

REQUEST FOR PROPOSALS

CITY OF WARRENSBURG
102 SOUTH HOLDEN STREET
WARRENSBURG, MISSOURI 64093

PROPOSAL CLOSING: Friday, October 23, 2015
DATE OF PROPOSAL: Friday, October 2, 2015
CONTACT PERSON: Shannon Ramey, Human Resources Director
PHONE NUMBER: 660-262-4607
PROPOSAL HEADING: CHIEF OF POLICE RECRUITMENT SERVICES

By order of the City Manager of the City of Warrensburg, Missouri, sealed proposals will be received in the Office of the City Clerk, Municipal Building, 102 South Holden Street, Warrensburg, Missouri 64093, for CHIEF OF POLICE RECRUITMENT SERVICES until 5:00pm., local time, Friday, October 23, 2015. Only proposals marked CHIEF OF POLICE RECRUITMENT SERVICES will be considered. Proposals will also be accepted electronically by emailing them to the Office of the City Clerk at cindy@warrensburg-mo.com. No late, incomplete, or fax submissions shall be accepted. Failure to follow these procedures will result in the disqualification of the consultant from the RFP process. Proposals received late will be rejected and returned unopened.

BACKGROUND INFORMATION:

The City of Warrensburg's is seeking consulting services to assist with the national recruitment, evaluation and selection of a Chief of Police. Our previous Chief of Police retired in June after 40 years of service with the Warrensburg Police Department. We have held one national search process.

The City of Warrensburg (population 18,838) is located 45 minutes east of Kansas City, and is a rapidly developing community with tremendous growth potential. Warrensburg is home to the University of Central Missouri and is located near both Whiteman Air Force Base, home of the B-2 Bomber, and the Lake of the Ozarks.

The Warrensburg Police Department is a full-service law enforcement/police services agency staffed by 35 sworn officers and 5 non-sworn staff. Together they comprise a proud and professional force that works diligently to provide professional police services in partnership with the community. The department strives to work with residents, businesses, and all stakeholders to maintain community viability. The department works closely with and has good working relationships with the University Police Department, Whiteman AFB, Johnson County Sheriff's Department and the School District. The WPD has three designated School Resource Officers (SROs) that are placed in the schools during the school year to provide school-based policing by protecting, counseling, and educating which includes the DARE program.

Dispatch and jail services are provided by outside governmental agencies. The Department is housed in a modern, 22,500 square foot headquarters building that is five years old.

The Warrensburg Police Department is a progressive, innovative, and community-oriented policing agency committed to ensuring the City's exceptional quality of life. The WPD strives to ensure the safety, security and well-being of our community through proactive patrol, community based interaction, crime prevention programs, investigation of offenses, accidents and enforcement of ordinances and statues.

The department has an annual operating budget of approximately \$2.8 million and is responsible for public safety including patrol, criminal investigations, and community outreach.

Warrensburg operates under a Council/City Manager form of government and this position will report to the City Manager.

PROJECT DESCRIPTION:

The City is interested in retaining services from a company, or an individual, that has executive recruitment expertise relative to City government positions, has considerable knowledge of how to conduct an executive recruitment, has the ability to recruit a diverse set of qualified applicants with respect to minorities and women, and can successfully conduct an effective, timely nationwide recruitment, interview and selection process, background and reference checks, and specialized testing i.e. written exam(s), psychological testing, etc. Submitted proposals must meet all requirements set forth in this Request for Proposal (RFP).

SELECTION AND CRITERIA FOR EVALUATION:

Selection of consultant will be made at the discretion of the City of Warrensburg, which reserves the right to accept or reject any and all proposals. All submissions or parts thereof become property of the City of Warrensburg.

The following items will be considered in making a selection of the consultant, though they may not be equally weighed in the review process:

1. Capacity & Capability
2. The merits of the Proposal including scope of work and approach for addressing the tasks
3. Timeline and proposed schedule.
4. Experience, Competence with City Governments.
5. Customer Relations, Responsiveness, and Timeliness.
6. Cost of Services

The City of Warrensburg will review the Proposals and the finalists will be invited to come in for an interview/presentation as part of the decision making process. The City of Warrensburg will then select a consultant to develop a final scope of work and negotiate a fee. If an agreeable fee is not reached with the first, the City may then repeat the process with the second rated consultant until an agreement is reached.

