

CITY OF CASA GRANDE, ARIZONA
NOTICE OF REQUEST FOR PROPOSALS

The City of Casa Grande will receive requests for proposals for the following:

EXECUTIVE SEARCH SERVICES

The City of Casa Grande invites you to submit a proposal for executive search services in order to fill the current Chief of Police vacancy.

Each proposal shall be in accordance with the specifications and instructions on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85122, where copies can be obtained by calling the City Clerk's Office (520) 421-8600, or a complete packet is available on the City's website: www.casagrandeaz.gov.

All proposals must be received by **Thursday, July 2, 2015 at 4:00 p.m.**, City time by the City Clerk, Remilie S. Miller, located at 510 East Florence Boulevard, Casa Grande, Arizona 85122. The proposals will be reviewed thereafter.

Proposals must be addressed to:

Remilie S. Miller, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, Arizona 85122

The envelope must be boldly marked:

PROPOSAL FOR EXECUTIVE SEARCH SERVICES
FOR THE CITY OF CASA GRANDE
PROPOSAL DUE: JULY 2, 2015 AT 4:00 P.M.

The City of Casa Grande reserves the right to waive any informalities or irregularities in this Request for Proposal, or to reject any or all proposals; to be the sole judge of the suitability of the materials offered, and to award a Contract or Contracts for the furnishing of one or more items of the services it deems to be in the best interest of the City.

/s/James V. Thompson
City Manager

Request For Proposal – Executive Search Services

The City of Casa Grande invites you to submit a proposal for executive search services in order to fill the current Chief of Police vacancy.

Background

The City of Casa Grande is a community of approximately 52,000 residents and is situated at the junction of Interstates 10 and 8 in south central Arizona. The City of Casa Grande Police Department structure includes the positions of Chief, Captain, Lieutenant, Sergeant, Corporal, and Officer along with responsibility for an animal control operation and a support staff that includes the communications center and general administration. The department FY15/16 operational budget is approximately \$16.93 million.

Scope of Services

The City wishes to receive a proposal and cost quote for the search process, including development of the specification, development and printing of a recruiting brochure and other appropriate promotional material, placement of advertising (advertising costs are to be paid by the City), both the seeking out of potential qualified applicants and receiving applications submitted in response to advertising, and the screening of applicants to result in the presentation of not less than 8 and not more than 12 candidates for the interview process (including appropriate background investigation on those presented for interview).

Additionally, the City desires to have the successful recruiting firm handle certain aspects of the subsequent interview/assessment process; specifically providing a brief orientation session to the members of the three or four interview panels expected to be utilized, developing appropriate questions for the panels, facilitating a meeting with the individuals designated to lead each of the panels at the conclusion of the interviews, and meeting with the City Manager to evaluate the results of the interview process.

Should the City decide to have the successful recruiting firm handle any other aspects of the assessment/selection process, the cost for those services will be negotiated at such time as they are requested.

Evaluation Information

The City will evaluate only those proposal which include a profile of the company and the individual(s) to be involved in this recruitment; a description of the proposed recruitment process with a detailed explanation and timetable for each portion of the process; costs for consulting services within the stated scope of services and what is included in that price, including an estimate of additional expenses (if any); a list of similar searches conducted in the past 24 months for city and town governments to include each client contact person, phone number and the dates each search was conducted.

Proposal may include samples of work products from your firm.

Selection decision will be done by a panel of individuals and will be based on a review of the information and materials submitted in response to this RFP.

Proposal Submittal

Twelve copies of the proposal must be received by the City of Casa Grande by 4 p.m. local time on Thursday, July 2, 2015. Proposals shall be in a sealed envelope marked:

**Remilie S. Miller, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, Arizona 85122**

No proposals will be considered which are received after the above date and time.

Please direct any questions to me at 520-421-8600 #2500 or via e-mail at Dawn_Jett@casagrandeaz.gov.

TERMS & CONDITIONS

This document outlines the terms and conditions of this request for quote; no other standard terms and conditions will be accepted. Payment for work completed will be made to the selected Vendor through the City's purchase order process. The City retains the right to reject any or all quotes or cancel the project with no award.