

**OFFICE OF HUMAN RESOURCES  
CONSULTANT TO PERFORM EXECUTIVE RECRUITING  
RFP-3-25-19**

**INTRODUCTION AND SUBMITTAL INFORMATION**

**1. INTRODUCTION/PURPOSE:**

Brevard County, Florida, is requesting a Request for Proposals (RFP) from a qualified executive consultant firms to fill the position of Brevard County Manager through a nationwide search.

**2. CONE OF SILENCE**

A descriptive term for the prohibition in solicitations instructing vendors that once a need is advertised, the vendor is only permitted to communicate with the County's representative noted in the solicitation documents. The Cone of Silence is designed to protect the professional integrity of the public procurement process by shielding it from undue influence prior to the recommendation of contract award. County employees not designated by the representative noted in the solicitation shall refrain from discussing public procurement while the competition is in progress. The vendors are asked by the terms of the solicitation to refrain from contacting Commissioners, County Officers, employees, or agents regarding the pending solicitation until after the notice of award is posted. The Cone of Silence does not apply to the County's designated representative noted in the solicitation or discussion at a duly noticed Pre-Proposal Conference or Public Meeting.

**3. PROPOSAL SUBMITTAL:**

Please submit **three (3) hard copies and one (1) full electronic copy on USB flash drive** no later than \_\_\_\_\_ p.m. local time \_\_\_\_\_. Paper copies must be provided but should be accompanied by an equivalent electronic PDF file. Sealed proposals must be clearly marked as follows:

"RFP P-3-25-19, CONSULTANT TO PERFORM EXECUTIVE RECRUITING" and returned to:

Purchasing Services  
Brevard County Government Center  
2725 Judge Fran Jamieson Way, 3rd Floor, Suite C303  
Viera, FL 32940

All proposals received on or before the due date and time will be opened at \_\_\_\_\_ p.m. local time \_\_\_\_\_, at which time, the names of the firms submitting proposals will be read. No details of the proposals or the contents shall be disclosed until notice of intent to award or thirty (30) days after the opening of the proposals, whichever occurs first, in accordance with Section 119.071 (1), Florida Statutes.

**\*Note:** Please ensure that if you use a third-party carrier (DHL Express, FedEx, UPS, USPS, etc.), they are properly instructed to deliver your proposal only to Purchasing Services on the third (3rd) floor at the above address. **Contractors are advised that U.S. Postal Service 1<sup>st</sup> Class and Express mail is delivered to a P.O. Box and is not delivered to the Purchasing Services Office. Delivery via the USPS is at the Contractor's risk.** A proposal must be accepted in Purchasing Services no later than the RFP closing date and time to be considered. If the proposal is delivered anywhere else, it may not reach Purchasing Services in time.

**4. PRE-PROPOSAL MEETING DATE AND TIME:**

A pre-proposal meeting will not be held for this solicitation.

☐ **Mandatory**      ☐ **Non-Mandatory**

6. **INFORMATION OR CLARIFICATION:**

For information concerning procedures for responding to this proposal, contact Kathy Wall, Purchasing Services, at 321-637-5337 or by email at [katherine.wall@brevardfl.gov](mailto:katherine.wall@brevardfl.gov). Such contact shall be for clarification purposes only. Material changes, if any, to the specifications will be transmitted by written addendum through Purchasing Services. No interpretation of the meaning of the proposal, any correction of any apparent ambiguity, inconsistency or error therein, will be made by any proposer orally. Every request for such interpretation must be in writing addressed to Purchasing Services at 2725 Judge Fran Jamieson Way, Bldg. C, Suite 303, Viera, Florida, 32940 or emailed to the attention of Kathy Wall at [katherine.wall@brevardfl.gov](mailto:katherine.wall@brevardfl.gov). To be given consideration, such requests should be received in writing in order to receive a response no later than the date/time listed on Page 1 (Question Deadline Date) of the RFP. All such interpretations and supplemental instructions will be in the form of a written Addenda to the Proposal. Only the interpretation or correction given by the Procurement Analyst in writing shall be binding. Any request for additional information should be referred to the County Office of Purchasing Services.

Any addenda will be transmitted by written addendum through Purchasing Services and posted to VendorLink. The County will not notify Contractors of addenda. It is the Contractor's sole responsibility to check the website before submitting a bid to verify receipt of all documents, including written addendum.

