



Village of Buffalo Grove

# Professional Recruitment Services

Request for Proposals

Prepared by the Finance Department  
5/1/2019

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# REQUEST FOR PROPOSALS

Professional Recruitment Services

## **RECEIPT OF PROPOSALS**

Sealed Proposals for the Village of Buffalo Grove Professional Recruitment Services are invited and will be received by the Village of Buffalo Grove (hereinafter referred to as The Village) at 50 Raupp Boulevard (attn: Office of the Village Clerk), Buffalo Grove, Illinois 60089 on or before, but not later than **1:30 P.M. Local Time on Friday, May 17, 2019**. Proposals will not be publically opened. Each Firm shall be required to submit three (3) copies of their respective response documents, in a sealed envelope or box, clearly labeled as "VoBG-2019-22 Professional Recruitment Services".

## **OVERVIEW**

The intent of this Request for Proposal (RFP) is for the Village of Buffalo Grove to obtain proposals from qualified Executive Search firms interested in assisting the Village Manager of Buffalo Grove, or designee, in the recruitment of a Finance Director. The Village intends to award a contract to a firm or firms that have the ability to evaluate the current organizational structure, enhance the Village's recruitment efforts, oversee a nationwide search, target qualified candidates, and assist with screening and interviewing candidates.

## **QUESTIONS**

All comments, concerns and questions regarding these documents shall be addressed to the Village of Buffalo Grove Purchasing Manager via email at [brobinson@vbg.org](mailto:brobinson@vbg.org) with the subject line "Professional Recruitment Services". All comments, concerns and questions regarding the Work must be received by the **10:30 AM CST on Monday May 13, 2019**.

## **HOLDING OF PROPOSALS**

No Proposal shall be withdrawn after **Friday, May 17, 2019 at 1:30 PM** without the consent of the Village, for a period of sixty (60) calendar days.

For information on how to receive a copy of the Proposal Package and any addenda visit the Village of Buffalo Grove procurement website at <https://www.vbg.org/bids> or Contact the Purchasing Manager at 847-459-2500

# EXHIBIT A - VILLAGE OF BUFFALO GROVE PUBLIC CONTRACT STATEMENTS

The Village of Buffalo Grove is required to obtain certain information in the administration and awarding of public contracts. The following Public Contract Statements shall be executed and notarized.

## PUBLIC CONTRACT STATEMENTS

### CERTIFICATION OF CONTRACTOR/CONSULTANT

In order to comply with 720 Illinois Compiled Statutes 5/33 E-1 et seq., the Village of Buffalo Grove requires the following certification be acknowledged:

The below-signed Consultant/contractor hereby certifies that it is not barred from Bidding or supplying any goods, services or construction let by the Village of Buffalo Grove with or without Bid, due to any violation of either Section 5/33 E-3 or 5/33 E-4 of Article 33E, Public Contracts, of the Chapter 720 of the Illinois Compiled Statutes, as amended. This act relates to interference with public contracting, Bid rigging and rotating, kickbacks, and Biding.

### CERTIFICATION RELATIVE TO 65 ILCS 5/11-42.1.1

In order to comply with 65 Illinois Compiled Statutes 5/11-42.1.1, the Village of Buffalo Grove requires the following certification:

The undersigned does hereby swear and affirm that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue unless it is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax. The undersigned further understands that making a false statement herein: (1) is a Class A Misdemeanor, and (2) voids the contract and allows the Village to recover all amounts paid to it under the contract.

### CONFLICT OF INTEREST

The Village of Buffalo Grove Municipal Code requires the following verification relative to conflict of interest and compliance with general ethics requirements of the Village:

The undersigned supplier hereby represents and warrants to the Village of Buffalo Grove as a term and condition of acceptance of this (Proposal or purchase order) that none of the following Village Officials is either an officer or director of supplier or owns five percent (5%) or more of the Supplier: the Village President, the members of the Village Board of Trustees, the Village Clerk, the Village Treasurer, the members of the Zoning Board of Appeals and the Plan Commission, the Village Manager and his Assistant or Assistants, or the heads of the various departments within the Village.

If the foregoing representation and warranty is inaccurate, state the name of the Village official who either is an officer or director of your business entity or owns five percent (5%) or more thereof:

(Official) \_\_\_\_\_

\_\_\_\_\_

Print Name of Contractor/Consultant/Supplier

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_

Notary Public

Notary Expiration Date \_\_\_\_\_

## EXHIBIT B - SCHEDULE OF PRICES

### Professional Recruitment Services

TO: THE VILLAGE OF BUFFALO GROVE, ILLINOIS

FULL NAME OF CONSULTANT: \_\_\_\_\_

MAIN BUSINESS ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

The undersigned, declares that it has carefully examined the proposed work and all other documents referred to or mentioned herein and it proposes and agrees, if this Proposal is accepted, that it will contract with the Village, in the form of the Contract attached (Appendix A.), to complete the Work titled "Professional Recruitment Services", and that it will take in full payment therefore the sums set forth in the following Schedule of Prices.

