



Request for Proposals (RFP)
for an
Executive Search Firm
to assist with the recruitment
of the
Library & Museum Services Director

Issued: March 21, 2018

Proposals due: April 16, 2018

4:00 pm (our clock)



REQUEST FOR PROPOSALS (RFP) TO PROVIDE EXECUTIVE SEARCH SERVICES TO THE City of Louisville, Colorado

The City of Louisville is accepting proposals from qualified executive search firms for the recruitment of the Library & Museum Services Director. Please see the timeline below for important deadlines and review the following pages for complete information on the request for proposal process.

Timeline of Activities and Proposal Format

- One (1) Original and three (3) copies of each proposal shall be submitted by the deadline per the RFP. The original copy of the proposal shall be clearly labeled “Original”.
- Submit an additional electronic copy of the proposal via e-mail to KathleenH@Louisvilleco.gov, with the subject line: Library & Museum Services Director Recruitment Services proposal.
- The City of Louisville will receive proposals in response to this RFP until 4pm “our clock” on Monday, April 16, 2018. Proposals received after that time will not be reviewed. Proposals shall be in a sealed envelope plainly marked with the project name “Library & Museum Services Director Recruitment Services Proposal”, and shall be addressed as follows:

The City of Louisville

749 Main Street

Louisville, Colorado 80027

Attention: Kathleen Hix, Director of Human Resources

- Anticipate effective date of contract with the selected executive search firm by Tuesday, May 2, 2018.

Section 1. Summary of Request

Purpose – the City of Louisville is accepting proposals from qualified executive search firms (“Firms”) for the recruitment of the Library & Museum Services Director. The City of Louisville anticipates awarding the contract on May 2, 2018. The City of Louisville anticipates that the Firms will be able to provide a variety of services as outlined in Section 3, Scope of Work/Service Expectations. The City of Louisville is seeking a full-service executive search firm who can provide a variety of recruiting services within a prescribed time frame.

Questions regarding the proposal can be directed to:

Kathleen Hix, Director of Human Resources

303-335-4720

KathleenH@Louisvilleco.gov

Section 2. Overview

The City of Louisville is a Colorado municipality with approximately 20,000 residents. The City was founded in 1878, and lies in Boulder County roughly six miles east of the City of Boulder and 25 miles northwest of Denver. Louisville, Colorado has the best of everything situated in the Denver-metro area but only minutes from the Rocky Mountains. With our highly-educated population, wealth of recreational opportunities, authentic small town ambiance, high-tech acumen, and real estate prices a fraction of Boulder’s; it is no surprise that Money Magazine voted Louisville the best place to live in 2009 and 2011. And speaking of #1, Louisville was selected as the #1 place in the country to raise children by a pair of nationally recognized researchers. Bert Sperling and Peter Sander, authors of Best Places to Raise Your Family: The Top 100 Affordable Communities in the U.S. (Frommer’s,) put Louisville at the top of their list.

Louisville residents have access to arts & culture, sports, great restaurants, excellent school systems and diverse housing options. Residents enjoy the fresh air, extensive walking paths, and mountain views in the city’s 26 parks.

Section 3. Scope of Work/Service Expectations

The City anticipates the following services would be provided by the executive search firm. The selected Firm will be viewed as an active partner in assuring the City a high-level of satisfaction during the process, the outcome, and the cost associated with this recruitment. **Detailed Scope of Services will be revised and finalized at the time of the contract.** The Scope of Work shall include but is not limited to the following:

1. Provide suggestions regarding the current job description and scope of duties and responsibilities needed to continue the top-notch work of the City. (See Exhibit A).
2. Adhere to the prescribe timeline provided (See Exhibit B). If the timeline cannot be adhered to, please provided a detailed optional timeline.

3. Create high-quality marketing materials which highlight the position and the unique aspects of Louisville's Library and Museum services and ensure timely placement of those materials in the best venues to reach the most qualified candidates who may be interested in the position. This should include professional journals and web sites, letters and/or phone calls to prospective candidates.
4. Prepare a list of individuals who should be encouraged to apply for the position and actively recruit them. Outline recruitment strategies including social media recruiting activities.
5. Work in a cooperative fashion with city staff to conduct the recruitment process.
6. Conduct initial candidate screening for the position and provide top 20 candidates to the city staff.
7. Recommend to city staff the names of candidates who should be interviewed.
8. Coordinate notification of candidates being invited to final interviews as well as candidates not being invited to final interviews.
9. Complete and present comprehensive background information on candidates selected to be interviewed.
10. Coordinate the interview process including skills evaluation, assessment centers, and a possible Community Open House.
11. Prepare and suggest creative options for the recruitment process.
12. Develop documents to be used during final interviews including but not limited to: interview questions, scoring sheets, and feedback forms to be used during an Open House for final candidates.
13. Coordinate the hotel arrangements for finalists and Firm representative.
14. Outline and conduct appropriate media relations activities.

