



CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 Whittier, Alaska 99693 | (907) 472-2327 | Fax (907) 472-2404

REQUEST FOR PROPOSAL (RFP) CITY MANAGER RECRUITMENT SERVICES

I. Introduction

The City of Whittier, hereinafter referred to as the "City," invites qualified and experienced executive search firms to submit proposals for City Manager Recruitment Services. The City is seeking a professional recruitment firm to assist in the recruitment and selection of a highly qualified and visionary City Manager. This RFP outlines the requirements, scope of work, evaluation criteria, and submission guidelines for interested firms.

II. Background

The City of Whittier is a diverse and dynamic municipality with a population of 275. We are committed to maintaining our tradition of excellence in local government by selecting an accomplished and capable City Manager to guide our city's growth and development.

III. Scope of Work

The selected executive search firm will be responsible for the following:

1. **Conducting a Needs Assessment:** Meet with key stakeholders, including City Council members, department heads, and community leaders, to understand the qualifications, expectations, and priorities for the new City Manager.
2. **Position Profile Development:** Collaborate with City officials to create a detailed position profile, including qualifications, responsibilities, and desirable attributes of the City Manager.
3. **Outreach and Recruitment:** Develop and implement a comprehensive recruitment strategy, including advertising, networking, and outreach to attract a diverse pool of qualified candidates.
4. **Candidate Screening and Evaluation:** Review applications, conduct initial interviews, and assess candidates against the established criteria. Present a shortlist of highly qualified candidates to the City.
5. **Facilitate Interviews:** Assist the City in organizing interviews with selected candidates, including coordinating schedules, travel arrangements (if necessary), and conducting reference checks.

6. Negotiation and Selection: Aid the City in the final selection process, including negotiations, offer preparation, and contract negotiations.
7. Transition Support: Provide support during the transition period to ensure a smooth onboarding process for the selected City Manager.
8. Reporting: Regularly update the City on the progress of the recruitment process.

IV. Proposal Submission Guidelines

Interested firms are requested to submit their proposals no later than January 10, 2023 to the following address:

City of Whittier
Attention: Acting City Manger Jackie Wilde
PO Box 608, Whittier AK 99693
cityclerk@whittieralaska.gov

All proposals must include the following:

1. Cover Letter: A brief cover letter introducing your firm, summarizing your qualifications, and expressing your interest in the project.
2. Firm Overview: A description of your firm's history, experience, and expertise in executive recruitment services, particularly in the public sector.
3. Proposed Approach: A detailed description of your proposed approach to conducting the City Manager recruitment, including a timeline and methodology.
4. Qualifications: Resumes and qualifications of key team members who will be involved in the project.
5. References: Contact information for at least three recent clients who can speak to your firm's qualifications and performance.
6. Fee Proposal: A clear and detailed fee proposal outlining the costs associated with the recruitment services, including any additional expenses.

V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Firm's Experience and Qualifications
2. Proposed Approach and Methodology
3. Cost-effectiveness

4. References
5. Compliance with Submission Guidelines

VI. Timeline

- RFP Release Date: November 30, 2023
- Proposal Submission Deadline: January 10, 2024
- Proposal Evaluation Period: January 15-18, 2024
- Final Selection and Contract Award: To Be Determined

VII. Contact Information

For inquiries or clarification regarding this RFP, please contact:

Jackie Wilde, Acting City Manager jwilde@whittieralaska.gov

VIII. Confidentiality

All information provided by the City and prospective respondents during this RFP process is considered confidential and should not be disclosed to third parties without written consent.

The City reserves the right to reject any or all proposals received and to select the proposal that is in the best interest of the City. Submission of a proposal indicates acceptance of the terms and conditions outlined in this RFP.

We look forward to receiving your proposal and working with a qualified firm to assist us in the recruitment of our next City Manager.

Sincerely,

Jackie C. Wilde
Acting City Manager