#### Schedule of Prices

Description	Unit	Qty	Cost
Phase I. Pre-Recruitment	Lump Sum	1	\$
Phase II. Recruitment Process	Lump Sum	1	\$
Phase III. Review and Selection	Lump Sum	1	\$
IV a. Optional Support Services	Hourly	20	\$
IV b. Optional Assessment Center Services	per	4	\$
<b>Total</b>			<b>\$</b>

#### ACKNOWLEDGEMENT OF ADDENDA

Acknowledgement of receipt of Addenda(s) \_\_\_\_\_ (list each addendum number) Attach each signed addendum, if any, to the bid packet as part of your submittal.

#### CONTRACTOR SIGNATURE and CONTACT INFORMATION

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Legal Entity

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
(Sign here)

\_\_\_\_\_  
(Print Name)

# SCOPE OF SERVICES

## OVERVIEW

The intent of this Request for Proposal (RFP) is for the Village of Buffalo Grove to obtain proposals from qualified Executive Search firms interested in assisting the Village Manager of Buffalo Grove, or designee, in the recruitment of a Finance Director.

All proposals must be made on the basis of, and either meet or exceed, the requirements contained herein. All offerors must be able to provide:

- I. PRE-RECRUITMENT
  - a. Development of a Recruitment Strategy and Process Timeline
    - i. For the recruitment, the Consultant shall submit a recruitment process timeline detailing the steps to be taken in the recruitment process, the length of time associated with each step, and the individuals responsible for each step.
  - b. Development of Announcement and Recruitment Material
    - i. For the recruitment, the Consultant shall develop announcement and recruitment materials, including job announcement, position brochure, and other recruitment materials used to attract potential candidates.
  - c. Development of Position Brochure
    - i. For the recruitment, the Consultant shall develop a comprehensive understanding of the duties and responsibilities of the identified position and shall develop a written position brochure to be agreed upon by the Village prior to the start of the recruitment process.
  - d. Pre-Recruitment Deliverables:
    - i. Detailed recruitment process timeline and position announcement/recruitment materials.
- II. RECRUITMENT PROCESS
  - a. Identify Potential Candidates
    - i. The Consultant shall work with the Village Manager, or designee in developing a recruitment strategy. The strategy shall include accurate and enticing language describing the organization and position, as well as a specific action plan to target and source a diverse, qualified candidate pool.
    - ii. The Consultant shall identify potential contacts and conduct personal outreach recruiting to include an established candidate bank. The approach should take into consideration issues of confidentiality and the issues most likely to attract the best candidates.

- b. National Recruitment
  - i. The Consultant shall use all necessary tools to recruit nationally, seeking out applicants who have a proven track record in the desired area of expertise, ideally in a local government.
- c. Diverse Recruitment
  - i. A diverse applicant pool is required. The Consultant shall develop a specific action plan to target recruitment efforts to attract a pool of qualified candidates from diverse backgrounds who vary by race, ethnicity, age, gender, and other protected categories, as well as qualified veterans.
- d. Recruitment Deliverables
  - i. Comprehensive recruitment plan that addresses the specific sources and methods of indirect and direct outreach to achieve national, regional, and local qualified candidates and plan to attract a diverse applicant pool.

### III. REVIEW AND SELECTION

- a. Conduct Candidate Screening
  - i. The Consultant shall provide the Village preliminary candidate lists of individuals meeting the requirements of the employment profile and providing all applications for the Village to view. The applicant pool should include approximately 8-10 well qualified candidates for the position; however, the Village may wish to see information on all candidates who applied for the position. The Consultant shall provide the Village with an EEO analysis of all applications received. The Consultant shall conduct a reference check and thorough internet search of all 8-10 candidates prior to presenting them to the Village. The objective of the internet search is to identify publicly disclosed and available information, which could be relevant to the candidate's consideration for the position. Candidates shall be evaluated strictly on merit, without regard to race, color, religion, sex, national origin, age, disability, status as a service disabled veteran, sexual orientation, gender identity, genetic information, and other non-merit factors. Arrangements should then be made to interview appropriate candidates. The primary objective of the first level interview is to determine if the candidate meets the Village's threshold requirements. This includes a determination of both competencies and behaviors. It is also important to understand exactly why a candidate would consider making a change to work for the Village. The Consultant shall also obtain complete compensation histories, but will not discuss compensation possibilities with candidates at this stage without consulting the Village. Unsuitable candidates should be informed of their status at this time.

