



TOWN OF
NORTH KINGSTOWN, RHODE ISLAND

80 BOSTON NECK ROAD
NORTH KINGSTOWN, R.I. 02852-5762
PHONE: (401) 294-3331
FAX: (401) 294-2436

REQUEST FOR PROPOSALS

**CONSULTANT TO PERFORM EXECUTIVE SEARCH SERVICES FOR THE
POSITION OF TOWN MANAGER FOR THE TOWN OF NORTH KINGSTOWN RI**

15 sets of the above sealed proposals will be accepted in the Office of the Purchasing Agent, Town Hall, 80 Boston Neck Road, North Kingstown, RI 02852-5762, until **11:00 A.M. on AUGUST 06, 2015**, and will then be publicly opened and read aloud.

NO PROPOSALS WILL BE ACCEPTED AFTER THE 11:00 A.M. DEADLINE.

The proposal will be evaluated as to **R.I.G.L. 45-55-5. (2) "Competitive Sealed Bidding"**.

The Town of North Kingstown reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at any bid opening, provided a request is received three (3) days prior to said meeting by calling 294-3331, ext. 145

Theodore J. Przybyla
Purchasing Agent

TOWN OF NORTH KINGSTOWN, RHODE ISLAND

INFORMATION FOR VENDORS

ARTICLE 1. RECEIPT AND OPENING OF PROPOSALS

Proposals must be submitted in SEALED ENVELOPES, addressed to the Purchasing Agent, Town Hall, 80 Boston Neck Road, North Kingstown, Rhode Island 02852, and clearly marked "EXECUTIVE SEARCH SERVICES", and the date and time of opening. Proposals will be received by the Purchasing Agent up to the specified time as noted on the Request for Proposals, and publicly opened and read aloud at the specified time.

Proposals submitted for a specified item must not be combined under the same cover with any other proposal item.

It is the vendor's responsibility to see that his proposal is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to any officer or person for the premature opening of a proposal not properly addressed and identified.

Any proposal received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the vendor is not responsible. Conditional or qualified proposals will not be accepted.

ARTICLE 2. PREPARATION OF PROPOSAL

Erasures or other changes must be explained or noted over the signature of the bidder.

Each proposal must be submitted in sealed envelopes, clearly labeled, so as to guard against opening prior to the time set therefore.

The Town may consider any proposal not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all proposals in whole or in part, toward any item, group of items, or total proposal; to waive any technical defect or formality in same, or to accept any proposal deemed to be in the best interest of the Town.

In the event more than one item is requested and/or listed on the Proposal Form, bidders may bid on any or all items. The Town reserves the right to make award on an item for item basis or aggregately, whichever may be in the best interest of the Town.

ARTICLE 3. TELEGRAPHIC MODIFICATION

Telephonic, telegraphic or oral proposals, amendments or withdrawals will not be accepted.

ARTICLE 4. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn personally or by written request at any time prior to the time specified for the opening. Proposals may be modified in the same manner. Negligence on the part of the vendor in preparing the proposal confers no right of withdrawal or modification of his proposal after such proposal has been opened.

ARTICLE 5. QUALIFICATIONS OF THE VENDOR

The Town reserves the right to request each vendor to present evidence that he is normally engaged in purveying the type of service proposed. No proposal shall be considered from vendors who are unable to show that they are normally engaged in purveying the type of service specified in the proposal.

To receive full consideration, the bidder must submit literature and necessary details, when applicable, on the service he proposes to furnish in order that the Town may have full information available when analyzing the proposals.

ARTICLE 6. OBLIGATIONS OF THE VENDOR

At the time of opening of proposals, each vendor will be presumed to have inspected the Specifications and Contract Documents (including all Addenda) which has been sent to the address given by such vendor. The failure or omission of any vendor to receive or examine any form, instrument, or document shall in no way relieve any vendor from any obligation in respect to his proposal.

