



September 29, 2021

Request for Proposals (RFP)

Government Executive Recruitment Consultant

Submission deadline: Monday, October 6, 2021

Additional information may be obtained by calling or emailing Patrick Hoffman, Barton County Counselor, at (785) 472-3186 or emailing phoffman@shhlawyers.com.

Introduction

Barton County invites proposals from experienced government recruitment consultants to search for a new County Administrator for Barton County, Kansas. The consulting firm must demonstrate experience hiring executive administration for governing bodies in Kansas. In addition, the consulting firm must work with the governing board to search and identify qualified candidates for the open County Administrator position.

Submission Procedure

Vendors may receive electronic notifications and submit proposals online through Vendor Registry, a link found under the Procurement tab at www.bartoncounty.org. Proposals should be submitted no later than 1:00 pm, October 6, 2021.

Proposals may also be submitted via U.S. mail or courier to Barton County Clerk, 1400 Main Street, Room 202, Great Bend, KS 67530.

Proposals must state that they are valid for a period of at least one hundred eighty days (180) days from the closing deadline. Barton County will not consider any proposal not prepared and not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all proposals. Any proposals may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. Proposals submitted after the closing date and time will be returned unopened. Proposals may not be withdrawn within sixty (60) days after the actual date of the opening thereof.

Modification of Bids

Modifications to proposals already submitted will be allowed if submitted in writing before the time fixed in the Request for Proposals. Modifications shall be submitted and shall not reveal the total amount of either the original or revised proposal.

Scope of Work

Proposals, together with letters of transmittal, should include the following information:

- The name and contact information of the person in your firm who would be the official contact for any contractual relationship

- A project proposal includes but is not limited to: the scope of work, approximate hours to complete the job, and project timeline
- Certificate of Insurance
- Affidavit of exempt status under worker's compensation act, should bidder not maintain workers compensation insurance

Specifications

Specifications to the scope of work should include:

- **Project review:** work with the governing body to determine the search criteria and geographic scope, compensation package, and overall project design.
- **Position profile:** refine position description to meet the project goals.
- **Recruitment and advertising:** deploy strategic advertising strategies and recruit top talent
- **Screening:** review applicants to identify qualified candidates and present them to the governing board.
- **Interviews:** design and coordinate interviews to select top candidates.
- **Facilitate employment:** conduct background and reference checks, assist in negotiating terms and develop offer letters.

Timeline

The consulting firm is expected to begin implementing its scope of work on October 14, 2021.

Barton County reserves the right to reject any and all proposals and award in the county's best interests. Barton County will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In addition, consideration will be given to such matters as contractor integrity, compliance with public policy, a record of past performance, and financial and technical resources.