

**Town of Simsbury  
Request for Proposals  
for Executive Search Firm – Town Manager Position**

**Issued March 2, 2017**

**Introduction and Background**

The Town of Simsbury, Connecticut (the “Town”) is seeking proposals from executive search firms to assist the Town with recruitment of a Town Manager. This is a new position for the Town of Simsbury, which changed its Charter to adopt a Town Manager – Board of Selectmen form of government effective December 4, 2017. The Town is seeking an executive search firm with extensive experience working with municipalities on the recruitment of municipal Chief Executive Officers.

The Town Manager will serve as the full-time Chief Executive Officer of the Town, reporting to and serving at the pleasure of the Board of Selectmen. The Town Manager is responsible for carrying out all acts and policies of the Board of Selectmen and all resolutions and ordinances adopted by the Town. The Town Manager shall also be responsible for the administration of the Town consistent with the policies established by the Board of Selectmen and for carrying out such other duties and responsibilities as are set forth in the Charter of the Town of Simsbury.

The recruitment process will be overseen by a Search Committee appointed by the Town of Simsbury’s Board of Selectmen. The Search Committee shall be considered an “executive search committee” for the purposes of the State of Connecticut’s Freedom of Information Act, Connecticut General Statutes §1-200(2).

**Scope of Services**

At all steps of the recruitment process, the firm selected for the recruitment shall be required to conduct the recruitment in a manner consistent with applicable employment laws including but not limited to the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Fair Credit Reporting Act, Title VII and their state law equivalents, as well as any and all other laws governing the recruitment, selection and hiring process. The selected firm shall also maintain regular communications with identified Town personnel and Simsbury Search Committee members and shall keep candidates apprised of the status of the recruitment process.

**1. Preparation of Qualifications Assessment:** Work with the Town’s Search Committee to identify the qualifications, skills and experience that would be possessed by the ideal Town Manager candidate. This process will include a review of the scope of services provided by Simsbury’s town government (including support for amenities such as the Performing Arts Center, Simsbury’s extensive trails and open space, etc.); a description of the functioning and interrelationship of the town’s boards and commissions; a description of the likely role of the Town Manager in these contexts; input from Town residents, staff, board and commission members and other stakeholders; identification of the short and long term challenges and issues facing the Town and the Town Manager; and specification of the necessary qualifications and competencies (including interpersonal skills, presentation skills and management style) for the Town Manager based on this information.

- 2. Development of Recruitment Strategy and Content:** Work with the Town’s Search Committee and Town Staff as necessary to prepare a candidate profile and the recruitment materials necessary to conduct the recruitment. Identify sources and sourcing methods likely to produce strong candidates.
- 3. Conduct Candidate Search:** Conduct a national search to identify strong candidates for the Town of Simsbury Town Manager position using all appropriate sourcing methods.
- 4. Identify and Submit Candidates for Consideration:** Conduct an initial evaluation of prospective candidates based upon the Qualifications Assessment, including screening interviews and other identified assessment tools to determine which candidates will be submitted to the Simsbury Search Committee for consideration.

Conduct a background check, compliant with all legal requirements for background checks (including but not limited to the Fair Credit Reporting Act), for advancing candidates including but not limited to references; employment and educational verifications; driving history; local, state and federal criminal history checks; civil litigation history; complaints by or against candidates with local, state and/or federal agencies; bankruptcy and credit checks; and any other screening processes deemed appropriate.

Prepare a comprehensive written summary for each qualified candidate to be submitted to the Simsbury Search Committee for consideration.

- 5. Interview Process:** Coordination of interviews, assistance with development of evaluation criteria, preparation of Simsbury Search Committee members to conduct interviews and prepare assessments in an effective and legally compliant manner.
- 6. Hiring Process:** Assistance as necessary with the hiring process, including but not limited to recommendations concerning the terms of an employment agreement.

### **Schedule for Recruitment Process**

The Charter of the Town of Simsbury provides for the implementation of the Town Manager – Board of Selectmen form of government effective December 4, 2017. The process should be structured to ensure that a final candidate has been identified for hire on December 4, 2017.

### **Proposal Requirements**

Proposals must include the following information:

- 1. Transmittal Letter:** Provide a cover letter describing the respondent, the nature of the work routinely conducted by the respondent, a brief statement explaining why the respondent is qualified to provide the requested services, identification of the personnel who would provide the services to the Town of Simsbury if the respondent is selected and contact information for the primary contact for the respondent.
- 2. Experience and Qualifications:** Describe in detail respondent’s qualifications to perform the requested services with emphasis on Town Manager/CEO searches conducted for municipalities. The description should include a list of recent searches successfully conducted for other municipalities and respondent’s personnel responsible for those searches. Respondent must identify any searches for Town Manager/CEO conducted in the State of Connecticut during the past five (5) years.

- 3. Description of the Recruitment Process:** In connection with the Scope of Services, describe in detail the steps respondent would take to conduct the search for and recruitment of a Town Manager for Simsbury, including the time necessary for each step, respondent's personnel involved with each step, the role of Town personnel and others in the process and any Town resources necessary to support the process. Respondent must be the primary contractor and must identify in the response any and all subcontractors proposed for provision of requested services. The process must include opportunities for input by Town residents and businesses.
- 4. Proposed Cost:** Respondent must provide a detailed explanation of its proposed fees and expenses for the recruitment process with a breakdown explaining the basis of each cost item. To the extent that certain services are recommended but optional, please provide a specific cost with breakdown for each such service. The proposed fees and expenses shall not be changed within the one hundred and twenty (120) day period following deadline for submission of the proposal as set forth below. The Town shall not be responsible for any costs incurred by respondent for preparation of the proposal.
- 5. References:** Respondent must provide a minimum of three (3) references from clients for whom respondent has provided similar services within the last three (3) years.
- 6. Conflict of Interest:** Respondent must certify that respondent does not have any conflicts of interest as described in the Chapter 13, Code of Ethics in the Town of Simsbury's Code.
- 7. Insurance:** Respondent must provide evidence of its insurance coverages to include errors and omissions, automobile and worker's compensation insurances at a minimum.
- 8. Authorized to Do Business:** Respondent must provide evidence that respondent is authorized to do business in the State of Connecticut.

**Rejection/Acceptance of Proposals**

Selection of a qualified respondent is at the sole discretion of the Town and its Board of Selectmen. The Town reserves the right to refuse any and/or all proposals submitted under this RFP for any reason deemed to be in the Town's best interests. This REP is not a contract. Acceptance of a proposal does not commit the Town to award a contract with any firm, even if all requirements set forth in this REP are met. Nothing in this RFP limits the Town's right to negotiate with any firm in the best interests of the Town.

**Disclosure of Proposals**

Proposals received in response to this Request for Proposal shall be protected from disclosure until a contract is executed or negotiations for the award of a contract have concluded in accordance with Connecticut General Statutes §1-210(24).

**Instructions for Submission of Proposals**

Ten (10) copies of the Proposal must be submitted to Thomas F. Cooke, Director of Administrative Services, 933 Hopmeadow Street, Simsbury, CT 06070 before the close of business at 1:00 p.m. on Friday, March 31, 2017. Please direct any questions to Mr. Cooke at (860) 658-3230 or [tcooke@simsbury-ct.gov](mailto:tcooke@simsbury-ct.gov). Proposals received after the date and time prescribed shall not be considered

for contract award and shall be returned to the proposer. Neither faxed nor emailed RFP responses will be accepted as a qualified RFP submission.