

## Executive Recruitment for County Manager – 2017

- 02/02/2017     Zoning Meeting:** Board directed (under Commissioner Barfield's Report) the current County Manager to bring back a draft RFP to be developed by the Board for candidates of the available position for County Manager.
- 02/07/2017     Board Meeting:** Board approved and directed the following:
- HR Director to proceed with RFP for a Consultant Services to preform Executive Recruiting for County Manager.
  - Selection Criteria and the Weighting.
  - Selection Committee Make-up of one County Commissioner, HR Director, County Attorney representative.
  - Commissioner Smith was selected for Committee.
  - Final selection determination – Board review of Selection Committee's recommendation to award proposal.
- 03/07/2017     Board Meeting:** Board accepted Selection Committee's determination of firms and directed staff to coordinate with the top two ranked firms: Mercer Group, Inc., and S. Renee Narloch & Associates, to provide a presentation at the March 21, 2017, Board meeting.
- 03/21/2017     Board Meeting:** Board selected The Mercer Group, Inc. to perform executive recruiting services.
- 04/13/2017     Board Workshop:** Board approved an Open House for citizens to speak with the recruiter seeking the next County Manager on April 20, 2017.
- 04/20/2017     Open House** for citizen input conducted by the Mercer Group.
- 04/27/2017     Budget Workshop:** Item I. County Manager Recruitment discussion with W.D. Higginbotham (Mercer Group, Inc.).
- 06/14/2017     HR Director** sent recommended semi-finalists summaries for County Manager to all Commissioners for their review (via email).
- 07/11/2017     Board Meeting:** Board tabled consideration of the County Manager position to the July 25, 2017, meeting.
- 07/25/2017     Board Meeting:** Board approved appointment of County Manager.

**BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA**  
**REQUEST FOR PROPOSALS**  
**#P-3-17-05**  
**CONSULTANT TO PERFORM EXECUTIVE RECRUITING**

**Introduction and Background**

Brevard County, Florida (County) is requesting Proposals from qualified executive search firms with the objective of filling the position of County Manager through a nationwide search.

This Request for Proposals (RFP) describes the services in general, the required scope of services, the selection process, and the minimum information that must be included with the submittal.

**Section 1      General Terms and Conditions**

1.1      Failure to submit information in accordance with the requirements and procedures listed herein may be cause for disqualification.

1.2      The County reserves the right to reissue the RFP with or without cause and reissue or forego the requirements set forth herein.

1.3      **Availability of Funds**

Brevard County's Budget is based upon a fiscal year beginning October 1 and ending September 30 and is developed in accordance with Chapters 129 and 200 of the Florida Statutes. Additionally, the County complies with Brevard County's Charter. The obligations of Brevard County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and/or the Board of County Commissioners.

1.4      **Questions Concerning RFP/No Contact Provision**

Proposers are hereby notified not to contact any member of the Selection Committee or any member of the County Commission or Commission District staff, except as provided herein regarding this proposal until such time, as a contract has been awarded. All inquiries pertaining to this RFP shall be directed through Purchasing Services. Failure to abide by this condition of the RFP may be cause for rejection of the firm's proposal.

Questions concerning any portion of this RFP shall be directed in writing to the below named individual who shall be the official point of contact for this RFP. Questions must be submitted at least five (5) days prior to the closing date.

Mark envelope(s) and submit questions to:

QUESTION: RFP NO. P-3-17-05, CONSULTANT TO PERFORM EXECUTIVE  
RECRUITING

Attn: Leslie Rothering, Purchasing Manager

Brevard County Purchasing Services  
2725 Judge Fran Jamieson Way Building C, Ste. C303  
Viera, Florida 32940  
Email: leslie.rothering@brevardfl.gov

Tel: (321) 617-7390  
Fax: (321) 617-7391

**1.5 Clarification and Addenda**

It is incumbent upon each respondent to carefully examine these specifications, terms and conditions contained herein. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information shall be made in writing (facsimile transmissions acceptable) through the person listed above. The County shall not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

If it becomes necessary to revise or amend any part of this RFP, notice will be given to all prospective proposers who were sent a Request For Proposal. Failure to acknowledge receipt of amendments by the proposer in their proposal may be cause for rejection of the proposal. It is incumbent upon each proposer to ensure that they have received all addendum and amendments to this RFP before submitting their proposals.

