



Superstition Fire & Medical District

Serving the Communities of Apache Junction and Gold Canyon since 1955

Phone | (480) 982-4440

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REQUEST FOR PROPOSAL (RFP) FOR EXECUTIVE RECRUITING SERVICES FOR FIRE CHIEF

DUE DATES:

Request for Proposal: Monday, June 15, 2020

Proposal Due: Friday, July 10, 2020

Anticipated Award Date: Thursday, August 20, 2020

Proposals must be submitted in a portable document file (PDF) to:

- Kathleen Chamberlain, Board Clerk, at Kathleen.Chamberlain@sfmd.az.gov
and
- Anna Butel, Administrative Services Director, at Anna.Butel@sfmd.az.gov

This RFP is a single-step procurement process. Take the time to read and understand the RFP. In particular:

- *If anything is unclear or you have a question, ask us to explain via email.*
- *This form must be utilized in submitting your application to this RFP.*
- *Ensure you have provided all the information requested.*

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Instructions

To have your application to this request for proposal (RFP) considered, this form must be filled out completely in its entirety. This form-fillable document will need to be submitted electronically to the names listed on the cover of the RFP. SFMD will accept supporting documents in addition to this form.

Questions regarding this RFP should be directed to Kathleen Chamberlain and Anna Butel via email. The email addresses are located on the cover sheet of this document. Please do not leave any portion of this form with a blank response. If, for example, in the conflict of interest section, there is no conflict, please indicate “not applicable” or “n/a” rather than leave it blank to ensure the question has been addressed.

Also, note that the space allotted for responses cannot be modified, and will be limited to the area contained in the RFP form.

Timeframe

SFMD’s current Fire Chief will be retiring at the end of May 2021. The anticipated start date for a new Fire Chief would be May 3, 2021, to allow for some overlap. We are also anticipating potential time delays due to the pandemic, applicant relocation, or other unavoidable delays.

Executive Search Firm Information Sheet

The Superstition Fire & Medical District Board of Directors invites qualified executive search firms and consultants to submit a written proposal to conduct an executive recruitment campaign for the position of Fire Chief.

Proposals are being solicited for these services per the terms, conditions, and instructions, as outlined in this request for proposal. There is no expressed or implied obligation of the Superstition Fire & Medical District 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 Board of Directors 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, the cost to the Superstition Fire & Medical District, and evaluation of Vendor’s other clients.

To be considered for the award, the proposal must be received by SFMD on or before the due date as indicated on the cover sheet. The District reserves the right to reject any or all proposals, to waive any informality in a proposal, and to withhold or delay the award for any reason the District determines. The District may exercise these rights without notice.

Name of Company or Individual	
Name/Title of Contact	
Address Line 1	
Address Line 2	
Telephone Number	
Fax Number	
Email Address	
Signature	
Date	

Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with the Superstition Fire & Medical District (“SFMD” or the “District,” as the context requires) must complete and return the Vendor Conflict of Interest Disclosure Form. Please note that all vendors are subject to comply with SFMD’s conflict interest policies, as stated within the certification section below.

If a vendor has a relationship with an SFMD official or employee, or an immediate family member of an SFMD official or employee, the Vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the Vendor named below:

1. No SFMD official or employee or employee’s immediate family member has an ownership interest in the Vendor’s company or is deriving personal financial gain from this contract.
2. No retired or separated SFMD official or employee who has been retired or separated from the organization for less than one year has an ownership interest in the Vendor’s company.
3. No SFMD official or employee is contemporaneously employed or prospectively to be employed with the Vendor.
4. The Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any SFMD official or employee to obtain or maintain a contract.

Please note any exceptions below:

Conflict of Interest Disclosure

List the name(s) of any SFMD official, employee, or immediate family member with whom there may be a potential conflict of interest and provide a description of the potential conflict.

I certify that the information provided is true and correct by my signature below:

Signature

Printed Name

Qualifications

(2 Page Limit for Qualifications)

Describe the background, experience, and capabilities of your firm as it relates to the Scope of Work.

Qualifications (Cont'd.)

Scope of Work & Pricing

Item	Cost	Notes
Develop the ideal candidate profile, including knowledge, skills, and abilities required for the position of Fire Chief to be used in a screening rubric for candidates.		
Develop a recruitment strategy, including recommending appropriate advertisement options to the Board of Directors.		
Market the position, including national posting(s), and conduct personal outreach to identified individuals possessing relevant experience.		
Review resumes of applicants, examine candidate qualifications and confirm information with pre-interview techniques.		
Conduct in-depth reference and background checks to verify the applicants' employment qualifications and education. Prioritize applicants for the SFMD Board, including a written summary of highly qualified candidates for the position. Maintain the confidentiality of the applicant pool.		
Review search results with the SFMD Board of Directors and consider additional applicants if requested by the Board or Hiring Committee.		
Prepare and present to SFMD Board of Directors or Hiring Committee a written summary of the top six applicants with the most promising qualifications and experience.		
Assist SFMD in evaluating these candidates and further identify the top 3 applicants for serious consideration and final interviews.		
Notify applicants who were not selected.		
Assist with compensation negotiations as necessary.		

