



CITY OF DALLAS

Request for Proposals
BYZ1342 Executive Search Firm

The City of Dallas is seeking proposals to conduct an executive search for the City Manager position. **This proposal is subject to responses totaling less than or equal to \$50,000 only. Any proposal over \$50,000 will not be considered.** No electronic submittals will be accepted for this solicitation.

The executive search for this position will be a joint effort between the City of Dallas and the professional selected. All resumes received in Human Resources will be referred to the selected recruiting firm.

Insurance Requirements: Within ten days after notification of award and for the duration of the contract, consultant will provide a certificate of insurance evidencing proof of General Liability, Automobile Liability, Professional Liability and Workers' Compensation/Employers Liability insurance coverages as well as the insurance requirements as listed in Attachment 1. The City of Dallas will be provided a Waiver of Subrogation waiving Rights of Recovery against City of Dallas on the Workers' Compensation policy. The City will be shown as the certificate holder. This insurance must stay in force for the duration of the contract.

Deliverables: The services must be completed within 120 days.

Submission Requirements: Proposals shall be typed and submitted on 8.5 by 11 inch paper and bound in a 3 ring binder. Please use the following tabbed format for organizing your proposal:

- Introduction
- Qualifications and previous executive search experience, especially for similar assignments
- Recruitment work plan
- Fee structure, including all fees and reimbursable expenses
- Professional staff background
- Minority participation in the execution of the search
- Strategy for recruitment of diverse candidates
- Placement guarantee

Fee Structure: The total fee for this executive search must be included in the proposal and must be valid for 180 days from the date of proposal. All necessary airline and hotel expenses for candidates will be paid directly by the City of Dallas. Any additional reimbursable expenses including but not limited to advertising,

recruitment brochure, postage and estimated additional travel expenses should be listed in the proposal

Recruitment Work Plan Requirements:

- Meeting with City representatives to develop candidate criteria
- Candidate recruitment
- Development of recruitment advertisement for local/national search
- Initial screening and recommendations
- Reference and background checks

Proposal Procedures: During the process until proposals are submitted there will be no contact with City of Dallas personnel other than in Office of Business Development & Procurement Services. All questions should be referred in writing by email to the buyer listed below. The last day for submitted questions is NOON - Tuesday, June 25, 2013. No bid security is required for proposals.

Rebecca Parrish
Business Development & Procurement Services
rebecca.parrish@dallascityhall.com

Opening of Proposals: All proposals must be received by Business Development & Procurement Services no later than **2:00 PM on Tuesday, July 2, 2013**. Late proposals will not be accepted. **Vendors are responsible for ensuring that proposals are received on time and at the right location.** Proposals will be opened after the due date and time by the City so as to avoid disclosure of contents to competing proposers, and kept secret and confidential during the process of negotiation. It is the responsibility of the proposer to clearly mark and identify all portions of the proposal that contain trade secrets, confidential information and other proprietary information. All information is subject to the Public Information Act.

Late and Withdrawn Proposals: Proposals received by the City after the time and date will not be considered. Any proposal may be withdrawn prior to the scheduled due date.

Proposal Submission: Each firm's proposal must be typed and submitted in seven copies, plus a CD or electronic version (flash drive). The submission shall be accompanied with a cover letter signed by the submitting firm's authorized representative identifying its interest in serving as agent for the project, identifying general contents of the transmittal and identifying the name, address and telephone number of the firm's contact person for the submission.

Disqualification of Proposers: Proposers may be disqualified for any of the following reasons:

1. Reason to believe collusion exists among the Proposers.
2. The Proposer is involved in any litigation against the City of Dallas.
3. The Proposer is in arrears on an existing contract or has failed to perform on a previous contract with the City of Dallas.
4. **Failure to use the City of Dallas approved forms.**

EVALUATION

Modifications: Any changes, amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a previously submitted proposal. Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

Evaluation Process: All proposals submitted in response to the RFP shall be evaluated according to the evaluation criteria herein. The Evaluation Committee shall be comprised of persons designated by the City of Dallas. The Committee shall determine the individuals or firms which meet the minimum requirements pursuant to selection criteria of the RFP. All proposals shall be evaluated using the same criteria and scoring process. The maximum number of evaluation points per criteria is listed on the right of each item.