Any exceptions or deviations from the provisions contained in this Specification must be explained in detail and attached to proposal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the proposal will receive careful consideration.

ARTICLE 7. PRICES

Vendors shall state the proposed price in the manner as designated. In the event that there is a discrepancy between unit prices and the extended totals, the unit prices shall govern. In the event that there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

In the event a column headed "Vendor's Offering" is provided in the bid proposal, enter your offering, compliance or non-compliance in each space. DO NOT enter dollar amounts. I agree that the prices in this proposal shall be irrevocable for ninety__ days, or until the proposal is awarded by the Town Council. After award by the Town Council, said prices shall then remain firm for the duration of the Contract.

ARTICLE 8. TAX EXEMPTIONS

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the **State of Rhode Island, 44-18-30 Para. I, as amended**. The Town is exempt from payment of Federal Excise Taxes. The prices proposed must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

ARTICLE 9. LAWS, ORDINANCES AND CODES

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Town of North Kingstown will not award the Contract to any firm who is, at the time, ineligible, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island. If the successful vendor is a corporation NOT authorized to do business in the State of Rhode Island, it shall qualify to do business in the State of Rhode Island, immediately after the award of the contract.

SELECTION CRITERIA

The proposal will be evaluated as to **R.I.G.L. 45-55-5.(2) "Competitive Sealed Bidding"**

The following factors will be considered in determining the lowest evaluated or responsive bid price:

Competence to perform the services as reflected by technical training and education; general experience; experience in providing the required services; and the qualifications and competence of persons who would be assigned to perform the services;

Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the service expeditiously;

Past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines;

The proposed approach to the project;

Demonstrated experience in Executive Search Services;

The professional background, experience and expertise of project manager;

Meeting the proposal requirements;

Services offered in the proposal;

Understanding the scope of the project;

List of references and listing of like services completed or currently in progress;

Personnel assigned to the search; resumes, qualifications, licenses and professional registration;

Guaranteed timeline for completion of search within the specified time period;

Date available to begin services;

Number of days required for completion of services;

Early payment discount.

SELECTION CRITERIA

PURPOSE

The Town of North Kingstown invites qualified Executive Search Firms to submit a proposal to assist the Town Council in the selection of a new Town Manager. A contract will be awarded to a highly qualified and experienced executive search firm with a strong record of municipal government experience, and will be evaluated as to **R.I.G.L. 45-55-5. (2)** **“Competitive Sealed Bidding”**.

The North Kingstown Town Council intends to form a search committee that will assist the Town Council in various steps of this selection process.

BACKGROUND

North Kingstown settled in 1641 and incorporated as a Town in 1674, covers an area of 54 square miles and is primarily a residential suburb approximately 22 miles south of Providence, but is also emerging as an important employment center because of the location of the Quonset Business Park. The Town operates under a home rule charter adopted in 1954, and subsequently amended, providing for a council/town manager form of government with a five-member Town Council headed by a Council President. All legislative powers of the Town are vested in the Town Council by the Charter, including the adoption of the Town budget, the ordering of any tax, making appropriations and transacting any other business pertaining to the financial affairs of the Town.

The Town Manager is appointed by a majority vote of the Town Council for an indefinite term solely based on his or her executive and administrative qualifications. The Town Manager is the chief executive officer and head of the administrative branch of government. The Charter grants to the Town Manager the authority to appoint (department managers and employees directly reporting to the Town Manager require the advice and consent of a majority of the Town Council) or remove all officers or employees of the Town except the Town Solicitor and School Department employees, to prepare and submit to the Town Council the annual budget and annual report of the Town, to recommend to the Town Council pay schedules for Town employees and to recommend to the Town Council the adoption of such measures as he or she may deem necessary for the health, safety or welfare of the Town.

Members of the Town Council are elected on a partisan basis at large for a term of two years. The Charter grants to the Town Council all powers to enact, amend, or repeal ordinances relating to the Town’s property, affairs and government including the power to create offices, departments or agencies of the Town, to preserve the public peace, health and safety, to establish personnel policies, to authorize the issuance of Bonds (with the approval of the voters) and to provide for an annual audit of the Town’s accounts.