CITY OF WARRENSBURG, MISSOURI
CHIEF OF POLICE RECRUITMENT SERVICES
INSTRUCTIONS

In addition to the requirements set forth in the specifications, anyone submitting proposals shall be responsible for familiarizing themselves and complying with the following instructions.

1. Proposals will be accepted at the Office of the City Clerk until 5:00pm., local time, Friday, October 23, 2015.
2. Proposals must be submitted in a sealed envelope clearly marked CHIEF OF POLICE RECRUITMENT SERVICES - DO NOT OPEN" to be considered. Proposals submitted without proper identification and/or not on the proposal form will be rejected.
3. Proposals may be submitted electronically. Please e-mail them to the Office of the City Clerk at cindy@warrensburg-mo.com.
4. Proposals may be withdrawn at any time prior to 5:00pm., local time, Friday, October 23, 2015, by written request from a person authorized to represent the proposer.
5. Proposers shall not be permitted to use to their advantage any omission or error in the specifications, requirements or contract documents, and the City reserves the right to issue new instructions as if originally specified.
6. Proposers shall read thoroughly and understand the requirements in relation to the proposal which is submitted.
7. The right to reject any and/or all proposals, to accept or reject all or any part of a proposal, and to waive any technicalities in the bid proposal or accept the one that, in the sole judgment of the City, will be in the best interest and/or most advantageous to the City, is hereby expressly reserved by the City.
8. If the proposer is a resident of Warrensburg, or owns property within Warrensburg, the proposer must be current on all taxes and utility bills owed to the City and have no outstanding permit fees.
9. In case of default by the proposer, the City shall procure comparable services and hold the proposer responsible for any excess cost occasioned thereby.
10. Failure to comply with any of the above instructions and general conditions of proposing may disqualify the proposer at the discretion of the City Manager.
11. All Requests for Information and/or Interpretation (RFIs) related to this Request for Proposals must be received no later than the close of business on Friday, October 12, 2015. Such RFIs shall be made to Shannon Ramey, Human Resources Director, by e-mail at Shannon.ramey@warrensburg-mo.com or facsimile at (660) 747-8927. If required, an addendum will be published and sent to all parties in receipt of this Request for Proposal addressing all RFIs no later than the close of business on Friday October 16, 2015.

12. Proposers shall submit one (1) original and five (5) copies of their proposal. Each proposal shall contain at a minimum the following:
 - A. Name and address of consulting firm.
 - B. Key staff assigned to the project and their professional qualifications.
 - C. Description and understanding of the objectives.
 - E. Detailed proposal of the scope of work defining and outlining the services to be provided by the firm or consultant.
 - D. Project schedule.
 - F. A detailed list of deliverables to be given to the City at the conclusion of the project.
 - G. Services or resources to be supplied by the City and any assumption made in regards to the City's capabilities.
 - H. A per item cost breakdown for all services, as well as a total cost for all services described.
 - I. An hourly rate at which the City would be billed for any services that the City might request outside the scope of the items listed in the RFP.
 - J. A list of any additional activities and techniques that might be useful to incorporate into the recruitment and selection process and the cost for adding such services.
 - K. Proof of Professional Liability Coverage.
 - L. An Affidavit of Compliance with the federal work authorization program and a copy of the proposer's E-Verify Memorandum of Understanding (15 CSR §60-15.020).
13. The Proposer whose Proposal is selected for the Project will be required to enter into an agreement with the City of Warrensburg in the form attached hereto which is in compliance with the City of Warrensburg's now existing standards for contracts with consultants.
14. All proposals will constitute an irrevocable offer to perform services as proposed for a period of 90 days, and may be accepted by the City any time within 90 days from opening of proposals.

CITY OF WARRENSBURG, MISSOURI
CHIEF OF POLICE RECRUITMENT SERVICES
SCOPE OF WORK

The City of Warrensburg is seeking to name a consultant for recruitment services for the Chief of Police. Included below is a detailed minimum scope of services and tasks to be completed by the consultant. The consultant is encouraged to develop a comprehensive approach and present it as part of the RFP.

Availability of Local Resources

The services of the Human Resources Director will be available to the selected brokerage firm. The Human Resources Director will serve as the local liaison and Project Manager.

