

**TOWN OF  
APPLE VALLEY, CALIFORNIA**

**AGENDA MATTER**

**Subject Item:**

**REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES FOR RECRUITMENT OF THE TOWN MANAGER POSITION**

**SUMMARY STATEMENT**

In preparation for the Town Manger vacancy, the Town of Apple Valley is issuing a Request for Proposal (RFP) for professional services to select a firm to coordinate the recruitment for the Town Manager position. The firm selected by the Town Council would prepare advertising and recruiting materials, develop a candidate profile, coordinate application procedures, develop and participate in the selection process, and conduct thorough background investigations on selected candidates. The firm retained will work closely with the Town Council throughout the process to ensure that there is a quality group of finalists from which to select the Town of Apple Valley's next Town Manager.

In addition, the RFP would request a statement of qualifications, identification of key personnel assigned to the project, a list of client references, a list of required information needed by the respondent to perform the requested services, an outline of the process to be utilized, along with a timeline in which the recruitment can be expected to proceed and an estimated cost of professional fees and expenses for the project.

**Recommended Action:**

Direct staff to proceed with the Request for Proposal for professional services.

**Proposed by:** Nikki Salas, Director of HR/Risk Mgmt

**Item Number** \_\_\_\_\_

**T. M. Approval:** \_\_\_\_\_

**Budgeted Item**  Yes  No  N/A

**TOWN OF APPLE VALLEY  
REQUEST FOR PROPOSAL  
EXECUTIVE SEARCH FOR TOWN MANAGER**

**Objective**

The Town of Apple Valley, California, is seeking proposals from qualified firms to perform executive search services in regards to the recruitment and selection of a qualified individual for the position of Town Manager.

**Scope of Work**

The firm is to perform an executive search for the position of Town Manager.

The firm is to utilize their experience and knowledge of executive searches to perform the following:

- A. Translate the Town's needs into a detailed recruiting specification, to encompass a state/nationwide search;
- B. Document procedures to be carried out, including timelines for their accomplishments;
- C. Prepare recruiting materials that present an accurate profile of the position and environment;
- D. Contact potential candidates through written material, advertising and direct recruiting;
- E. Screen and evaluate candidates to establish a qualified semi-final group;
- F. Develop a list of finalist utilizing generally accepted screening practices and procedures, to be detailed in the report;
- G. Research personal, professional and academic qualifications thoroughly and discreetly;
- H. Consolidate the findings of the final candidates in a clear, objective profiles detailing:
  - a. Current situation,
  - b. Past experience,
  - c. Skills and performance that are directly appropriate to the position
- I. Develop and participate in the selection process, to include meetings with the Mayor and Town Council and any citizen advisory committees the Council may appoint;
- J. Prepare a list of final candidates and coordinating interviews with the Town; and
- K. Assist in final negotiations and handle all related correspondence;
- L. Report progress in all phases regularly to the Town Council

**Prepare and Submittal Instructions**

Official submittal of the proposal shall consist of seven (7) copies of the proposal enclosed in a sealed envelope and sent to the Town of Apple Valley, c/o Nikki Salas, Director of Human Resources and Risk Management, 14955 Dale Evans Pkwy, Apple Valley, California, 92307. The deadline for receipt of the proposal is **5:00 p.m.**

**December 6, 2011.** The envelope shall show the notation, “Executive Search for Town Manager” in the lower right hand corner. Only sealed proposals will be accepted. ***Faxed proposals will be rejected.***

The Town is requesting an electronic copy of the proposal be submitted to: Nikki Salas, at the e-mail address of [nsalas@applevalley.org](mailto:nsalas@applevalley.org). ***The electronic copy does not meet the conditions of an official proposal.*** The preferred format for the electronic copy is Microsoft Word.

The submitted proposal must be received by Ms. Salas prior to the time and date specified above. The mere fact that the proposal was dispatched will not be considered. The respondent must insure that the proposal is actually delivered. Late proposals will not be considered.

There will be no disclosure of contents to competing firms, and all proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information, which the respondent identifies as proprietary, all proposals will be open for public inspection after the contract is awarded.

Respondents may withdraw their proposal at any time prior to the time specified as the closing time for acceptance of proposals. However, no respondent shall withdraw or cancel his or her proposal for a period of 90 days after closing date for acceptance of proposals.

All cost directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the Town shall be the sole responsibility of and shall be borne by the respondent.

During proposal development, respondent’s questions regarding the RFP or the process should be directed to: Nikki Salas, 14955 Dale Evans Pkwy, Apple Valley, California, 92307 or call (760) 240-7000, ext. 7051 or via e-mail at [nsalas@applevalley.org](mailto:nsalas@applevalley.org).

The Town of Apple Valley requests that respondents to this Request for Proposal do not contact the Town staff and/or member of the Town Council during the proposal process and evaluation phase.

### **Consideration of Proposal**

The Town reserves the right to accept or reject any or all proposals, to waive any and all informalities and technicalities, and to accept the offer considered to be in the best interest of the Town of Apple Valley.

The Town reserves the right to reject the proposal of any respondent who previously failed to perform properly or complete on time, agreements of similar nature, or to

reject the proposal from any respondent who is not in a position to perform specified requirements contained herein.

### **Selection Criteria**

The contract will be awarded to the respondent who submits a proposal that, in the judgment of the Town of Apple Valley, is best able to produce a quality program for the best price. The past performance of the respondent, as verified by references, will be of important consideration. The successful placement of qualified Town/City Managers will be significant.

### **RFP Requirements**

RFP's should provide the following:

1. A statement of qualifications, history and experience of the firm.
2. Identification of all key personnel who will be assigned to the project and the specific role of each individual.
3. A brief explanation of the firm's objectives and approach to an executive search.
4. A list of client references, including a brief description of the project, specifically projects involving executive searches for the position of Town Manager.
5. A list of required information needed by the firm to perform the requested services.
6. An outline of the process to be utilized, along with a timeline in which the recruitment can be expected to proceed.
7. An estimated cost of professional fees and expenses for the project with the actual cost not to exceed ten percent of the total estimated fee.