



REQUEST FOR PROPOSALS
EXECUTIVE RECRUITMENT CONSULTING SERVICES FOR
THE CITY OF PORTSMOUTH

Sealed submissions responsive to this Request for Proposals, plainly marked "RFP ## City of Portsmouth " on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 3:00 p.m. on, Thursday, May 23, 2019.

The City is interested in receiving proposals from experienced executive search firms to assist in recruiting applicants for the position of City Manager.

The firm shall provide a comprehensive scope of recruitment and hiring services, and is charged with conducting a national search. Services include: conducting a robust community engagement process with the City (Council, staff, citizens) to clarify expected qualifications, skills, experience and leadership seeking in a City Manager; preparation of a job announcement and recruitment materials; conduct preliminary interviews on selected candidates; coordinate any travel arrangements; conduct actual recruitment including scheduling, reviewing, and checking qualifications and references of candidates; conducting background checks; and assisting in all aspects of selection and hiring.

This Request for Proposals may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com. Addenda to this request, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. If you have any questions please contact the Finance/Purchasing Department at: (603) 610-7227.

The City of Portsmouth reserves the right to reject any or all submissions, to waive technical or legal deficiencies, to proceed or not with any proposal or process, and to negotiate such terms and conditions of any proposal, agreement, lease or other contract that may be in the best interest of the City.

The City reserves the right to terminate or amend this process at any time.

1. BACKGROUND INFORMATION

Portsmouth City Manager John P. Bohenko has announced his retirement after twenty-two years (22) as City Manager. As a result, the City Council seeks assistance in recruiting and hiring the next City Manager. The search process is anticipated to take place over the next six months.

The City of Portsmouth (population: 21,463) is a seaport community on the Piscataqua River, which divides New Hampshire and Maine. It is a regional economic and cultural hub for seacoast New Hampshire and lies 57 miles north of Boston, Massachusetts, and 51 miles south of Portland, Maine. Settled in 1623, Portsmouth is a compact community (16 square miles) that has established itself as a highly desirable place to live and work.

The City operates pursuant to a [municipal charter](#), under a Council-Manager form of government. The City Council is a 9-member body, elected at-large every two years. The candidate who receives the largest number of votes becomes Mayor, and is chair of the Council. The City Manager is the Chief Executive and Administrative Officer of the City, who is responsible for the day-to-day management of all municipal departments, and is authorized to carry out the policies of the City Council. The School, Police, and Fire Departments operate pursuant to Charter under separate authority, guided by elected policy-making bodies of the School Board, and Police and Fire Commissions. The City employs approximately 800 full time employees.

The City has a AAA bond rating, and its taxable valuation is approximately \$5.7 billion. The FY 2019 General Fund Budget was approximately \$115 million. Water and Sewer Enterprise funds, and a special revenue account dedicated to Parking and Transportation, appropriated another \$27.5 million combined.

The City Manager is appointed by the vote of two-thirds (2/3) of the City Council, to be selected solely on the basis of executive and administrative merit. Pursuant to City Charter, the City Manager must establish residence within the City within one year of appointment.

2. SCOPE OF SERVICES

The City is seeking proposals from experienced executive search firms to assist in all aspects of the recruitment process for its next City Manager. Preferred firms will demonstrate familiarity with qualifications required of local government executives, and will propose a plan for scheduling and conducting a national search; the selected firm will work closely with the City Council to assess the Council's goals and objectives for the recruitment process. The selected

firm will work closely with the City's Deputy City Manager in coordinating all aspects of the search

The scope of services is presented for reference – the final scope of work will be developed in consult with the City. Services to be provided by the firm include but are not limited to:

1. **Schedule:** Create a schedule of recruitment with a timeline of development of recruitment materials, screening, interviews,
2. **Candidate Profile:** Develop a candidate profile for the City Manager by meeting with City Council, staff, and community members to obtain information regarding specific issues and opportunities facing the City; the desirable education, experience and background of the candidates; and identification of the management skills and style that are appropriate for the position. For the purpose of calculating a fee proposal, firms should assume a minimum of three (3) meetings may be required by this task.
3. **Advertising & Attraction of Candidate Pool:** Develop an inclusive plan for implementing the City Manager recruitment (print, web, social media, targeted calls, etc.), and identify specific strategies to encourage applicants from diverse backgrounds to apply.
4. **Preliminary Screening:** Review resumes for background and qualifications followed by interviews to clarify each applicant's experience and credentials and to prepare a written summary of preliminary candidates (10-15), for the position, outlining relative qualifications of each.
5. **Recommendation of a Short List:** Evaluate candidates for serious consideration by conducting in-depth reference checks with individuals who are or have been in the position to evaluate the candidates' performance on the job. A short list of candidates shall be presented to the City Council.
6. **Finalist Interviews:** Recommend and finalize a process with the City Council for interviews and coordinating candidates' participation in interviews.
7. **Background Check:** Verify selected candidates educational and employment background, financial/credit check, and performing background, criminal and civil litigation checks.
8. **Offer:** Assist City Council in structuring the job offer (including a recommendation on compensation), the employment package and relocation (if applicable) with the finalist.

9. **Record Maintenance:** Maintain all correspondence and record-keeping throughout the process. Notify all applicants of final decision.
10. **Warranty:** Reinitiate additional search and screening activities, at no/reduced fee to the City, if the first search effort is unsuccessful or successful candidates leave (via resignation or termination with or without cause) the employment of the City within one (1) year of placement.

3. SUBMITTAL CONTENT REQUIREMENTS

Submittal requirements are intended to enable the City to make an objective comparison of each proposal, and to select a partner that best meets the City's stated objectives.

The selected partner will be expected to execute a consulting services agreement with the City immediately following selection.