**1.6 Proposal Closing Date and Time**

The original proposal and six (6) copies of the proposal must be received by Brevard County Purchasing Services, 2725 Judge Fran Jamieson Way, Third Floor, Building C, Suite C303, Viera, Florida, 32940, **no later than 3:00 p.m. E.S.T. February 23, 2017.** Proposals received after this time will not be accepted or considered. **The official time clock for the receipt of proposals shall be the date and time stamp clock located in the Purchasing office.**

The names of the firms submitting proposals will be read aloud at this time. No details of the proposals will be released until such time that it is made available under Section 119.071(1)(b), Florida Statutes.

**1.7 Delivery of Proposals**

All proposals shall be sealed and delivered or mailed to (faxes will not be accepted):

Brevard County  
Purchasing Services  
2725 Judge Fran Jamieson Way, Building C, Ste. C303  
Viera, Florida 32940

Mark package(s): RFP No. P-3-17-05/Consultant to Perform Executive Recruiting  
Due Date/Time: \_\_\_\_\_

**Note:** Please ensure that if you use a third party carrier (Federal Express, Airborne, UPS, etc.) that they are properly instructed to deliver your proposal only to Purchasing Services on the third (3rd) floor at the above address. **Vendors 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**

**vendor's risk.** To be considered, a proposal must be accepted in Purchasing Services no later than the RFP closing date and time. If the proposal is delivered anywhere else, it may not reach Purchasing Services in time.

**1.8 Americans with Disabilities Act**

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons with disabilities needing special accommodations to participate should contact the Purchasing Services Office no later than 48 hours prior to any meeting at (321) 617-7390 for assistance.

**1.9 Minority and Disadvantaged Businesses**

Brevard County solicits and encourages minority and disadvantaged business enterprise participation. MBE'S and DBE's will be afforded full consideration of their responses and will not be subject to discrimination.

**1.10 Conflict of Interest/No Contact Provision**

Proposers shall provide an affirmative statement that no officers, employees, or parties affiliated with the proposer's firm are employed by or is an officer of Brevard County, Florida.

Proposers are hereby notified not to contact any member of the Selection Committee, or any member of the County Commission District staff, except as provided herein regarding this proposal until such time, as a contract has been awarded. All inquiries pertaining to this RFP shall be directed through Purchasing Services. Failure to abide by this condition of the RFP may be cause for rejection of the firm's proposal.

**1.11 Incurred Expenses**

This RFP does not commit the County to award a contract, nor shall the County be responsible for any cost or expense which may be incurred by the proposer in preparing and submitting the proposal called for in this RFP, or any cost or expense incurred by the proposer prior to the execution of a contract agreement.

**1.12 Proposal Acceptance/Rejection**

The County reserves the right to accept or reject any or all proposals received as a result of this RFP, or to negotiate separately with any proposer, and to waive any informalities, defects or irregularities in any proposal, or to accept that proposal or proposals, which in the judgement of the proper officials, is in the best interest of the County.

**1.13 Post Bid Discussions with Proposers**

It is the County's intent to commence final contract negotiations with the proposer(s) deemed most advantageous to the County in accordance with the evaluation criteria specified elsewhere in this RFP. The County reserves the right, however, to conduct post-bid discussions with any proposer possessing a realistic possibility of contract award including request for additional information and request for "best and final" offers.

**1.14 Presentations by Proposers**

The County, at its sole discretion, may ask any proposer to make an oral presentation and/or demonstration without charge to the County. The County reserves the right to

require any proposer to demonstrate to the satisfaction of the County that the proposer has the fiscal and technical ability to the services as proposed. The demonstration must satisfy the County and the County shall be the sole judge of compliance.

