

**COUNTY OF TAZEWELL
COUNTY SEAT – PEKIN, ILLINOIS**

REQUEST FOR QUALIFICATIONS (RFQ)

**FOR A PUBLIC SECTOR EXECUTIVE
SEARCH FIRM TO CONDUCT THE
RECRUITMENT FOR THE POSITION OF
TAZEWELL COUNTY ADMINISTRATOR**

SUBMITTAL DEADLINE: September 19, 2011



RFQ SUMMARY

RFQ RELEASE DATE: September 6, 2011

PROJECT TITLE: Executive Search Firm to Conduct the Recruitment for the Position of Tazewell County Administrator.

DESCRIPTION OF PROJECT: Tazewell County, Illinois, is seeking qualifications from experienced public sector executive search firms to enter into an Agreement for Consultant Services to work with an Ad Hoc Search Committee of the Tazewell County Board and the Tazewell County Board as a whole to conduct a recruitment process for Tazewell County Administrator.

SUBMITTAL DEADLINE: 5:00 PM, September 19, 2011

DELIVER SUBMITTAL TO:

David A. Jones
County Administrator
11 South Fourth Street
McKenzie Building – Suite 432
Pekin, Illinois 61554
Phone: (309) 477-2272
E-mail: djones@tazewell.com

Email submissions accepted: E-mail submissions will be accepted. E-mail submission saved as a PDF file to: djones@tazewell.com

I. INTRODUCTION

The County of Tazewell is requesting qualifications (RFQ) from executive search firms to work with the Tazewell County Board in the selection of a new County Administrator. The selected firm will work with an Ad Hoc Committee of the Tazewell County Board and the Tazewell County Board as a whole to develop a profile and criteria, conduct a recruitment process, screen and interview candidates, conduct employment background checks, and act as a liaison in negotiating an employment agreement.

II. BACKGROUND

Tazewell County is searching for an experienced local government manager to be its next County Administrator. The current County Administrator is in good standing and has accepted the Polk County, Iowa, Administrator position. He will remain with Tazewell County through October 3. The previous Administrator, the County's first, retired in good standing after five years of service.

The RFQ process is intended to identify firms that are best qualified to coordinate the recruitment process. Selected firms may be interviewed by the Ad Hoc Committee or staff or both.

III. SCOPE OF SERVICES

The scope of services to be provided by the Consultant may include:

- Meet with the Ad Hoc Committee to develop a recruitment process and schedule.
- Recommend best practices regarding developing a candidate profile and in the interview process.
- Meet with the Tazewell County Board to develop the candidate profile.
- Design appropriate advertising materials and coordinate placement process (e.g., ICMA Newsletter, ILCMA, IML, websites, etc.).
- Outreach to qualified potential candidates.
- Screening and preliminary interviews of qualified applicants.
- Meet with Ad Hoc Committee and recommend list of semi-finalists to be interviewed. The Committee will likely desire to see six to 10 semi-finalists and reduce that number to four or five for face-to-face interviews.
- Recommend processes and procedures and facilitate interview panels. Review and/or recommend interview questions and question-and-answer scenarios.
- Conduct background checks of top candidates.
- Facilitate final interviews of top candidates.
- Assist in negotiating employment agreement with selected candidate if requested by the Board.

IV. RFQ SCHEDULE

The following information is supplied as a guideline rather than as a set of absolute deadlines:

- The Tazewell County Board reserves the right to alter the schedule as necessary.
- RFQ issued on September 6, 2011.
- RFQ responses due date is 5:00 PM, September 19, 2011 (postmarks not accepted; **please note that e-mailed submissions will be accepted**).
- Evaluation of Responses is September 20 - 26, 2011
- Interview selected firms, Late September, 2011
- Consultant selected early October 2011 or sooner if practicable

** Note: Responses to RFQ should include a proposed schedule for the recruitment process. The Committee desires significant input from the Consultant regarding best practices for the process once a Consultant is selected.