A. COVER LETTER

The cover letter is the proposer's official letter transmitting the complete proposal to the City. The cover letter must include:

- the full name and address of the proposer's organization(s);
- the state of incorporation or in which it is licensed to operate; and
- the form of business, and the name and contact information for your organization.

The cover letter should identify who will be the lead consultant responsible for all aspects of the recruitment and be signed by an individual who is authorized to commit the proposer to the obligations contained in the proposal.

B. FIRM NARRATIVE & RECRUITMENT APPROACH

Provide a detailed description of your proposal, describing your approach to the scope of services and schedule. Include examples of successful community outreach processes you have incorporated into recruitments, noting approaches to keeping both the community and prospective candidates well informed as to the methodology and progress of the recruitment.

Information to be provided includes but is not limited to:

- Samples of recruitment materials used in past searches;
- A proposed timetable for this search;
- Five (5) references of chairs of past search committees of comparable communities, conducted within the last 3 years, with full contact information; for each client,

please provide the scope of work performed and size of the client's organization.

- Calculation of total, not-to-exceed proposed consulting fee, broken down by task categories (e.g. leadership profile development; preliminary screening; final screening and interviews; etc.) Travel costs and expenses for the firm should be itemized separately. Air travel and hotel expenses for candidates will be paid by the City directly. Include an hourly rate for services performed beyond those originally contemplated by the agreement. ***Fee proposals should be submitted in a separately sealed envelope, marked "City Manager Search – Fee Proposal." For emailed submittals, a separate fee proposal file should be attached.***

Two paper (2) copies of the Proposals must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions. A single, electronic PDF copy of their proposal shall also be included. Electronic copies may be received by flash drive or email – the City has no responsibility for emails that are undeliverable or delayed; it is the responsibility of the proposer to confirm delivery in a timely manner.

C. FIRM EXPERIENCE AND PERSONNEL

Please include a brief history of your firm, and provide details such as number of clients served (including number of local government clients), number of staff, services typically offered, and resumes, and respective roles, of individuals expected to provide consulting services.

Submission Deadline: Two (2) copies, plus one electronic copy, of all proposals should be clearly marked: **"RFP ## , City Manager Search, City of Portsmouth "** on the outside of the **mailing envelope**, addressed to:

City of Portsmouth
Finance/Purchasing Department
City Hall
1 Junkins Avenue
Portsmouth, NH 03801

Proposals will be accepted until **3:00 p.m. on Thursday, May 23, 2019.**

Electronic Submission via email: Email subject heading shall read **"RFP ## , City Manager Search, City of Portsmouth"** sent to lemacginnis@cityofportsmouth.com . Proposals will be accepted until **3:00 p.m. on, Thursday, May 23, 2019.** *Fee proposals should be transmitted as a separate attachment from the narrative proposal, and titled "City Manager Search - Fee Proposal."*

4. SELECTION PROCESS

The City will choose a firm that will, in its judgement, provide the highest quality of recruitment consulting services for a competitive price. Proposals will be evaluated on the firm's qualifications, experience, and approach.

The selection process may include interviews where proposers will be asked to make presentations of their recruitment approach and services.

1. SCHEDULE

Task	Date
Release RFP	May 7, 2019
Questions Due	May 14, 2019
Responses Issued	May 16, 2019
Proposals Due	May 23, 2019
Search Firm Interviews	June 3 or 4, 2019
Selection of Search Firm	June 4, 2019
Recruitment	June – October, 2019
New City Manager Start	January, 2020

2. EVALUATION CRITERIA

Proposals will be evaluated according to the following:

- Experience in recruiting City Managers or other similar chief executive positions;
- Capacity of firm to generate the necessary outreach materials professional networking, social media and other outreach and candidate evaluation and to fulfill the project schedule;
- Evidence of having completed successful community engagement components of a city manager search process;
- Recruitment strategy and search plan;
- Strength of key personnel/completeness of the team;
- References;
- Competitive fee proposal;
- Interview;
- The extent to which the overall proposal meets or is likely to meet the City's objectives.

3. SELECTION PROCESS

Proposals will be reviewed and evaluated by the City for responsiveness to this RFP.

- The City may select one or more entities to invite to be interviewed, which will involve a presentation of the proposal and introduction to key staff. Additional questions regarding specific proposals may be asked at this time. Interviews will factor in the overall qualitative evaluation of Proposals. While the City places priority on a quality-based selection, the proposed fee for services may also factor in evaluation and selection.
- Based upon all of the evaluation criteria and interview, the City may select a preferred firm. The City reserves the right to negotiate with selected proposers to further refine the proposal(s).
- If the City is unable to reach agreement with its preferred firm, the City may enter into negotiations with the firm whose proposal was deemed to be next most advantageous to the City.

5. ADDITIONAL INFORMATION

Contract documents will include a standard City agreement, this RFP, and the proposal. Upon receipt, all proposals become the property of the City. In general, materials submitted in response to this RFP will become public records, subject to disclosure.

All requests for additional information and/or questions should be directed, in writing, to Deputy City Manager, Nancy Colbert Puff, at ncolbertpuff@cityofportsmouth.com, no later than May 16, 2019. All responses, if applicable, will be posted to [Purchasing](#) web page by May 17, 2019.

6. RESERVATION OF RIGHTS

The City reserves the right to undertake such investigation as it deems necessary to evaluate the proposals.

The City reserves the right to request additional information as part of this selection process. The City of Portsmouth also reserves the right to reject any or all submissions, to waive technical or legal deficiencies, to proceed or not with any proposal or process, and to negotiate such terms and conditions of any proposal or contract that may be in the best interest of the City. The City reserves the right to terminate or amend this process at any time.