



REQUEST FOR PROPOSALS FOR RECRUITMENT SERVICES

The City of Palm Desert, California is requesting proposals from interested, qualified, and experienced professional search firms to provide recruitment services for the position of Assistant City Manager. A Request for Proposals (RFP), which includes instructions for its completion, follows.

Respondents to this RFP shall submit completed proposals via email or in hard copy before the close of business Friday, 8 February 2019, to:

City Manager
City of Palm Desert
73-510 Fred Waring Drive
Palm Desert, CA 92260

If you have any questions about the RFP, please submit your inquiries in writing, preferably via e-mail, to Lauri Aylaian at the above address or via email to laylaian@cityofpalmdesert.org.

INTRODUCTION

The City of Palm Desert seeks a recruitment professional or firm to assist in marketing the position vacancy, attracting a field of qualified candidates, screening and evaluating the candidates comparatively, and providing assistance during the interview and selection process.

BACKGROUND

Palm Desert is a thriving community with the natural beauty, cultural, and recreational amenities of a resort destination. With stunning mountain views, 350 days of sunshine a year, and a setting that encourages active living, the city's 50,000 full time residents and more than 30,000 seasonal residents enjoy outdoor activities such as hiking and golfing while delighting in first-class arts, education, culture, dining, and shopping opportunities.

Palm Desert's municipal government embraces a culture of excellence where employees rarely leave and politics are cordial and productive. The position of Assistant City Manager has been vacant for 20 months while a comprehensive, independent class and compensation study was performed and a structural review of the organization was undertaken. The City now seeks to fill the position vacancy with an individual who will have the opportunity to help a team of experienced and engaged professionals make an outstanding city even better.

GENERAL SCOPE OF SERVICE REQUIRED

The City is seeking the assistance of a professional search firm to conduct the initial steps of a recruitment process, including the following scope of service:

- Meeting with the City Manager and possibly other stakeholders to obtain information regarding the expectations, challenges, requirements and responsibilities of the position.
- Refinement of a position profile and development of marketing materials.
- An aggressive networking campaign for top talent, including advertisements placed in select appropriate professional publications and on Internet bulletin boards.
- Thorough screening of applicants, including through phone, face to face, or videoconferences of viable candidates.
- Creation of a list of four to six quality finalists who will be interviewed by a team of City staff and external professionals identified by the selected firm and City Manager.

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. The City anticipates that the selected recruiter will need to meet with City staff and candidates on at least three separate dates in Palm Desert.

PROPOSAL SUBMISSION REQUIREMENTS

The respondent is responsible for preparing an effective, clear, and concise proposal. It is recommended that proposals be as brief as is practicable while containing the following information:

- A cover letter introducing the company and the individual who will be the primary contact person.
- A statement of the firm's understanding of the service.
- A description of the firm's organization and staff's qualifications.
- Specific qualifications regarding experience in conducting municipal professional search/recruitment services in California, 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 proposed schedule for completion of each phase and the total project. It is the intent that a final candidate will be selected by April 30, 2019.
- 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 thirty-day period.

SELECTION PROCESS

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 recruitment
- Fees charged and cost effectiveness of the proposed service
- Reference checks

THE FINE PRINT

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.

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.

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 deciding factor. The City reserves the right in its absolute discretion to make no award.