

Town of Tazewell

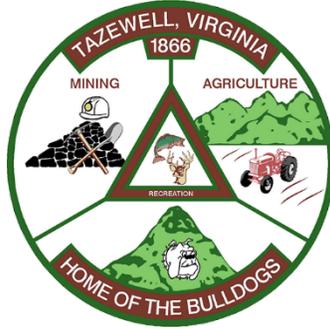
REQUEST FOR PROPOSAL (RFP)

Executive Recruitment Services – Town Manager

The Town of Tazewell is requesting proposals for services from qualified firms to provide Executive Recruitment Services for Town Manager for the Town of Tazewell, Virginia. Interested firms can obtain a copy of the Request for Proposal at our office located at 211 Central Avenue Tazewell, VA 24651 or download the RFP from the Town of Tazewell's website. Proposals including one (1) original and seven (7) copies must be submitted to the address below and received no later than 4:30 p.m. EST, January 22, 2024.

Town of Tazewell
RFP Executive Recruitment Services
P.O. Box 608 Tazewell, Virginia 24651 (mailing address)
211 Central Avenue Tazewell, Virginia 24651 (physical address)
(276)988-2501
www.townoftazewell.org
tazexeasst@taztown.org

The selection process will follow the requirements of the Virginia Public Procurement Act. All respondents must conform to the Federal Equal Employment Opportunity requirements and upon request, supply documentation of compliance. The Town of Tazewell is an Equal Opportunity Employer and will not discriminate on the basis of race, creed, color, sex, national origin, age or handicap. Disadvantaged Business Enterprise firms are encouraged to participate.



Town of Tazewell

NOTICE TO PUBLIC - REQUEST FOR PROPOSAL (RFP)

Executive Recruitment Services – Town Manager

Title	Executive Recruitment Services
RFP Number	20241029
Submission Deadline	Proposals must be received prior to 4:30 p.m. EST on January 22, 2024
Question Submission Deadline	Questions must be submitted in written form no later than 2:00 p.m. EST on January 15, 2024
Submission Acceptance	The Town of Tazewell will accept proposals until 4:30 p.m. EST on January 22, 2024, at the Town of Tazewell Town Hall, located at 211 Central Avenue Tazewell, Virginia 24651 (physical address), P.O. Box 608 Tazewell, Virginia 24651 (mailing address), as specified below.

Any questions regarding this Request for Proposal should be submitted in written form to:

Town of Tazewell
 Susan Reeves, Executive Assistant
 P.O. Box 608
 Tazewell, VA 24651
 tazexeasst@taztown.org

This document can be obtained in person from the Town of Tazewell Town Hall, located at 211 Central Avenue Tazewell, Virginia 24651, or downloaded from the Town’s website at www.townoftazewell.org or from www.eva.virginia.gov

Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the “SUBMISSION DEADLINE.”

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS

1. SUMMARY OF REQUEST FOR PROPOSALS

The Town of Tazewell is currently seeking a qualified Offeror to assist the Town in the selection of a Town Manager. In accordance with the Town's procurement policy, competitive negotiations will be used to select the provider of these services.

2. PROPOSAL SUBMISSION FORMAT

The following is a list of information all Bidders should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Manager(s) and length of time each officer has performed their field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Virginia (e.g. business license number).
- Evidence of established record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to the Town of Tazewell.
- Authority to transact business in Virginia (with your SCC number recorded)
- References, minimum of two (2)
- Details of any liability or other insurance provided regarding the staff or project.
- Describe in concise terms the methodology you will use to complete the requirements described in the RFP.
- Provide a resume for each individual assigned to this project as a manager and or supervisor that includes a minimum of the following: name, role in project, years with this firm, any previous similar experience, including other firms and years of service.

Offerors must provide information about the Contractor and any company that is proposing partnering or sub-contracting with or fulfilling this contract so that the Town can evaluate the Contractor's stability and ability to support the commitments set forth in response to this Request for Proposal.

The Offeror must notify the Town in writing of any changes to responsible individuals prior to the contract award.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether this bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Submission Requirements

The Offeror shall address each of these requirements and base its price schedule upon the following criteria:

- Strategy, process, and marketing for conducting the recruitment of a Town Manager.
- Identify potential contacts and conduct personal outreach recruiting to include posting the position through national channels. Assist the Town in preparing and placing advertisements for the position in appropriate industry job services.
- The Offeror shall demonstrate the ability to provide the Town with a preliminary list of candidates meeting the requirement of the selection criteria. The recommended candidate pool should include at a minimum ten (10) candidates. The consultant shall then interview candidates to determine if they meet the Town requirements and expectations.
- Evaluate candidates for serious considerations by conducting in-depth reference checks with individuals who are or have been in a position to evaluate the candidate's performance on the job. Through these reference checks, ascertain the candidate's strength in personal dimensions identified by the job description as well as the contractor's interviews with stakeholders.
- Organize and participate in a process with the Town for interviews and coordinate candidates' participation in interviews.
- Identify additional candidates, as necessary, if the original candidate pool does not result in a selection.
- Verify selected candidates' educational background, and conduct criminal, financial, media and civil litigation checks.
- Maintain confidentiality.
- The Consultant should preliminarily discuss compensation requirements with the preferred candidate when the Town has determined an offer is appropriate. This information will be reviewed by the Town to develop an offer of employment. (Develop a pay range or include in job description)
- Notify rejected applicants.
- Final selection of a candidate will be made by the Town.

