



DATE: November 10, 2022

Proposal Deadline: 12:00 P.M., November 30th, 2022

REQUEST FOR PROPOSALS

The Town of Hayden (Town) respectfully requests proposals from responsible and qualified **individuals and/or firms** to assist the Town in the Executive Recruitment Services for a Police Chief.

The goal of the Town, through this RFP, is to negotiate an agreement for Executive Recruitment Services for the Town's next Police Chief. The Town's next Police Chief will require exceptional leadership skills to lead the department into the future. The process will be inclusive of employees, the community, Town Council and the Town's leadership team. Term is for the project only.

The Town of Hayden, Colorado will accept proposals via email (mathew.mendisico@haydencolorado.org), until 12:00 p.m. November 30th, 2022. Proposals received later than the above referenced time will not be accepted for review or consideration.

RFP SCHEDULE

A tentative schedule of key dates for the solicitation has been established as follows:

November 11	RFP Posted
November 18	Deadline for questions
November 30	Proposals due by 12:00 p.m.
December 1	Review submittals.
December 8	Schedule interviews with prospective firms/ individuals.
December 15	Town Council approval.
	Estimated Start Date: Immediately following Town Council approval with first week in January release.

POINT OF CONTACT

Mathew Mendisico, Town Manager, mathew.mendisico@haydencolorado.org or phone at 970-276-3741. All formal questions must be submitted by email to contact. Do not contact the requesting department, other employees or any member of the selection committee.

MINIMUM REQUIREMENTS

Minimum requirements for this project include management and execution of executive recruitments of similar scope and complexity. Those firms shall have adequate staff and expertise to begin work within two (2) weeks of the submittal date.

PROPOSALS

All proposals are due Wednesday, November 30, 2022 by 12:00pm. There will be no public opening. Proposals received after the deadline will not be considered. It is the responsibility of the proposer to ensure the proposal is received on or before the deadline.

Submit Proposals To: mathew.mendisico@haydencolorado.org

Please add EXECUTIVE POLICE CHIEF RECRUITMENT RFP in title field of the email.

SOLICITATION PROCESS

This RFP is being solicited under a multi-step procurement procedure consisting of two (2) phases. The first step requires all firms to submit proposals addressing only those items cited in Section II, Proposal Submittal Requirements, of this RFP. Proposals will be evaluated and ranked based on the evaluation criteria outlined in Section III, Evaluation Criteria. A short list of firms will be selected for further evaluation. Only those firms that are placed on the short list based on the evaluation criteria will be considered during the second phase. During the second phase, interviews may be held with the short-listed firms.

After interviews the top firm as determined by the executive team will be contacted for a final contract negotiation, and upon agreement a recommendation to Town Council for approval. The second ranked firm will also be forward to Council as an alternative. Once Town Council issues approval the award will be obtained; the Agreement will be signed; and work may begin. Should the Town be unable to reach an agreement with the top ranked firm, negotiations will commence with the next ranked firm or negotiations will be had if Council chooses the second ranked firm. This process will continue until a satisfactory contract is negotiated, or the Town exercises its right to reject all proposals.

CONDITIONS OF AWARD

It is the intent of the Town to award to the most responsive firm provided that the proposal has been submitted in accordance with the requirements of this RFP document and is judged to be fair and reasonable. The Town shall be the sole judge of the firm's qualifications, and whether the proposal is in the best interests of the Town.

The Town may conduct such investigations as the Town considers necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications, and financial ability of the offers.

The Town shall have the right, in its sole discretion, to terminate this RFP process with or without cause.

CONFIDENTIALITY

Proposals submitted to the Town of Hayden for consideration shall be subject to the Colorado Open Records Act and Colorado Statute C.R.S. §24-92-103(4) after award is made. Any confidential information in your proposal shall be identified as such. Proposals submitted and terms and conditions specified in each consultant's response shall remain the property of the Town of Hayden.

AMENDMENTS TO THIS REQUEST FOR PROPOSAL

The Town reserves the right to amend this RFP by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments will be available on the Town website (www.edgewaterco.com) and it shall be the responsibility of the firm to obtain all addenda.

If revisions are of such a magnitude to warrant, in the Town's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

CHANGES IN SCOPE OF SERVICES

The Town will agree that any change in the Scope of Services to be performed after the original agreement has been signed shall be documented as a written change order, be accepted by all parties, and made a part of the original agreement by addendum.