#### **1.15 Governing Laws**

Except to the extent Federal law is applicable, the interpretation, effect and validity of any contract(s) resulting from this RFP shall be governed by the laws and regulations of the State of Florida, and the County of Brevard Florida. Venue of any court action shall be in Brevard County. In the event that a suit is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit.

#### **1.16 Disclosure of Proposal Content**

All proposals shall be held confidential to the extent permitted by law from parties other than the County until the recommendation for award is made.

Both parties understand that the County is subject to the Florida Public Records Law, Chapter 119, Florida Statutes. If the materials provided by the Proposer do not fall under a specific exemption, as required by that statute, materials provided by the Proposer to the County would have to be provided to anyone making a public records request.

Should any person or entity make a public request of the County which requires or would require the County to allow inspection or provide copies of records which the Proposer maintains are exempt from Public Records Law or are confidential, it shall be the Proposers obligation to provide the County within 24 hours (not including weekends and legal holidays), of notification by the County to the Proposer of the request, of the specific exemption or confidentiality provision so the County will be able to comply with the requirements of Fla. Stat. 119.07(1)(b). Should the County face any kind of legal action to require or enforce inspection or production of any records provided by the Proposer to the County which the Proposer maintains are exempt or confidential from such inspection/production as a public record, then the Proposer shall hire and compensate attorney(s) who shall represent the interest of the County as well as the Proposer in defending such action. The Proposer shall also pay any costs to defend such action and shall pay any costs and attorneys fees which may be awarded pursuant to Fla. Stat. 119.12.

All material submitted becomes the property of the County and may be returned only at the County's option. The County has the right to use any or all ideas presented in any reply to this RFP. Selection or rejection of any proposal does not affect this right. All submittals will become part of the Public Records of Brevard County pursuant to Chapter 119 of Florida Statutes.

- 1.17 The publication of the Request for Proposal (RFP) or the submission of proposals shall in no way bind the County to contract for this service. The County reserves the right to cancel, alter or amend this RFP. The County reserves the right to pursue additional potential services. This Request for Proposals does not commit the County to select a

preferred offeror or to enter into an agreement to implement a selection.

**1.18 Incurred Costs**

This RFP does not commit the County to defray any costs incurred by the Consultant in responding to the RFP. All information submitted shall become the property of the County and, as such, may be subject to public review as public records. The County reserves the right to request clarifications from any or all members of the submitting firms. However, the County shall not be required to request missing information from the submittal which may cause them to be considered non-responsive. The County shall provide the release of all public information concerning the selection, including the selection announcements and contract awards. Those desiring to release information to the public must receive written approval from the County.

**1.19 Lobbying Statement**

Consultants, their team members, agents, lobbyists, attorneys and others shall not contact members of the BOCC at any time during the solicitation process. All firms are hereby placed on notice the County Commission and staff shall not be contracted about this RFP. Firms and their agents are hereby placed on notice that they are not to contact members of the County Commission or staff (with the exception of the designated liaison). Public meetings and public deliberations of the Selection Committee are the only acceptable forum for the discussion of merits of products/services requested by the Request for Proposal; and written correspondence in regard to RFPs may be submitted to the Purchasing Services office. Each RFP will have one non-voting staff member designated who will serve as the liaison. All questions or comments shall be directed to the Central Services Department Director or his designee. Failure to adhere to these requirements could result in Board action to disqualify your firm from consideration of award.

**Section 2      Consultant's Role**

- 2.1 Upon receipt of the official Notice to Proceed, the Consultant shall conduct a nationwide search for a candidate for the aforementioned position. The Consultant shall identify eight (8) to ten (10) prospective candidates.
- 2.2 Interviews and reference checks shall be completed by the Consultant on the eight (8) to ten (10) candidates identified.
- 2.3 After evaluation and review of these candidates, the Consultant shall conduct in-depth background checks on the eight (8) to ten (10) candidates who merit the most consideration and present summaries of their qualifications and related information to the Board of County Commissioners (BOCC).
- 2.4 The Consultant shall finalize a process for interviews to be held by the BOCC; coordinate candidate interviews; and brief the BOCC as necessary.