The Town of North Kingstown offers a full range of other municipal services. They include public works, recreation, code enforcement, library, police, fire, rescue, planning, senior services, municipal golf course, marina operation, sewer and water system.

SCOPE OF SERVICES

- Task 1. Work closely with the Town Council and/or Search Committee to identify expected qualifications, traits, and management style of the Town Manager.
- Task 2. Finalize the schedule for recruitment, review and selection.
- Task 3. Conduct a nationwide recruitment, including preparation of a job announcement and application; production of advertising and marketing materials; conduct of recruitment efforts utilizing a variety of diverse resources, including targeted, personal recruitment of potential candidates.
- Task 4. Review and screening of applications, including verification of credentials, qualifications, and recommendations.
- Task 5. Conduct of preliminary interviews and background checks on selected candidates.
- Task 6. Gathering of additional information to assist the Town Council and/or Search Committee in its evaluation of the candidates.
- Task 7. Recommendation of at least five (5) candidates for interview.
- Task 8. Coordination of the interview process, including pre interview conference with the Town Council to define/brief the Town Council on the format of the interview process; and the development of interview questions and other techniques to evaluate candidates.
- Task 9. Attendance during candidate interviews..

PROPOSAL REQUIREMENTS

Executive search firms interested in performing this work should submit a proposal that contains the following information:

1. A history of the executive search firm.
2. A list of key personnel of the firm who will be directly or indirectly involved in working with the Town Council and/or Search Committee during the recruitment process,

specifying the role each will play. For each staff member, provide a brief resume, including years employed by the executive search firm, and specific search and outreach processes that the individual has coordinated.

3. A list of current and past clients of the firm for which executive searches for municipal, state, or federal positions (preferably city and town administrators and managers) were conducted. This list should provide the name, title, and contact information (telephone and fax numbers and e-mail addresses) of references for a least five clients for whom searches were completed.
4. A detailed list of services that the firm will provide, including number of meetings with Town Council to discuss/develop job specifications, projected search budget, and any optional services not otherwise noted in this Request for Proposals that the Town may wish to consider.
5. A timetable to finalize the selection of the Town Manager with a recommended target date.
6. The process and methods that will be utilized to conduct the recruitment for the Town Manager.
7. Samples of materials used in two executive searches.
8. The complete cost of services broken out by tasks identified in the scope of services set forth in this Request for Proposals.
9. A copy of the firm's proposed contract for these consulting services.

FEES

The proposed fees should be broken down as to the applicable fee per task; Tasks 1 and 2; Tasks 3-7; and Tasks 8 and 9. Proposed fees are to include any and all additional expenses such as photocopies, postage, travel, etc. The contract for services will be awarded on a "per task" basis and all tasks defined in the above scope may not be awarded.

REQUIRED PROPOSAL SUBMISSION

15 copies of the SEALED PROPOSALS and PDF file of the proposal shall be submitted along with a letter of transmittal, signed by the person authorized to legally commit the firm to the project.

TOWN OF NORTH KINGSTOWN, RHODE ISLAND
PROPOSAL FORM

To: Town of North Kingstown
80 Boston Neck Road
North Kingstown RI 02852-5762

I, (We), the undersigned, agree to furnish to the Town of North Kingstown, professional services for recruitment of a new own manager, according to the specifications:

Tasks 1. and 2.

_____ \$ _____
(Price in words) (Price in figures)

Tasks 3., 4., 5., 6., and 7

_____ \$ _____
(Price in words) (Price in figures)

Tasks 8. and 9.

_____ \$ _____
(Price in words) (Price in figures)

Task 10. Any additional (optional) services that may be proposed, but not specifically required herein. If proposed, vendor to attach a complete description of the service(s):

Description:

Proposal Form