- b. Candidate Interviews
  - i. The Consultant shall work with the Village to develop and implement a process for evaluating the final candidates for the position, as well as coordinating interviews. The Consultant shall be responsible for the overall management of the process and shall facilitate the interview process. Interviews shall be conducted onsite at the Village and any required travel will be done in accordance with Village travel policies. The Consultant will provide travel receipts to the Village for reimbursement of travel costs. The Village reserves the right to request changes to this process that it may determine are necessary to meet its objectives. The Consultant shall determine each candidate's level of interest after the first round of interviews.
  - ii. Information on all candidates at this stage will be shared with the Village so as to determine its satisfaction with them and identifying additional candidates if necessary. Finalists and their financial requirements are identified at this stage.
- c. Conduct Reference Checks and Verification of Credentials
  - i. A minimum of three (3) professional reference checks and extensive criminal and credit background investigations shall be conducted for all finalists forwarded to the Village for consideration. At a minimum, reference checks will consist of candidate's prior or current supervisor or management. References from peers and or subordinates may be requested by the Village. A reference check with the unit of local government or equivalent at each place of employment during the last ten (10) years should be made. Inconsistencies that cannot be resolved should be grounds for immediate termination of the applicant's candidacy. The Consultant shall also conduct thorough background investigations to include, but not be limited to, verification of all academic credentials, Department of Motor Vehicles, criminal and credit history and civil litigation check for any candidate receiving a job offer.
- d. Offer Coordination and Acceptance
  - i. The Consultant shall preliminarily discuss requirements with the preferred candidate when the Village has determined an offer is appropriate. This information will be reviewed by the Village to develop an offer of employment. This process shall continue until an agreement, as approved by the Village Manager, or designee, is reached and a confirmation letter is forwarded.



e. Placement Guarantee

- i. The Consultant shall provide a placement guarantee of a final candidate to include:

If the selected individual leaves for any reason other than an act of God (such as total incapacitation or death) within the first year, the Consultant shall repeat the search at no charge.

The Consultant shall agree to repeat the search, at no additional charge, if the Village is not satisfied with the candidates presented.

In addition, the Consultant shall not approach the selected individual for any other position as long as the individual is employed by the Village.

f. Review and Selection Deliverables

- i. Candidate screening results showing statistically the qualifications of all applicants and how the candidates were screened as qualified/non-qualified; results of internet search; initial screening interview report; final screening matrix showing how candidates were evaluated; and reference/background check results.

IV. Optional Services

- a. The Village may choose to request the Consultant provide additional support or services to meet Village objectives.
- b. Provide Management/Leadership Assessment Center services for up to four candidates.

## PROPOSAL RESPONSE REQUIREMENTS

Responses will be evaluated based on the quality and completeness of the information provided. Concise presentation of the requested information should be anticipated to be evaluated more favorably than unnecessarily detailed descriptions. Font size should be no smaller than 10 point.

Please include all information requested.

### I. **Response Documents**

#### *Services*

- The Consultant should provide and describe in detail their current process for how this work is currently being performed in each of the specified areas.
  - Pre-Recruitment
  - Recruitment
  - Review and Selection
- A project schedule which should outline a specific timeline for each of services areas as detailed in the Scope of Services.

#### *Qualifications*

- A list of key personnel to be assigned to this work.
- Resumes for each of the above mentioned personnel.
- Identify portions of this service, if any, that you will subcontract. References of subcontracted companies to be assigned to the work.

#### *Experience and References*

- Related experience during the past five (5) years including at least three (3) references of similar scope work: include name, phone number, and email address.
- Consultant must have a minimum of ten (10) years demonstrated experience and expertise in the successful recruitment and placement of mid to high level management positions in a public/government agency. (Reference List)

### II. **Forms**

Please fill out and include the following forms (included in the RFP) in your response.

- Village of Buffalo Grove Public Contract Statements
- Schedule of Prices
- Reference List

### III. **Professional Services Agreement.**

The Village requests the Consultant provide their standard Professional Services Agreement. Any exceptions to the scope of services must be provided via separate cover with the submittal

### SUBMISSION OF WRITTEN RESPONSES

Contractors interested in providing the services requested, must respond in writing by the date specified. All submissions become the property of the Village of Buffalo Grove and will not be returned to the Contractors. All costs associated with submission preparation will be borne by the submitter.

### Consultant Ranking

Based on results from the written responses to the RFP and client reference responses, the Village will rank the finalist Consultants. If the Village deems it necessary, finalists will be contacted to respond to questions from staff.

### Evaluation Breakdown

All responses will be ranked in three categories: Services, Qualifications and Experience, and Cost. Each category will then be weighted as shown below.

- Services - 45%
- Qualifications and Experience– 20%
- Cost – 35%

### RFP Schedule

Task	Timeline
Selection of finalist and Intent to Award*	May 22, 2019
Award of Contract *	May 24, 2019

\*The schedule may be modified by the Village if it is deemed to be in the best interests of the Village of Buffalo Grove.