All proposals shall be signed in ink by the individual or authorized principals of the firm.

All attachments to the Request for Proposal requiring execution by the firm are to be returned with the proposals.

It is the Offeror's responsibility that the proposals are received by the Town at the address specified above BEFORE the hour specified. Requests for extensions to this time and date will not be granted.

Firms mailing their proposals shall allow for normal mail time to ensure receipt of their proposals by the Town prior to the time and date fixed for acceptance of the proposals. Proposals or unsolicited amendments to proposals received by the Town after the acceptance date will not be considered. Proposals will be publicly accepted and logged in at the time and date specified on the cover sheet of this Request for Proposal.

Each firm shall submit one (1) original and seven (7) copies of their proposal. The original proposal shall be clearly marked.

3. SUBMISSION OF PROPOSALS

Read the entire solicitation before submitting a proposal. Failure to read any part of this RFP shall not relieve any Offeror from his or her contractual obligations. The face of the envelope shall indicate the title of the RFP. The Offeror should initial each page of this proposal.

Proposals should be addressed to “Town of Tazewell – RFP Executive Recruitment Services”, and may either be mailed or hand delivered to:

US Mail	Package Delivery	Hand Delivery
P.O. Box 608 Tazewell, Virginia 24651	211 Central Avenue Tazewell, Virginia 24651	211 Central Avenue Tazewell, Virginia 24651

4. QUESTIONS AND INQUIRIES

Written questions and inquiries related to the RFP will be accepted from any and all firms. Please address your inquiries to the Town’s Executive Assistant Susan Reeves at tazexeasst@taztown.org or P.O. Box 608 Tazewell, Virginia 24651. Inquiries pertaining to Request for Proposals must give RFP number and title. All questions must be received by 2:00 p.m. EST on January 15, 2024.

5. ADDENDUM AND SUPPLEMENT TO REQUEST

If it becomes necessary to revise any part of this request or if additional data are necessary to enable an exact interpretation of provisions of this request, an addendum will be issued. It is the responsibility of the Offeror to ensure that he has received all addenda prior to submitting a proposal. The addendum will be posted to www.townoftazewell.org and www.eva.virginia.gov and, if necessary, the acceptance date will be modified.

6. PROPOSAL PRICING

Proposal pricing must be firm and allow the Town's acceptance for sixty (60) days from the proposal acceptance date to allow the Town to negotiate a contract.

7. AUTHORITY TO BIND FIRM IN CONTRACT

Proposals MUST provide the full firm name and address of the Offeror. Failure to manually sign proposal may disqualify it. Person signing proposal should show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT. Firm name and authorized signature must appear on the proposal in the space provided where applicable.

8. BIDDER SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process.

- Proposals received by the stipulated deadline must be in the correct format.

- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of the Town of Tazewell.
- Bidder's performance history in similar projects and ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to execute proposed services effectively and efficiently.

Bidder agrees that the Town of Tazewell may contact all submitted references to obtain any and all information regarding Bidder's performance.

9. WITHDRAWAL OF PROPOSALS

All proposals submitted shall be valid for a minimum period of sixty (60) calendar days following the date established for acceptance.

Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation prior to the time of acceptance.

Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

10. RIGHTS OF ACCEPTANCE OR REJECTION

The Town of Tazewell shall award a contract to the proposal that best accommodates the various project requirements. The Town of Tazewell shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to any proposing bidder/contractor.

The Town of Tazewell may also refuse any proposal or contract without obligation to either the Town or to any Bidder offering or submitting a proposal.

11. PROPOSAL PRESENTATION

Offerors who submit a proposal in response to this RFP may be required to make a presentation of their proposal. The Town of Tazewell will schedule the time and location for this presentation.

12. PROPOSAL INTEGRATION WITH CONTRACT

The contents of the proposal submitted by the successful Offeror and this RFP are intended to become part of any contract awarded.

13. ANNOUNCEMENT OF AWARD

A Notice of Award may be posted in the on the Town of Tazewell's website (www.townoftazewell.org) and on the eVA website (www.eva.virginia.gov).