Section 4. Standard Terms and Conditions

When preparing the proposal for submission to the City of Louisville in response to this RFP, Firms should be aware of the following terms and conditions which have been established by the City of Louisville.

1. The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.
2. The City of Louisville reserves the right to conduct investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
3. All proposals submitted must be valid for a period of 120 days after the date of the proposal deadline.
4. The City of Louisville assumes no responsibility for payment of any expenses incurred by any firm as part of the RFP process.
5. The following criteria will be used to evaluate all proposals:
 - a. The Firms interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Louisville.
 - b. The reputation, experience, and efficiency of the Firm.

- c. The ability of the Firm to provide quality services within the time established and funding considerations of the City.
- d. The general organization of the proposal; special consideration will be given to submittals which are appropriate, address the goals; and provide information in a clear and concise format that address the requested information.
- e. The financial arrangements proposed by the Firm, including, but not limited to, the amount of the guaranteed cost contract that the Firm is willing to enter into with the City of Louisville. The City of Louisville is committed to selecting the most responsible, responsive and competitive offer for the contract award, but will not base its evaluation solely on price. The City of Louisville reserves the right to award the contract to a Firm who may not necessarily be the lowest Firm based upon cost comparison.
- f. The Firms experience with Library and Museum Services Director recruitments.

Section 5. Required Submittals

1. Provide the name and home office address of your Firm. Describe what type of a business entity your Firm is (corporation, general partnership, Limited Liability Company, etc.) Indicate in what state and year your business entity was incorporated or formed.
2. Provide a brief history of your business, including years of operation, general business description, and number of clients serviced, types of services generally offered, size of firm, and statement of philosophy of customer service levels provided to clients.
3. Identify the key personnel of the Firm who will be assigned to perform services for the City of Louisville, and who will provide continuing support throughout the term of the contract. Provide resumes stating qualifications for key personnel and provide a statement as to the availability, continuity, and accessibility of the individuals who would be assigned to manage the City of Louisville's account.
4. For how many clients does the principal consultant provide services, where would our City's size rank among your current clients? Provide a detailed timetable for services.
5. Do you have a website? Describe the types of information/services available on your website. Provide website address and demonstration password.
6. Describe your experience in providing Library & Museum Services Director recruiting services. Include a list of recent recruitments listing the name of the organization, the location, and the time to complete the recruitment.
7. List at least three (3) current and three (3) former clients (municipal/government/Colorado communities) for whom you provide/provided executive search firm services. Provide telephone numbers and contact names for references.
8. Provide specific costs per services, fee payment schedule and cost guarantees, if available, for the services listed above. Include an hourly rate and description of services performed beyond the normal scope of services that would be included in a contract.
9. Can the client or Firm terminate the services without obligation at any time under the Consulting Services contract? If not, what are the separation terms?
10. Does the Firm provide any type of guarantees if recommended candidate does not work out as expected for the City of Louisville?

11. Complete the attached Disclosure Statement (Exhibit B) and return with your proposal.

Section 6. The City

The City will provide and arrange for the Firm to receive in a timely and expeditious manner and suitable format for use and review by the Firm, at no expense to Firm, copies of all documents, materials, policies and other data and information necessary to the Firm's performance which will be of assistance to the search. The point of contact for this support will be the responsibility of the Human Resources Department.

Section 7. Confidentiality

All information and data in the RFP are proprietary to the City of Louisville and should be treated as confidential information. It is for your exclusive use in preparing a proposal and must not be shared, where written or oral, with any other firm or used for any other purpose. The use of the City of Louisville's name in any way as a potential customer is strictly prohibited.

In addition, if anything submitted in your proposal is confidential to your organization it needs to be clearly marked as such.

Thank you, we look forward to reviewing your proposal.

Attachments:

1. Exhibit A – Job Description
2. Exhibit B – Disclosure Statement