Criteria: The following criteria shall be used by the Committee to evaluate proposals:

- Qualifications and previous executive search experience, especially for similar assignments – 40%
- Fee Structure, including all fees and reimbursable expenses – 40%
- Professional staff background – 10%
- Strategy for recruitment of diverse candidates – 10%

Selection of Qualified Proposals: The City of Dallas will review the proposals submitted by all proposers. On the basis of the evaluation criteria, the City of Dallas will determine which proposal is most advantageous for the award of the contract.

The City of Dallas may at any time investigate a Proposer's ability to perform work. The City of Dallas may ask for additional information about a company and its work on previous contracts. Proposers may choose not to submit such information in response to City of Dallas' request; however if failure to submit such information does not clarify the City's questions concerning the ability to perform, the City may discontinue further consideration of a particular proposal. The City of Dallas would typically be interested in previous experience in performing similar or comparable work, staffing and personnel turnover, financial statement of resources for current and past periods and other relevant information.

Please be aware that the City of Dallas may use sources of information not supplied by the Proposer concerning the abilities to perform this work. Such sources may include current or past customers of the organization; current or past suppliers; articles from industry newsletters or other publications or from non-published sources made available to the City of Dallas.

Oral Presentations of Proposal Submission: After selection of best qualified proposers, the Evaluation Committee may determine that oral presentations are

required before making a final decision. The City will invite the proposers with the highest evaluation scores to make such presentations. Discussions will be on an individual basis and closed to third parties and other Proposers.

During the presentation, the City of Dallas and the Proposer will review in detail all aspects of the City's requirements and the proposal. During these reviews, the Proposer may offer revisions and the City of Dallas may accept the revisions in the proposal. Similarly, the City may ask for revisions, and the Proposer may accept.

If it is necessary to conduct interviews, City of Dallas will choose the number of proposers to be interviewed and schedule them accordingly.

Award: The award may be awarded to the most advantageous proposal based on the evaluation criteria. Alternatively, the top scoring proposals may require the candidate to submit final and best offers.

Rejection or Acceptance of Proposals: This Request for Proposals does not commit the City to award any contract. The City of Dallas reserves the right to reject any or all proposals, to waive technicalities or irregularities, and to accept any proposal it deems to be in the best interest of the City. The City of Dallas shall not be liable for any costs incurred by any firm responding to this RFP.

Required Attachments:

- A. Sample Contract
- B. Business Information Form
- C. Conflict of Interest Questionnaire
- D. Insurance Affidavit

A. Form Contract

The successful proposer will be required to execute the City's contract in substantially the form as attached to the Request for Proposal in Attachment A. The contract may be tailored by the City Attorney's Office to meet the particular requirements of this procurement. All proposers, however, are expected to submit their proposal on the basis of the requirements contained in the contract attached as well as the Request for Proposal.

Proposers should review the contract carefully and seek private legal advice if there are questions about the legal effect of any of the provisions. Any concerns about or exceptions or modifications to this contract must be expressed in the proposer's response; any excessive or unreasonable modifications or exceptions to the City's form of contract as contained herein, however, may adversely affect consideration of the proposal. Substitution of the proposer's form of contract for the City's, if not invited elsewhere in this Request for Proposal, is prohibited and will not be accepted. No modifications or exceptions to the form contract will be considered after the proposal is accepted.

B. Business Information Form

Proposers must complete and submit the Business Information form (Attachment B).

C. Conflict of Interest Questionnaire

Proposers must complete and submit the Conflict of Interest questionnaire (Attachment C)

D. Insurance Affidavit

Proposers must complete and submit the Insurance Affidavit with proposal. (Attachment D)