Deliverables

- A. Work with the City of Warrensburg staff to develop characteristics and attributes of the successful candidate and selection criteria.
- B. Conduct a national recruitment.
- C. Conduct target recruitment of qualified individuals.
- D. Accept and acknowledge the receipt of candidates' application material.
- E. Provide initial screening of the candidates' applications including written questionnaires, telephone screening, and review of background and experience.
- F. Develop a list of semi-finalists in conjunction with City staff.
- G. Conduct telephone, Skype, and/or in-person interviews of all semifinalists either with City staff or by reviewing the results of the interviews with City staff.
- H. Credential verification prior to on-site process.
- I. Set up the final on-site selection process which will include a department tour, meet and greet with City staff, City Council, and City Manager, an interview with the City Manager, and a tour of the City.
- J. Making arrangements for the on-site portion of the process including scheduling the interviews and other activities listed in item J. Making travel, lodging and one meal arrangements per City policy.
- K. Conduct all background and reference checks on the final candidate(s).
- L. Recommend and set-up specialized testing i.e. written exam(s), psychological testing, etc. for the Chief of Police position.
- M. Provide timely notification and necessary follow-up to all candidates not selected for the position.

Other Service Requirements

- A. The consultant must provide progress reports to City Staff. Periodic meetings will be required to discuss progress. City staff will monitor to assure that quality work is being performed and that the project schedule is being met.

CITY OF WARRENSBURG, MISSOURI
CHIEF OF POLICE RECRUITMENT SERVICES
PROPOSER'S MINIMUM QUALIFICATIONS

A. Qualifications of the Firm

1. The proposer shall have at least 5 years consecutive years of experience in Missouri providing recruitment consulting services to public entities. The firm shall have provided such services to jurisdictions whose service populations are similar in size and complexity to Warrensburg.
2. The proposer must be legally authorized to do business in the State of Missouri and shall meet all licensing and other requirements imposed by State and Federal laws and regulations.
3. The proposer shall have experienced management staff, possessing comprehensive knowledge of recruitment pertaining to public employers.
5. The proposer shall possess knowledge of applicable laws, regulations and codes and shall be familiar with local conditions and trends relating to recruitment in Missouri.
6. The proposer's office must provide assurance of reasonable staffing continuity over the contract period.

CITY OF WARRENSBURG, MISSOURI
CHIEF OF POLICE RECRUITMENT SERVICES
PROPOSAL FORMAT AND CONTENT

A. Format

Proposals shall be made in the official name of the firm or individual under which the vendor's business is conducted (including the official business address). Proposals shall be typed and be as brief as possible and not include any unnecessary promotional materials. Proposers shall submit one (1) original and five (5) copies of their proposal.

B. Content

1. General Information: Complete the attached General Information Form (Attachment A) and place the form in the front of all proposal submission. This form should be signed by a person duly authorized to bind the firm and proposed account team to submit a response to this RFP solicitation. In addition, complete Consultant Questionnaire (Attachment B) and include with proposal submission.

2. Profile of Firm: This section shall include the firm name, date established and the address of the office that would be assigned the City of Warrensburg account. Include a brief description of the firm's history, size, growth, philosophy and culture, number of employees and number of years in business under the same name, including specific experience with the public sector. Include a discussion on the firm's financial stability, capacity and resources. Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from: (a) any project undertaken by the proposer or by its subcontractors or affiliates where litigation is still pending or has occurred within the last ten (10) years; or (b) any type of project where claims or settlements were paid by the proposer or its insurers within the last ten (10) years.

3. Qualifications of the Firm: This section shall include a brief description of the proposer's and any sub consultant's qualifications and summary of previous experience on similar or related projects. Provide a firm and an account team client list from the past five (5) years, including any and all public entity client accounts, and a description of pertinent insurance programs negotiated for those entities; the number of covered employees for each client; the time period services have been provided to each account; the total project cost; and a brief statement of the firm's adherence to the schedule and budget for each project. Include as account contacts individuals who may be contacted by the City for references (use Attachment C format). Be sure to list contact name, organization, title, e-mail address and telephone number for each account.

4. Project Staffing: The proposer is required to list the key individuals who will be assigned to the account, their qualifications and disciplines. The proposer will notify the City of Warrensburg if there are any changes to the staff assigned to the account. Upon changes to the staff assigned to the account, it must be mutually agreeable between the consultant and the City. The proposer's staff member who will be handling the City's account will be an important factor considered by the Task Force. This section shall discuss how the proposer would propose to staff this project. The proposer shall include the following:

a. Identify the names and office locations of the Account Manager and key personnel who will be assigned to the City's account. Describe their areas of responsibility and their education, experience and professional qualifications in those areas with emphasis on public sector organizations.

b. List the experience and education requirements and standards for Account Manager.

c. Provide a complete description of the organizational structure of the company and the method by which work is accomplished. Include an organizational work flow chart with description of duties of the proposed account team members, as well as the size or total number of accounts or clients each individual handles.