Proposals will be reviewed, scored, and ranked by a Selection/Negotiation Committee using the evaluation criteria outlined herein. The committee may conduct shortlist interviews/questions and answers from the top-ranked firms. The Selection/Negotiation Committee will make recommendations to the County Manager or his/her designee, who has the sole authority to make the final determination to award, revise, or reject a contract with the "selected Contractor."

The County will not be bound by oral explanations or instructions given at any time during the competitive process or afterward.

**Right to Submitting Material:** All responses, inquiries, or correspondence relating to or in reference to this RFP and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Contractors will become the property of Brevard County.

**Contract Negotiation:** The County, at its sole discretion, reserves the right to enter into contract negotiations with the Number 1 ranked responsive, responsible consultant. If the County and said consultant cannot negotiate a successful contract, the County may terminate said negotiations and begin negotiations with the next highest-ranked, responsive, responsible consultant. This process will continue until a Contract acceptable to the County has been executed or all Proposals are rejected. No consultant shall have any rights against the County arising from such negotiations or termination thereof.

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**SCOPE OF SERVICES**

**1. GENERAL INFORMATION**

Brevard County, Florida, encompasses 1,557 square miles and is in the heart of Florida's east coast. Brevard County prides itself as the home of NASA's Kennedy Space Center (KSC), the birthplace of United States manned spaceflight. KSC continues to significantly impact the growth and diversity of the local aerospace industry. The development of the Exploration Park and launch and building facilities leased to aerospace firms assisted in the successful launch and first-stage return of government and commercial satellites. The local diversified economy includes manufacturing electronics, aerospace, communications, agriculture, and tourism. Major private employers include Health First Medical Group LLC, L3Harris Technologies, Inc., and Northrop Grumman Corporation.

The County is the tenth largest in population among the 67 counties in Florida. It has experienced an average population growth rate of 1.4% per year during the last decade. The development of the Space Center, peripheral services, aerospace and high-tech industries, tourism services, and the influx of retired persons have contributed to the population growth. The County's population is projected to be 648,000 in 2025 and 678,300 in 2030.

Brevard County operates under the constitution and laws of the State of Florida. The Board of County Commissioners is the legislative body for Brevard County, Florida. The Board of County Commissioners establishes policy, and the execution of such policy is the responsibility of the County Manager. Some public services offered by the County to our citizens and visitors include fire protection and rescue, social, health and welfare, recreation and parks, libraries, solid waste, water and wastewater, environmental protection, comprehensive planning, economic development, and airport operations.

**2. REQUESTED SERVICES**

The nationwide search for candidates for the County Manager's position shall result in developing a list of interested candidates who possess the qualities, experience, and training defined by the Board. Based on an analysis of the candidate's background, education, training, experience, and other desirable qualities, a final list of candidates is to be provided to the Board for their consideration.

The Consultant shall provide the following services as a minimum but not be limited to:

- A. Bi-weekly activity reports summarizing and detailing the progress of the candidate search. The Consultant shall agree to respond immediately to all inquiries from the Board regarding the progress of the candidate search.
- B. Meeting with each County Commissioner individually and then collectively at a Board Workshop to:
  - 1) Develop and establish the background, education, training, experience, knowledge, skills, abilities, management style, and other appropriate characteristics desired for the County Manager position.
  - 2) Develop and establish the screening, interview, and selection process to be utilized for selecting a County Manager from the list of finalists.
- C. Developing a strategy to accomplish the recruitment, including outreach to qualified candidates who might not otherwise express an interest, whether currently employed or not, to encourage applicants from diverse backgrounds to apply. Recruitment should utilize services provided by, but not limited to, the National Association of Counties (NACO), International City/County

Management Association (ICMA), and any additional appropriate venues identified by the Consultant.

- D. Review all applicants' resumes for background and qualifications to identify candidates who present the most promising qualifications for the position.
- E. Provide each county commissioner a complete listing and copies of resumes of all candidates applying for or expressing interest in the County Manager position.
- F. Based upon a majority vote of the County Commission, adding any additional candidates identified by the County Commission to the shortlist for further evaluation and screening, as outlined in Sections 23.G. through 23.J. of this Request for Proposal.
- G. Conduct interviews (by phone, video conference, or in person) with the candidates to clarify each applicant's qualifications and prepare a written summary of each candidate.
- H. Further evaluating the candidates, including review of the interview results and conducting in-depth reference checks with individuals who are or have been in positions of comparable responsibility and scope to evaluate the performance of the candidates in order to produce a list of qualifying candidates.
- I. Verify the educational background of the Board's selected candidates and conduct criminal, financial, newspaper, and civil litigation checks.
- J. In the event politically sensitive or potentially embarrassing issues arise in the candidate's background, the Consultant shall conduct in-depth interviews with principal parties to clarify the event in order to clearly describe the event to the Board.
- K. Finalize a process with the Board for interviews and identify additional candidates if necessary.
- L. Meeting with the Board following interviews and identifying additional candidates if necessary.
- M. Notify non-selected applicants and candidates in writing and provide a copy to the Board.