Scope of Work & Pricing (Cont'd.)

Item	Cost	Notes
Provide a list of disqualified applicants with the disqualification reason without providing name(s).		
Any other appropriate task-oriented considerations.		

Pricing: All prices shall be on an all-inclusive basis and shall contain the labor rate, labor benefits, payroll burden, insurance, workers' compensation, all taxes, profit, overhead, general and administrative expenses, fees, travel expenses, and all other related charges.

Assessment Center Exercises (what exercises do you commonly include)			
Exercise	Included	Not Included	Cost
Management Role Play			
Presentation to Stakeholders			
In-Basket Exercise			
Budget Analysis			
Written Exercise			
Leaderless Group Discussion			
Governing Board Interview			
Other:			
Other:			
Total Assessment Center Cost			
Notes About Assessment Center:			

Scope of Work & Pricing (Cont'd.)

Travel Costs	
Reimbursable travel costs are estimated to be:	
Explanation of Travel Costs	

Total Bid Price	
Vendor hereby offers to perform the services identified herein for a total price of:	

Five Executive Placement References

Reference #1	
Name of Hiring Company	
Hiring Company Contact	
Contact Phone Number	
Contact Email	
Position Placed	
Placement Date	
Notes:	

Reference #2	
Name of Hiring Company	
Hiring Company Contact	
Contact Phone Number	
Contact Email	
Position Placed	
Placement Date	
Notes:	

Reference #3	
Name of Hiring Company	
Hiring Company Contact	
Contact Phone Number	
Contact Email	
Position Placed	
Placement Date	
Notes:	

Reference #4	
Name of Hiring Company	
Hiring Company Contact	
Contact Phone Number	
Contact Email	
Position Placed	
Placement Date	
Notes:	

Reference #5	
Name of Hiring Company	
Hiring Company Contact	
Contact Phone Number	
Contact Email	
Position Placed	
Placement Date	
Notes:	

The Firm will:

1. Provide a Lead Consultant to serve as SFMD’s primary point of contact and oversee the recruitment process.
2. The Lead Consultant shall be reasonably available to perform the services during the normal workweek.
3. The Lead Consultant shall meet as often as necessary for consulting about the scope of work performed with the appropriate SFMD project manager and with the lead advisor.

Criteria for Evaluation and Award

Evaluation Factors
Qualifications & Experience - Development of Candidate Profile
Qualifications & Experience - Marketing the Position
Qualifications & Experience - Candidate Screening/Prioritizing & Preparation of Candidate Summary
Assessment Center Services Provided
References
Price Evaluation

Administrative

SFMD will determine whether the offer complies with the instructions for submitting offers, including completeness of offer, which encompasses the inclusion of all required attachments and submissions.

Business Responsibility

The SFMD will determine whether the Offeror is one with whom it can or should do business. Factors that SFMD may evaluate to determine “business responsibility” include, but are not limited to: excessively high or low priced offers, past performance, references (including those found outside the offer), financial stability, and the perceived ability to perform the scope of work as specified.

Overall Proposal

The SFMD will determine how well offers meet its requirements in terms of the response to the specifications and how well the offer addresses the needs of the project. The SFMD will rank offers, without consideration of price, for evaluation purposes. References may be considered again in this portion of the evaluation. Offerors who do not meet the administrative and responsibility requirements and/or do not rank sufficiently high in the evaluation may not be considered for price evaluation and award.

SFMD requires references for the last five executive placements, including any public safety positions.

Pricing Proposal

After evaluating the Overall Proposal, the SFMD will evaluate the pricing proposals for offers that met the requirements of the RFP. This evaluation includes total fees and the completeness of the project.

Award

The award will be made to the responsive and responsible Offeror whose proposal is determined to be the most advantageous to the SFMD based upon the RFP evaluation factors. Proposals shall be evaluated based solely on the evaluation criteria contained in this RFP.

General Terms and Conditions

Cancellation of political subdivision and state contracts; definition (ARS 38-511)

Any agreement entered into pursuant to this RFP may be cancelled by the District by reason of a conflict of interest pursuant to the provisions of ARS 38-511.

