



REQUEST FOR SEALED PROPOSAL

ADVERTISEMENT for CONTRACTUAL SERVICES

RFP – CITY MANAGER EXECUTIVE SEARCH SERVICES - 2311

The City of Clarkston is accepting sealed proposals from qualified vendors for **CITY MANAGER EXECUTIVE SEARCH SERVICES**. Proposals will be received no later than **WEDNESDAY, December 6, 2023, at 10:00 am EST** at the City of Clarkston City Clerk’s Office, 1055 Rowland Street, Clarkston Georgia, 30021. Proposals received after the above date and time, or in any other location other than the City Clerk’s Office will not be considered.

A bid packet may be obtained by clicking the related solicitation link on the City of Clarkston website www.clarkstonga.gov under the Bids / RFPs section.

Timeline

Q&A and Clarifications (email tmitchell@cityofclarkston.com) Ref: City Manager Executive Search Services	November 28, 2023	12:00 pm (EST) deadline
Addendum(s) published	December 1, 2023	4:00 pm (EST)
Open Sealed Bids	December 6, 2023	10:30 am (EST)

Any/all addenda must be signed and dated and made a part of the bid packet. It is always the vendor’s responsibility to check the City of Clarkston’s website for any/all addenda.

The City of Clarkston reserves the right to reject any or all bids based on past performance, waive technicalities and informalities, and re-advertise. All Minorities, Woman and Small Businesses are strongly encouraged to apply. Only responsive bids that are determined to meet the requirements and criteria set forth by the City of Clarkston will be considered. Applicants/Firms will not be discriminated against on the grounds of race, national origin, color, religion, sexual orientation, age, disability, or any other characteristic protected by state or federal law. All written proposals must be submitted no later than the due date indicated on the RFP.

PURPOSE and SCOPE OF SERVICES

PURPOSE

The City of Clarkston (“City”) seeks proposals for the provision of an experienced qualified Executive Search Firms for the recruitment of a City Manager, as set forth in this Request for Proposals (“RFP”).

The firms shall provide a comprehensive recruitment and hiring services scope and are charged with conducting a national search.

Services to include:

- A. Conducting a robust community engagement process with the city (i.e., Council, staff, citizens) to clarify expected qualifications, skills, experience, and leadership attributes the City is seeking in a City Manager.
- B. Preparation of a job announcement and recruitment materials.
- C. Conduct preliminary interviews with selected candidates.
- D. Coordinate any travel arrangements.
- E. Conduct actual recruitment including scheduling, reviewing, and checking qualifications and references of candidates.
- F. Conducting background checks.
- G. Assisting in all aspects of selection and hiring.

COMMUNITY INFORMATION

Clarkston Where Possibilities Grow

Originally established as a railway stop between Atlanta and Athens and the rest of the Eastern Seaboard, Clarkston was incorporated in 1882. The city evolved into one of Atlanta’s pioneer suburbs. Over the last 35 years, the city has welcomed refugees from more than 50 countries, including Ethiopia, Somalia, Eritrea, Vietnam, and Nepal. During the late 1990s, the city was identified by the United States Asylum Program for Refugees as an ideal destination for resettlement because of trends of relocations to the area, affordable housing, and transportation options.

Community Information

Clarkston is one of America's most diverse communities. Since 1994, the Clarkston Community Center has served as a gathering place for people of more than 50 nationalities to come together as one community. Everyone is welcome to celebrate Clarkston's diversity and strengths through education, recreation, and the arts. The nonprofit provides unique experiences along with valuable resources to new and longtime residents.

Community Characteristics

- Population of over 14,000.
- Just over 1.5 square mile.
- Located near Georgia Piedmont Technical College.
- Located near Georgia State University's Clarkston Campus.
- 75% of the population is under the age of 40.
- Over 80% of businesses are immigrant owned.
- Amenities:
 - Clarkston Community Center
 - Clarkston Friendship Forest
 - Forty Oaks Nature Preserve
 - Milam Park, Pool, & Tennis Courts
 - Dog Park

SCOPE OF SERVICES

The successful consulting firm will be expected to accomplish the following:

- A. Work with the City Council to develop a candidate profile that meets the City's desired qualifications and experience.
- B. Using the agreed-upon candidate profile, the firm shall recommend to the City Council a salary range for the position, an advertising plan to attract a diverse pool of qualified candidates, and a timetable for the recruitment.
- C. Advertise the position nationwide to attract a diverse pool of qualified candidates.
- D. Take receipt of all resumes and other applicable documents from candidates.
- E. Conduct in-depth reviews of candidates' credentials using criteria established from a stakeholder meeting/hearing, including the Council, and interested members of our community.

- F. Select the most qualified, skilled, and articulate candidates for the Council to review and provide a written report summarizing results and the identification of up to ten candidates for consideration.
- G. Arrange for and/or conduct finalist(s) professional background investigation(s).
- H. Advise the Council on interview strategies, techniques, questions, etc. as needed.
- I. Assist with employment negotiations if requested or as deemed necessary.
- J. Disclose any previous relationships between the firm and all candidates being considered.

RESPONSE REQUIREMENTS

A. Background

- a. A letter of interest explaining why you desire to work with the City of Clarkston specifically for this recruitment effort.
- b. Details of the search firm's experience with public sector recruitment and contract development, particularly for the position of City Manager.
- c. Background, experience, and qualifications of personnel within the firm that will be assigned to Clarkston's recruitment effort including specific searches and references.
- d. Sample work products such as recruitment brochures, candidate questionnaire, candidate reference and background reports, and actionable work plans developed to assist with evaluation after hire.
- e. Disclosure listing previous relationships between employees, the firm, and members of the City Council or City of Clarkston staff.

B. Schedule

Include a tentative schedule for each phase of the process including recruitment profile development (with input from stakeholders), executive search, candidate background evaluations (screening process), identification of candidates, etc. In addition, the consultant should provide details of its current engagements and confirm its ability to have personnel specifically dedicated and focused on our specific recruitment.

C. Sample Template

Provide a sample template for the presentation of applicant resumes to members of the Council and the public emphasizing uniformity in format and organization.

D. References

Provide a list of four (4) total client references for executive search work that your firm has performed within the last five (5) years.

E. Unsuccessful Recruitment or Candidate Dismissal/Resignation

Provide written details of how the consulting firm approaches both an unsuccessful recruitment and the premature (within 2-years of appointment) dismissal for cause or resignation of identified candidate.

F. Professional Fees and Charges

G. In a separate and sealed envelope, marked "Budget Proposal" to indicate the total not-to-exceed cost for the performance of this executive search including fees, and anticipated costs for reimbursable items. Any costs incurred by consulting firms in preparing or submitting their proposal are the firm's sole responsibility. Payment terms shall also be included in this envelope.

EVALUATION CRITERIA

The proposals shall be evaluated based on the following criteria:

Criteria	Total Points Allowed
Responsiveness to the provisions of this RFP	10
Thoroughness of proposal and clarity of services to be provided	15
Prior successful recruitments	15
Qualifications and experience of the individuals assigned to this engagement	15
Schedule/Availability	15
Reference contact information	15
Cost of services	15

Total Points: 100

SELECTION PROCESS

The City Council will review all responses submitted in reference to this RFP and determine the qualification(s) of the proposer.

A limited number of consulting firms may be invited to participate in interviews with the City Council in a meeting open to the public. At such a time, the Council will gather additional information to assist in their selection.

If invited to participate in an interview, the consulting firm will bear all responsibility for costs associated with the visit, including travel and other associated fees (if necessary).