5. Services: Describe the following:

a. A complete description of services to be provided. Include both services outlined in this written request, as well as additional recommended services, including a description of any and all unique consulting services the firm will offer the City, please specify if these services are to be provided by the firm's staff or through an affiliate of the firm.

b. A description of technical or professional support available at no extra cost through the firm, such as legal counsel, communications, technology support or others.

6. Client Communication: Describe the following:

a. Proposal to maintain open and prompt communication with City staff seeking assistance from the selected consultant.

5. Cost/Pricing Information:

This section shall include the proposer's price for performing the services discussed in the scope of work. Include a comprehensive specific description indicating how the firm would price the City's account and the estimated cost of the services. Include any and all commissions and fees that the firm would expect to receive from the existing programs for services requested herein, as well as additional services that are being recommended. Identify any split commission or joint marketing arrangements with other agents, brokers, firms or associations. With this description, please include an explanation as to how the firm would provide the City with the best price at the time of negotiations. The City reserves the right to review and/or audit any records of the selected consultant related to commissions, fees, etc. related to the City's account.

9. Other: Proposals shall also include:

a. Descriptions of any affiliations or business relationships with any employee, officer, contractor or official of the City.

b. The selected consultant's office hours (all locations) and availability of all staff members assigned to the City's account, including a list of dates the office is closed and/or staff is unavailable due to holidays, vacations and other reasons.

c. Details of any changes in ownership that have occurred in the last three (3) years. Details of any anticipated mergers, transfers of organization or ownership, management or departure of key staff members within the next twelve (12) months.

d. Identify and describe any parent or affiliated companies and/or joint ventures. Please discuss any potential conflict of interest with consulting/management that may occur as a result of your firm's relationship with such affiliates and/or joint ventures.

CITY OF WARRENSBURG, MISSOURI
CHIEF OF POLICE RECRUITMENT SERVICES
ATTACHMENT A
GENERAL INFORMATION FORM

(To be completed by the proposer and placed at the front of your proposal)

Legal Name of Firm

Firm's Telephone Number

Street Address

Firm's Fax Number

City/State/Zip

Firm's Web Site Address

Type of Organization (Corporation, Sole Proprietorship, Partnership, etc.)

Business License (documented)

Taxpayer ID Number (Federal)

Name and Title of Project Manager

Name, Title and Phone Number of Person Project Correspondence Should be directed to

E-mail Address

Listing of Major Subcontractors Proposed and Areas of Responsibility/Phone Number

Signature

Date

Name and Title of Person Signing Completion of General Information Form

CITY OF WARRENSBURG, MISSOURI
CHIEF OF POLICE RECRUITMENT SERVICES
ATTACHMENT B
QUESTIONNAIRE

Please submit answers to ALL questions.

1. What is your client to consultant ratio?
2. Does your firm have any conflict of interest policy? If so, please provide a copy.
3. What are three to four key things we should look for when hiring a recruitment consultant?
7. What is your firm's policy/standard for returning:
 - a. Phone calls?
 - b. E-mails or written questions?
5. If you are the successful new consultant, outline your transition plan with dates, tasks and responsible parties.
6. How many days of advance notice would your company require in order to attend ad-hoc (subcommittee) meetings?
7. Should your firm engage the service of a sub consultant for the City's account, provide the firm's name/names, relevant experience and contact information for the persons who would be the primary and secondary contacts for this engagement, and copies of their biographies/resumes.
8. Would the sub consultant's primary and secondary contacts for this engagement make decisions on behalf of your firm?
9. Are there any other relevant consulting services that are not listed that you will provide as part of your consulting services to the City? Please provide the cost for these services.

CITY OF WARRENSBURG, MISSOURI
CHIEF OF POLICE RECRUITMENT SERVICES
ATTACHMENT C
CLIENT REFERENCES

Instructions: Provide at least three current and two past clients. At least two of these clients should be public entities. Copy this form as appropriate.

Name of Client:

Client Address

Client Contact Name(s) and Title(s)

Client Contact

Phone Number(s)

Brief description of work performed for this client (use additional sheets if necessary):