Payment Terms

The unit bid price shall be the basis for payment for purchased items or services. Payment shall be based on the items or services purchased. Invoicing may be performed after delivery, work has been completed, or monthly, for items or services that have been fulfilled. Invoices are to itemize charges for labor, equipment, and supplies. SFMD will not be responsible for payment of any charges not itemized to the SFMD's satisfaction.

Prepayment is NOT allowed. Invoices for additional services must include the dates and times of the work, the type of services performed, the number of hours or units to be charged, and the name of the person who authorized the work. They are to be sent in duplicate directly to SFMD's designee for processing and are not to be included on the regular monthly invoice.

Invoices for additional supplies or materials must include the quantity, dates and times of delivery, a description of the supplies or materials, unit price, shipping and handling charges as applicable, and the name of the person who placed the order. They are to be sent in duplicate directly to SFMD's designee for processing and are not to be included on the regular monthly invoice. SFMD reserves the right to approve additional expenses prior to invoicing.

Adjustments for Incomplete or Unacceptable Work

The SFMD reserves the right to withhold payment for incomplete or unacceptable work. The SFMD shall provide notice of any work that is deemed to be incomplete or unacceptable, for which the Vendor shall rectify that condition to the satisfaction of SFMD. The SFMD will also reduce the bill for any services deemed unsatisfactory. At no time will penalty assessment be recoverable by the Vendor.

Exceptions to the RFP

An Offeror who takes exception to any portion of the Solicitation must do so by designating a section in the proposal titled "Exceptions." Any exceptions to the Solicitation not listed in this section or otherwise not submitted in the proper form shall not be considered a part of the Offeror's proposal and shall not be enforceable in any resulting Contract. Taking exception to the Terms and Conditions of the Solicitation may result in a proposal receiving a lower evaluation score. Low evaluation scores may result in the proposal being determined not susceptible for award. Exceptions to the terms and conditions should provide sufficient justification to detail the reason the exception is advantageous to the District.

Confidential Information

All proposals submitted and opened in response to this RFP are public records and must be retained by the District. Offers shall be open to public inspection after Contract award, except for such Offers or specific information within such Offers deemed to be confidential by the District. If an Offeror believes that information in its Offer should remain confidential, the Offeror shall designate a special section labeled "Confidential Information" and include any information the Offeror indicates as confidential along with a statement detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. Information not specifically identified as confidential by the Offeror in accordance with this paragraph or determined to be not confidential by the District will be open to public inspection.

Suspension or Debarment Status

If the firm, business or person submitting a proposal has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any Federal, State or local government, the Offeror should include a letter with its proposal setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment and the relevant circumstances relating to the suspension or debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment will result in rejection of the proposal or cancellation of a Contract. The District also may exercise any other remedy available by law.

Insurance

The Offeror should provide a Certificate of Insurance or a letter from the Offeror's Insurance Provider demonstrating the Offeror is able to provide insurance in accordance with the requirements set forth herein.

Offer and Acceptance Period

In order to allow for adequate evaluation, the District requires an Offer in response to this Solicitation to be valid and irrevocable for 120 days after the opening due date.

Interview Process

SFMD will have complete authority over the interview process and the development of the interview questions. All candidate applications will be made available to SFMD before the finalization of a candidate list.

Protests

- A. Any interested party may protest a Solicitation, a determination of not susceptible for award, or the award of a contract.
- B. The interested party shall file the protest in writing with Anna Butel (the “Protest Officer”), and shall include the following information:
 - 1. The name, address and telephone number of the interested party;
 - 2. The signature of the interested party or the interested party’s representative;
 - 3. Identification of the purchasing agency and the Solicitation or contract number;
 - 4. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
 - 5. The form of relief requested.
- C. If the protest is based upon alleged improprieties in a Solicitation that are apparent before the offer due date and time, the interested party shall file the protest before the offer due date and time.
- D. In cases other than those covered in subsection (C), the interested party shall file the protest within 10 days after the District makes the procurement file available for public inspection.
- E. The interested party may submit a written request to the Protest Officer for an extension of the time limit for protest filing set forth in subsection (D). The written request shall be submitted before the expiration of the time limit set forth in subsection (D) and shall set forth good cause as to the specific action or inaction of the purchasing agency that resulted in the interested party being unable to submit the protest within the 10 days. The Protest Officer shall approve or deny the request in writing, state the reasons for the determination, and, if an extension is granted set forth a new date for submission of the filing.
- F. If the interested party shows good cause, the Protest Officer may consider a protest that is not timely filed.
- G. The Protest Officer shall immediately give notice of a protest to all offerors.

Standard Form of Contract

Any award pursuant to this RFP will be conditioned upon the approval of the final form of contract.