### **3. CONSULTANT'S ROLE**

- A. Upon receipt of the official Notice to Proceed, the Consultant shall coordinate a time to get direction from the Board of County Commissioners ("the Board") and finalize the process to conduct a nationwide search for a candidate for the County Manager position.
- B. The Consultant shall complete initial interviews and reference checks of the top candidates.
- C. After the top candidates' initial interviews and reference checks, the Consultant shall conduct in-depth background checks on the candidates who merit the most consideration and present summaries of their qualifications and related information to the Board.
- D. The Consultant shall finalize the process for interviews to be held by the Board, coordinate candidate interviews, and brief the Board as necessary.

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**EVALUATION AND SELECTION CRITERIA**

Proposals will be evaluated by a Selection and Negotiation Committee ("the Committee"). The Committee will evaluate, score, and rank all responsive proposals based on the information and references contained in the proposals submitted. Once each member of the Committee has scored each proposal and completed an evaluation sheet, a composite is developed, which indicates the Committee's collective ranking of the highest-rated proposal in descending order. Based on the responses to the proposals, the Committee will submit to the Board of County Commissioners those firms qualified to provide the County with the services required under this RFP.

Interested firms who would like to be considered for this Request for Proposal should submit a proposal accompanied by pertinent information relating to the firm's experience, qualifications, personnel, availability, and capability to provide and perform all the professional services necessary to complete this project effectively and timely. The Firm's Proposal shall include:

**Submittal Format:**

Submittals shall be printed on 8 ½ x 11-inch paper, bound in booklet style or three-ring binder, typed in either Arial, Calibri, or Times New Roman font, with a minimum 11-point font size with tabs or section dividers to separate sections as defined below. The Table of Contents should be outlined in sequential order in the areas as defined below. **Please provide three (3) hard copies of your response, along with one (1) copy on a USB flash drive.** The response shall be divided and organized with labeled tabs and sections labeled as follows:

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| <b><u>Tab 1. Letter of Introduction and Executive Summary:</u></b>   | <b><u>Yes/No</u></b> |
| Contains a summary of the Firm's ability to perform the services described in the Proposal and confirms that the Firm is willing to perform these services and enter into a contract with the County. This letter must provide the name, title, phone, fax, and email address of the person authorized to provide technical clarification regarding the proposal. This letter must be signed by an officer authorized to contractually obligate the submitting Contractor. |                      |

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| <b><u>Tab 2. Qualifications/Experience/Workload</u></b>  | <b><u>Possible (40) Points</u></b> |
| <ol style="list-style-type: none"><li>1. Describe the Firm's experience with providing executive recruiting for similar counties and municipalities.</li><li>2. Describe the Firm's current workload and the staff assigned to the County's executive recruiting.</li><li>3. Identify the Firm's staff and their experience that will be assigned to the County's executive recruiting.</li><li>4. Provide a minimum of three (3) and a maximum of five (5) references on the Reference Form found on page ____.</li><li>5. Complete the County's Financial Stability Form found on page ____.</li></ol> |                                    |

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| <b><u>Tab 3. Scope of Work and Methodology</u></b>  | <b><u>Possible (40) Points</u></b> |
| <ol style="list-style-type: none"><li>1. Describe how your Firm will deliver the services the County requires in the executive recruiting of the County Manager (detail processes and methods that will be used).</li><li>2. Describe the advertising strategies that the Firm will use.</li><li>3. Describe your Firm's ability to provide full-service capabilities</li><li>4. Describe any retention guarantees that will be provided by the Firm.</li></ol> |                                    |

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| <b><u>Tab 4. Professional Fees</u></b>  | <b><u>Possible (20) Points</u></b> |
| The Professional Fees shall clearly outline the cost of delivering the services. Pricing shall include all labor, materials, equipment, transportation, and ancillary items required to execute all of the work described by the RFP. |                                    |