JOINT PROPOSALS

Multiple vendors may form a team to submit a joint proposal. All firms and individuals involved must be identified in the proposal. A single individual and firm must be designated as having overall responsibility for services. The lead individual and firm will serve as the Town's primary contact and will be responsible for ensuring agreed upon timelines and work requirements are met.

NO CONFLICT OF INTEREST

Vendors should have no real or apparent conflict of interest. A conflict of interest includes any financial or contractual relationship with a firm, individual, or association with a direct financial interest in Town revenues. Examples of such firms, individuals, or associations include owners of retail and commercial properties within the Town and other business groups.

All vendor work products developed by the consultant team will become property of the Town upon completion of the work. The Town may request copies of relevant spreadsheets or databases developed as part of the consultant's work.

GENERAL INFORMATION

Reimbursement will not be made for costs incurred prior to a formal award. The proposal must be comprehensive and specify how the consultant would complete all the elements of the "Scope of Services."

SUBLETTING OF AGREEMENT

The consulting firm will agree not to assign or sublet the whole or any part of the agreement without the prior written consent of the Town.

ADDITIONAL INFORMATION

Proposals will be considered only from firms or individuals that are firmly established in an appropriate business, who are financially responsible, and who have the resources and ability to offer services in a professional and expedient manner. The Town reserves the right to be the sole judge of these criteria.

The Town may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered incomplete.

The Town of Hayden reserves the right to reject any/all proposals, to waive any informalities in the proposals received, and to accept the proposal deemed most advantageous to the Town.

QUESTIONS

Questions regarding this RFP must be addressed in writing via e-mail to:

2022 Executive Recruitment Services Police Chief RFP

Attn: Mathew Mendisco, mathew.mendisco@haydencolorado.org.

Informal questions or contact is acceptable via phone call at 970-276-3741 to Mathew Mendisco.

RFP ATTACHMENTS

Section I Background and Scope of Services
Section II Proposal Submittal Requirements
Section III Evaluation Criteria

SECTION I

BACKGROUND & SCOPE OF SERVICES

A. Background

The Town of Hayden, Colorado is a Home Rule Municipality with a Council/Manager form of government. Founded in 1906 and located 25 miles from the City of Steamboat Springs, CO and 16 miles from the City of Craig, CO, Hayden is a growing community that is quickly setting the pace for sustainable growth in a rural setting. Our purpose is simple: "Hayden exists to be a place to thrive". The community prides itself on its values, people, and community. With an estimated population of 2,100 and growing, Hayden is quickly becoming one of the best rural areas to live in Colorado. We are home to the Yampa Valley Regional Airport, 1 gig symmetrical broadband, great parks, increasing businesses, brand new K-12 school campus, and a community center that will soon be one of the main focal points for the Yampa Valley.

Since 2017, Hayden has seen a 3.1% population growth year-to-year with a population of approximately 1700 in 2016. With the regional airport located within the Hayden town limits, Hayden is a full-service municipality with the exception of fire which is serviced by West Routt Fire Protection District. Residents enjoy a full four seasons with outdoor access to some of Colorado's best outdoor opportunities including Steamboat Ski Resort, premier hunting and fishing, hiking, and many public land opportunities. You can be on public land within 10 minutes in any direction making Hayden very attractive for outdoor enthusiasts. Unlike some rural areas in Colorado, Hayden has the benefit of being centrally located between two bigger cities giving people access to city amenities while still living in a rural setting; we truly have the best of all worlds.

The current Hayden Police Department employs five (5) sworn officers and four (2) non-sworn employees. The Chief of Police is the Department Head and is a direct report of the Town Manager.

B. General Scope of Services

1. Profile Development: includes stakeholder interviews with Town Manager and Leadership Team, and key Town personnel, conduct interviews and/or focus groups with both sworn and nonsworn employees and the public. Include the minimum and maximum number of visits to the Town to conduct stakeholder interviews. Include the cost for additional visits to the Town above those included in the proposal.
2. Develop an electronic survey: one for employees and one for members of the public. Town staff will promote and disseminate.
3. Interpret survey responses and provide to Town team.
4. Develop ideal candidate profile: based on stakeholder meetings, survey responses and research on best practices in modern policing, develop candidate profile.
5. Develop and implement advertisement strategy: post profile, market and advertise position at the local, regional and national level. Advertisement of the position should include an approach to ensure both ethnic and gender diversity.