**Section 3      Scope of Services**

The nationwide search for candidates for this position shall result in the development of a list of

candidates interested in the position who possess the qualities, experience and training defined by the BOCC. Based on an analysis of the background, education, training, experience and other desirable qualities of the candidates a final list of no less than eight (8) candidates is to be provided to the BOCC for their consideration.

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

- 3.1 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 BOCC regarding the progress of the candidate search.
- 3.2 Meetings with each County Commissioner individually and then collectively at a Board Workshop to:
  - a. Develop and establish the background, education, training, experience, knowledge, skills, abilities, management style and other appropriate characteristics desired for the position.
  - b. Develop and establish the screening, interview and selection process to be utilized for selection of a County Manager from the listing of finalists.
- 3.3 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.
- 3.4 Reviewing the resumes of all applicants for background and qualifications to identify up to ten (10) but no less than eight (8) candidates who present the most promising qualifications for the position.
- 3.5 Providing a complete listing and copies of resumes of all candidates applying or expressing interest in the County Manager position to each County Commissioner.
- 3.6 Based upon a majority vote of the County Commission, adding any additional candidates identified by the County Commission to the short list (8-10 candidates) for further evaluation and screening, as outlined in Sections 3.7 through 3.10 of this Request for Proposal.
- 3.7 Conducting interviews (by phone, video-conference, or in person) with the candidates to clarify each applicant's qualifications and to prepare a written summary of each candidate.
- 3.8 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 eight (8) to ten (10) candidates.
- 3.9 Verifying the educational background of the BOCC selected candidates, and conducting

criminal, financial, newspaper, and civil litigation checks.

- 3.10 In the event politically sensitive or potentially embarrassing issues arise in a 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 BOCC.
- 3.11 Finalizing a process with the BOCC for interviews and identifying additional candidates if necessary.
- 3.12 Meeting with the BOCC following interviews and identifying additional candidates if necessary.
- 3.13 Notifying non-selected applicants and candidates in writing and providing a copy to the BOCC.
- 3.14 Consultant may be asked to provide samples of agreements for previous engagements.

#### **Section 4 Information Required for Evaluation**

Your submittal must include the following items:

- 4.1 Cover letter. Identify the Contracting Parties and provide the name, title, address and telephone number and other communications information of the contact person. Designate the individual vested with contracting authority.
- 4.2 Executive Summary. Display understandings of the services requested and provide highlights of the submittal materials.
- 4.3 Provide composition, legal form and organizational structure of the Offeror's team. Whenever joint venture examples are provided as part of the submittal, you must provide all requested information for each member of the joint venture.
- 4.4 Experience and References. Provide complete history of your company's experience with this type of service. Provide at least two (2) current or recent references that meet the minimum qualification requirements of the County's requirement as expressed herein. References shall address:
  - a. Position Recruited;
  - b. Selection Process;
  - c. Total Cost;
  - d. Role and listing services provided by team members; and
  - e. Name, title and organization contact for reference.
- 4.5 The County will only consider responses from Consultant exhibiting prior experience in



this type of services, confirmed financial stability, and legal compliance in all business ventures.

- 4.6 Other Information. Provide any other pertinent information addressing your ability to perform in a responsible and proper manner.
- 4.7 Costs. The Consultant shall provide the following information for evaluation:
- a. Describe the full/fixed basic fee and all associated reimbursable costs to conduct the specified services and to obtain a successful replacement.
  - b. Provide a maximum, not to exceed cost for reimbursable expenses.
  - c. Provide projected travel expenses.
  - d. Is your firm willing to provide additional services as needed at an hourly rate? If so, please provide a description of the services and the associated costs in an hourly rate format.