V. SUBMITTAL REQUIREMENTS

The Tazewell County Board is seeking an executive search firm with extensive experience in public sector executive recruitments, particularly recruitments for the position of County Manager or Administrator and City Manager or Administrator. The selected firm must demonstrate that it has a strong track record in attracting and successfully placing excellent quality candidates.

Interested and qualified firms should include the following in the submittal:

1. Statement of Qualifications and Interest. Explain the background of the firm and its principals. Describe relevant public sector experience, including in particular similar recruitments for other counties and cities.
2. Detailed description of resources committed to this recruitment. Provide resume and detailed information regarding the experience for the principal recruiter to be assigned to Tazewell County's recruitment process. Also describe all other staff resources that may assigned to this effort.
3. Provide a proposed recruitment schedule. Outline an aggressive yet realistic timeline for the recruitment. Identify any expectations and/or deliverables that are required from Tazewell County.

4. References. Provide complete contact information for at least five prior public agency clients that the firm has worked with on similar recruitments within the past three years. Provide a comprehensive list of public sector clients. Also include a list of three executives (preferably local government Managers/Administrators that were successfully placed).
5. Insurance Coverage. Provide proof of professional liability insurance of at least \$1,000,000 and other insurance requirements.
6. Cost. Provide a fixed cost proposal with a not-to-exceed proposal for expenses.

VI. SELECTION CRITERIA

The Tazewell County Ad Hoc Committee will review submittals based on the following criteria:

1. Quality of firm and experience of principal recruiter and staff;
2. Demonstrated success in prior similar recruitments;
3. Proposed recruitment schedule;
4. References;
5. Cost.

The selection committee or its designee may request interviews with the most qualified individuals and/or firms. Tazewell County reserves the right to alter the selection process and/or project scope following the issuance of this RFQ.

VII. GENERAL CONDITIONS

Tazewell County reserves the right to modify or cancel the selection process or schedule at any time. Additionally, Tazewell County may seek clarification or additional information.

This RFQ does not commit Tazewell County to sign an agreement, award a contract, or to pay any costs incurred in the preparation of a response to this RFQ.

All documents, conversations, correspondence, etc. between Tazewell County are subject to the laws and regulations that govern the State of Illinois and the County of Tazewell.

EXHIBIT 1 – INSURANCE REQUIREMENTS

I. INSURANCE REQUIREMENTS. Contractor shall procure and maintain for the duration of the contract "occurrence coverage" insurance against claims for

injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001.)
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability, code 1 "any auto" and endorsement CA 0025.
3. Workers' Compensation Insurance as required by the Labor Code of the State of Illinois and Employers Liability Insurance.

B. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Illinois and Employers Liability limits of \$1,000,000 per accident.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by Tazewell County. At the option of Tazewell County, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Tazewell County, its officers, officials and employees; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions:

1. **General Liability and Automobile Liability Coverages.**

a. Tazewell County, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of the protection afforded to Tazewell County, its officers, officials, employees or volunteers.

b. The Contractor's insurance coverage shall be primary insurance as respects Tazewell County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by Tazewell County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Tazewell County, its officers, officials, employees or volunteers.

d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against Tazewell County, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for Tazewell County.

3. Professional Liability. Contractor shall carry professional liability insurance in an amount deemed by Tazewell County to adequately protect the Contractor against liability caused by negligent acts, errors or omissions on the part of the Contractor in the course of performance of the services specified in this Agreement.

4. All Coverages. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Tazewell County.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a Bests' rating of no less than A: VII.

F. Verification of Coverage. Contractor shall furnish Tazewell County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each

insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by Tazewell County before work commences. Tazewell County reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

H. Tazewell County may approve a variation in those insurance requirements upon a determination that the coverages, scope, limits and forms of such insurance are either not commercially available or that Tazewell County's interests are otherwise fully protected.