6. Develop and implement an approach that identifies and targets passive candidates at the local, regional and national level.
7. Screen and Interview candidates: using the latest recruitment techniques may include video interviews, written leadership assessments, responses to specific questions, reference and internet check. Include the cost for each screening tool utilized.
8. Indicate the minimum and maximum number of candidates that will be presented to the Town team for consideration
9. Prepare summary: for each candidate and identify the candidate's strength and weakness. Include how this information will be provided to the Town,
10. Work with the Town team to identify and select five to seven candidates for the face-to-face interview
11. Design and administer an interview/assessment process: focus of the interview will be on the candidate's technical and leadership skill and political savviness and includes opportunities for employees and the public to engage/interact with the candidates
12. Facilitate the discussion and help with identifying the candidates strengths and weaknesses and help the Town select two to the three final candidates for a second interview
13. Design and administer the final interview/assessment process. The process should focus on candidate's:
 - a. leadership skill, including the ability to lead people and create a vision for the police department;
 - b. understanding of the challenges/opportunities facing today's policing environment;
 - c. ability to interact with members of the community and personnel at all levels; and
 - d. plan for the first 90 days, first six months and one year out.

The process should include opportunities to learn more about the candidate in both a formal and informal settings and provide the candidate with an opportunity to learn more about the Town.

14. Facilitate the discussion and help with identifying the candidates strengths and weaknesses and help the Town select the final candidate(s)
15. Conduct the background investigation of final candidate(s) include the components of the background check and the cost of the various components

SECTION II

PROPOSAL SUBMITTAL REQUIREMENTS

PROPOSAL SUBMISSION

All proposals are due Wednesday, **November 30, 2022 by 12:00pm**. There will be no public opening. Proposals received after the deadline will not be considered. It is the responsibility of the proposer to ensure the proposal is received on or before the deadline.

Submit Proposals To: mathew.mendiscolorado.org

Please add EXECUTIVE RECRUITMENT POLICE CHIEF RFP in title field of the email.

PROPOSAL FORMAT

The purpose of the Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to assist the Town with Recruitment Services for the next Police Chief. The Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an approach that will meet the RFP requirements.

The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects must be included. The following represent the criteria against which the proposal will be evaluated:

1. Firm Qualifications and Experience

- The proposer should state the size of the firm, the location of the office from which the work on this engagement is to be performed and the number, nature and experience of the professional staff to be employed in this engagement.
- If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal recruiter should be noted, if applicable.
- The firm is also required to submit a list of recent executive recruitments including those for a Police of Chief or other high ranking public figures.

4. Similar Engagements with Other Government Entities

- For the firm's office that will be assigned responsibility for the recruitment process, list the most significant engagements (maximum – 3) performed in the last three years that are similar to the engagement described in the RFP. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

5. Specific Executive Recruitment Approach

- The proposal should set forth a work plan, including an explanation and timeline of the recruitment process to be followed, to perform the services required in Section II of this RFP.

6. Identification of Anticipated Potential Recruitment Problems

- The proposal should identify and describe any anticipated potential recruitment problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Town.
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7. Recruitment Materials

- The proposal should include (or reference by website link) examples of recruitment materials produced by the firm.

8. Proposal Cost/ Fees

- Cost per element of the recruitment as specified in Section II under “General Scope of Services” plus additional services the firm can provide outside of the specifications with specific costs.
- Total all-inclusive maximum price for the engagement inclusive of consultant travel and other expenses, but not including advertising costs.
- Proposed costs to create an electronic employee and community survey
- Proposed costs for identifying and targeting passive candidates
- Proposed advertising placement and costs
- Proposed screening and assessment costs
- Proposed background costs
- Not-to-exceed price for any additional costs
- Hourly costs for consultants for any additional services needed within the process

SECTION III

EVALUATION CRITERIA

Evaluation Criteria

A. General Experience and Technical Competence

- Qualifications of personnel.
- Management Experience of firm.
- Experience working with home-rule municipalities.

B. Overall Impression of Proposal

- Organization, clarity, conciseness and thoroughness.
- Approach to Scope of Services.

C. Price/Value of Proposed Services

The Town will evaluate each firm's proposal in accordance with the evaluation criteria identified above. Noted below are some of the key elements of the above listed evaluation criteria that will be considered in the evaluation of each firm's proposal by the Town.

1. Firm's qualifications and experience of individual team members as they relate to these services.
2. Firm's experience and resources of the firm(s) as they relate to services.
3. Proposed fee schedule.
4. Proposed staffing plan, including: personnel dedicated to the Town.
5. Firm's effectiveness of communications strategy as evidenced by the proposal itself and interaction between the Town and the firm during the selection process.
6. Lack of any real or apparent conflict of interest for individuals and firms.
7. Robust process and control design including but not limited to the use of industry recognized frameworks such as ITIL and staff or organizational certifications.