland Fire & Rescue Protection District. The district is comprised of the Village of Howard Fire Dept., Village of Suamico Fire Dept. and the Pulaski Tri-County Fire Dept. The three departments respond together on all structure fire alarms.

Scope of Services

The Village is seeking proposals from qualified firms or consultants to assist in the recruitment and selection of its next full-time Fire Chief consulting with the Fire Commission and Village Administrator. It is anticipated that the selected firm or consultant shall perform the following work efforts during this hands on process:

1. Meet with the Fire Commission and Village Administrator to ascertain the expected talent, abilities, education and experience of the selected candidate.
2. Review and offer suggestions for updating the existing job description.

3. Review the goals and objectives of the Village—Review the future 2020 work efforts and projects that faces the Fire Department now and in the future.
4. Develop a plan to advertise, recruit and select an applicant who will meet the leadership expectations of the Village.
5. Develop and distribute recruitment materials that will encourage qualified candidates to apply for the position.
6. Receive and review all resumes and applications from applicants.
7. Conduct a preliminary screening of applicants preparing a short list of 6-10 qualified and skilled candidates—submit that list to the Fire Commission and Village Administrator with a written report of each candidate’s background noting strengths and weaknesses. The Fire Commission and Village Administrator may request the ability to review all applications.
8. Assist the Fire Commission and Village Administrator with the selection of 4-5 semifinalists that will interview with the Fire Commission and Village Administrator.
 - a. Concurrently develop a series of evaluation tools or tests that will better allow additional insight into the talents and abilities of each candidate and recommend those evaluation tools to the Fire Commission and Village Administrator.
9. Coordinate with the Fire Commission/Village Administrator and the applicants to set up an interview date and time. Set up evaluation tools and tests, and coordinate their schedules with all parties. Concurrently conduct appropriate background checks including but not limited to work related references and criminal background checks.
10. Assist and provide guidance in the final selection of the candidate and negotiate employment terms with the selected candidate.

TERMS AND CONDITIONS

The Fire Commission intends to recommend one firm to provide this service but reserves the right to reject any or all proposals without explanation. If the selected firm does not execute a written signed agreement with the Village within 14 days of the award of contract, the Fire Commission reserves the right to enter into an agreement with the next most-qualified firm. The Fire Commission reserves the right to request clarification of information submitted and investigate the ability of the executive search firm to meet the required needs. The Fire Commission reserves the right to waive all requirements for this proposal and select the firm that is most advantageous for the Village.

Requirement of the Proposal

- A. Introduction - Provide the official name, address, phone number, fax number and email of the consulting firm, as well as the name of the principal contact person and the name of the person authorized to execute the contract.

- B. Experience and Qualifications
 - a. A brief description of the organization

 - b. Name(s) and a brief description of the experiences and qualifications of the proposed staff member(s) who will be performing the services.

 - c. Names of entities, especially governmental, where these persons have performed executive searches, along with reference contact name and title, telephone number and email address at each entity a minimum of three recent references for comparable work.

 - d. Names of entities, other than above, where your firm has performed executive searches in the past two years, along with reference contact name and title, telephone number and email address at each entity.

- C. Approach/Strategy Used to Perform the Project
 - a. Tentative schedule for each phase of the process including recruitment profile development, executive search, background screenings, identification of candidates, etc. In addition, detail current engagements and confirm ability to focus on the Village's recruitment.

 - b. Approach to be used to address each search activity.

 - c. Methods used to communicate and to work with the Fire Commission and Village Administrator.

 - d. Describe major challenges to a successful Fire Chief search and how the project team will address them.

- D. Cost Proposal
 - a. The total not-to-exceed cost, as well as an itemized breakdown of the cost associated with major or important components of the search, as determined by the consultant.

 - b. Clearly define, identify and provide an estimate of additional services and/or reimbursable expenses not include in the basic fee.

- E. Additional Material
 - a. Alternate proposals identifying areas to reduce ultimate Village cost are encouraged.

- b. Sample work products such as recruitment brochures, candidate questionnaire, candidate reference and background reports.
- c. Philosophy and policies regarding client satisfaction in the event of an unsuccessful search or premature (within 2 years of appointment) dismissal or resignation of identified candidates. State any guarantees offered.
- d. A sample of any standard contract form normally used by the consultant.

Submitting Proposals

Interested firms must submit electronically as a PDF file to AlexK@suamico.org by 3:00pm local time, September 13, 2019. Each firm is also required to submit seven (7) written copies to be received at the address noted below, no later than September 13, 2019. Please complete the attached form with your proposal to conduct this recruitment for the Village. All communications regarding this RFP shall be directed to:

Alex Kaker
Village Administrator
12781 Velp Avenue
Suamico, Wisconsin 54304
Phone: 920.434.4820
Email: AlexK@suamico.org

Village of Suamico
Proposal to Provide Recruitment Services
For the position of Fire Chief

I hereby certify that I am authorized to make this offer on behalf of the named company and to bind said company to this proposal. By submitting this proposal, I hereby represent that the firm identified below is fully qualified to perform the services described to achieve the organization's objectives in a professional manner.

Name of Firm _____

Address _____

City/State/Zip _____

Signature _____

Name (Print) _____

Title _____

Telephone Number _____

Fax Number _____

E-Mail Address _____

Date Submitted _____

PRICE PROPOSAL

Total Cost of Activities - All costs related to travel, supplies, etc., are to be included.

Total, not-to-exceed cost: \$ _____