



## **Request for Proposal for Executive Search Firm for the Recruitment and Selection of Fire Chief**

Due Date: 4:00 pm, August 20, 2019

The City of Beloit, Wisconsin  
100 State Street  
Beloit, WI 53511  
<http://www.beloitwi.gov>

## **EXECUTIVE SEARCH FIRM**

The City of Beloit, Wisconsin ("City"), through its Police and Fire Commission, invites qualified executive search firms and consultants to submit a written proposal to conduct an executive recruitment campaign for the position of Fire Chief. This is an excellent opportunity for an experienced, skilled administrator to apply to oversee the operations of the Beloit 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 City 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 Beloit Police and 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 City, and satisfaction of other clients.

## **BACKGROUND**

The City of Beloit is a Wisconsin municipal corporation, which has operated under the Council Manager form of government since 1929. A seven member City Council serves as the Legislative Body for the community and among other legislative functions appoints the City Manager. Beloit has a population of approximately 37,000 but is the "central city" for a small metropolitan area of over 75,000 residents located in south central Wisconsin just north of the Illinois border. The 2019 adopted budget is \$96 million with a general fund budget of \$32 million. All municipal services are aggregated under the municipal umbrella including all parks and recreation activities and facilities, the transit system and a public housing authority, in addition to the police, fire, public works and community development services.

## **ELIGIBILITY**

The executive search firm should specialize in recruitment for executive and senior-level management positions in the fire service. To be eligible for consideration, the proposing firm must demonstrate that it, or the principal(s) assigned to the project, has successfully completed similar services to those specified in the Scope of Work section of this RFP, with institutions similar in size and complexity to Beloit Fire Department.

The successful proposer will work directly with the Beloit Police and Fire Commission, the Human Resources Department, and all other interested parties for all activities involved with this project. The successful proposer may be responsible for the following activities including, but not limited to: assisting with the development of the position description/profile, testing and screening applicants, development of the search strategy, marketing, advertising and announcements, candidate assessment, conducting candidate interviews, providing report(s) of candidate assessment, and recommending the most qualified candidates for interview opportunities with the Beloit Police and Fire Commission.

For consideration, proposals must contain evidence of the proposer's experience and abilities in the specified area and other disciplines directly related to the proposed services. All proposers shall provide profiles and resumes of the staff to be assigned to the project.

Proposals will be evaluated by the Beloit Police and Fire Commission and will be ranked in accordance with the following criteria:

- Completeness and quality of response
- Ability to meet requested service needs
- Experience with Fire Chief recruiting
- Expertise and availability of key personnel
- Total cost to the district
- Satisfaction of other clients

### **BELOIT FIRE DEPARTMENT**

The Beloit Fire Department (“BFD”) is a full-service fire department providing both fire and emergency medical services. BFD serves 18 square miles and responds from three fire stations throughout the City. All three stations are staffed 24 hours a day, 7 days a week.

BFD has professional, highly-trained personnel, including the Chief, 3 command staff, 54 uniformed personnel and 2 administrative employees. Uniformed employees are trained in both fire and emergency medical services. The Department offers no cost, public education programs to residents and businesses Beloit and works closely with the Beloit School District to offer fire prevention educational programs in the schools.

### **SCOPE OF SERVICES**

The executive search firm shall set meetings with the Beloit Police and Fire Commission, the City Manager and other stakeholders upon execution of a contract with the City. The firm will:

- A. Review and/or suggest updates to the existing job description or qualifications
- B. Develop a candidate profile based on input provided by the Beloit Police and Fire Commission
- C. Ensure compliance with all legal requirements throughout the process
- D. Develop a recruitment strategy including recommending an approach for recruiting, screening and evaluating candidates, as well as appropriate advertisement to the Beloit Police and Fire Commission
- E. Develop and distribute recruitment materials that will encourage qualified candidates from a variety of backgrounds in terms of age, gender, ethnicity, racial groups, religious beliefs and cultural identity to apply and provide a detailed outline for how such outreach will occur
- F. Conduct outreach and recruitment beyond the scope of standard City practice, including but not limited to, a national search as well as conducting personal outreach recruiting
- G. Provide confidentiality to all candidates to the extent provided by law
- H. Take receipt of all resumes and other applicable documents from candidates
- I. Conduct a thorough and in-depth review of candidate’s credentials and select the most qualified and skilled candidates for the Beloit Police and Fire Commission to review and provide a written report summarizing results and identification of candidates
- J. Assist the Beloit Police and Fire Department in evaluating the applicants against the qualifications and criteria developed to create a group of candidates for interviews

- K. Design and finalize the interview process, prepare interview questions for the committee's consideration, suggest panel make-up, and other associated tasks
- L. Provide guidance and direction to the Beloit Police and Fire Commission during interviews and site visits, as required.
- M. Perform appropriate background and reference checks to evaluate candidates' past job performance, criminal history, financial background, and any other pertinent factors
- N. Facilitate visits and interviews with the finalist, as needed
- O. Carry out interview process which includes:
  - i. coordinating the candidates' schedule and participation in the interviews
  - ii. debriefing the Beloit Police and Fire Commission following each candidate interview and identify additional candidates if necessary.
  - iii. verifying selected candidate's educational background, employment record, and any other information identified in the strategy process.
  - iv. notifying applicants not selected
- P. Assist and provide guidance with the final selection and employment negotiations with the selected candidate

#### **TERMS AND CONDITIONS**

The Beloit Police and Fire Commission intends to select 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 City within 14 days of the award of contract, the Beloit Police and Fire Commission reserves the right to enter into an agreement with the next most-qualified firm.

The Beloit Police and 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 Commission reserves the right to waive all requirements for this proposal and select the firm that is most advantageous for the City.

#### **SCHEDULE**

Search firm proposals received: no later than **4:00pm local time on August 20, 2019**

***In addition to the proposal to be considered eligible for the project, interested parties shall also be available in person on September 10, 2019 to answer additional questions at a meeting of the Beloit Police and Fire Commission.***

The project will be awarded and terms finalized on or after that date.

## **CITY RESOURCES**

The City will provide copies, in electronic format whenever possible, of the current job description and documents, pay ranges, benefits and any other available in-house information that the successful consultant may require.

## **REQUIREMENTS OF THE PROPOSAL**

All proposals should include the following:

### *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 City of Beloit recruitment.
- b. Approach to be used to address each search activity.
- c. Methods used to communicate and to work with the Police and Fire Commission.
- 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 City 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 [kruegere@beloitwi.gov](mailto:kruegere@beloitwi.gov) by August 20, 2019. Each firm is also required to submit seven (7) written copies to be received at the address noted below, no later than August 20, 2019. Please complete the attached form with your proposal to conduct this recruitment for the City of Beloit. All communications regarding this Request for Proposal shall be directed to:

Elizabeth Krueger  
Interim Human Resources Director  
100 State Street  
Beloit, Wisconsin 53511  
Phone: 608 364-6623  
Email: [kruegere@beloitwi.gov](mailto:kruegere@beloitwi.gov)

**City of Beloit**  
**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: \$ \_\_\_\_\_