NOTE: Reimbursable Expenses: Brevard County will only reimburse the firm for travel costs and travel related expenses in accordance with Fla. Stat. §112.061 up to \$7,500 total. Any additional travel related expenditures must be pre-approved by the County. No entertainment expenses will be reimbursed. The County will not be liable for any such travel expenses in excess of \$7,500 that have not been pre-approved in writing by the County. Any costs in excess of the County approved travel costs and travel related expenses shall be part of the flat, fixed fee. Advertising expenses shall not be incurred without prior approval. Brevard County will reimburse the firm for operating expenses (printing, postage, long distance calls, etc.) directly related only to this contract up to \$5,000.

- 4.8 Submittal Documents/Acknowledgements  
Proposals must include the following required documents:

- Signed/Notarized Proposal Acknowledgement
- Indemnification/Insurance Requirements Form
- Acceptance of Terms and Conditions
- Drug-Free Workplace Certification
- Conflict of Interest Statement per Section 1.10

## **Section 5**     **Evaluation of Proposals**

Proposals will be evaluated by a Selection Committee to determine conformance to requirements of this request and to apparent qualifications and experience to provide the services required. The Selection Committee, to be appointed by the Board of County Commissioners, will present the top two (2) ranked proposals to the Brevard County Board of County Commissioners for consideration for final award.

The Selection Committee may elect to conduct evaluations in a single step; evaluating all

responsive proposals based upon the information and references contained in the proposals as submitted or may conduct a two-step process; where in step one (1); the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee will score and rank all responsive proposals and determine a short list to be finalists for further consideration. In step two (2), the committee will conduct discussions, for clarification purposes only, with the finalists and re-score and re-rank the finalists proposals. The best two (2) ranked proposals resulting from this process will be recommended to the Brevard County Board of County Commissioners for award.

## **Section 6**      **Evaluation Criteria**

- 6.1      The County shall select from the submittals received the firm that in its estimation is the most responsive to the requirements set forth in this RFP.
- 6.2      All proposals will be evaluated and ranked in accordance with the below listed evaluation criteria. Award will be based on a review of all information provided by the proposer, plus a review of references submitted, and certain objective and subjective considerations.

### **6.3      CRITERIA WEIGHT**

- |    |  |  |
|----|--|--|
| A. | QUALITY AND THOROUGHNESS OF PROPOSAL.....10%                     |  |
|    | Has proposer presented adequate material to support proposal     |  |
|    | Responsiveness to each item in the requested Scope of Services   |  |
| B. | QUALIFICATIONS/EXPERIENCE/WORKLOAD .....30%                      |  |
|    | Experience of company in serving similar municipalities          |  |
|    | Staff availability & experience of assigned staff                |  |
|    | Relevant references  |  |
|    | Current workload of the firm                                     |  |
|    | Ability to perform in a timely manner                            |  |
|    | Financial Stability  |  |
| C. | SCOPE OF WORK/METHODOLOGY.....30%                                |  |
|    | Proven understanding of services required                        |  |
|    | Presented detailed services to be provided and method to provide |  |
|    | Ability to provide full service capabilities                     |  |
| D. | FEE .....30%   |  |
|    | Cost of proposed services  |  |
|    | .....TOTAL 100%  |  |

- 6.4      The BOCC will consider the recommendation of staff and select the Service provider, which it determines in its sole and absolute discretion to meet the needs of the County's program. The County reserves the right to accept or reject any or all submittals received with or without cause and to waive any failure to comply with any requirements of this RFP.

**BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA**  
**REQUEST FOR PROPOSALS**  
**CONSULTANT TO PERFORM EXECUTIVE RECRUITING**

TIMELINE OF EVENTS

Advertise Request for Proposals	February 8, 2017
Deadline for the Receipt of Proposals	February 23, 2017 @ 3:00 p.m.
Selection Committee Review of Proposals Received	March 3, 2017
Recommendation for Award Presented to the Board of County Commissioners	March 7, 2017

\_\_\_\_\_  
I have read and agree to the terms and conditions included in Sections 1 through 6:

VENDOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINTED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

FAX # \_\_\_\_\_