



7800 Golden Valley Road
Golden Valley, MN 55427

Request for Proposals

for

Executive Search Consulting Services for Police Department

Proposals Due: August 26, 2021

Kirsten Santelices

Deputy City Manager/Human Resources Director

ksantelices@goldenvalleymn.gov



Table of Contents

I.	Background and Purpose	3
II.	Scope of Work and Deliverables	3
III.	Project Schedule	4
V.	Proposal Submissions Process	4
A.	Due Date	4
B.	Submission Requirements	4
C.	Format.....	5
VI.	Proposal Evaluation and Selection.....	5
A.	Proposal Evaluation	6
B.	Additional Questions and Oral Interviews	6
C.	Final Evaluation	6
D.	Contract Award	6
E.	Appeals Process	6
VII.	Additional Information.....	6
A.	Rights of Review.....	6
B.	Confidential Material	6
C.	Response Ownership	7
VIII.	Contract.....	7
A.	Contract Ethics	7
B.	Reporting, Insurance, and Financial Liability Limitations	7
IX.	Equal Opportunity.....	7
	Addendum	8



I. Background and Purpose

The City of Golden Valley is a Plan B statutory City with a City Council/City Manager form of government. The City Council consists of a Mayor and four Council Members elected at-large. All policy and legislative decisions are the responsibility of the Council. The City Manager is responsible for hiring and managing City staff and carrying out the policies of the Council.

The City of Golden Valley Police department (GVPD) provides law enforcement, including patrol, investigation of crimes, and crime prevention. Under the direction of the Police Chief, the GVPD includes: two commanders, seven sergeants, 20 patrol officers, three community resource specialists, six community service officers, a crime analyst, a police operations supervisor, and two administrative assistants. Additionally, community policing is a fundamental part of the GVPD. The GVPD actively pursues building positive relationships with members of our community through community outreach programs, events, and initiatives.

The City of Golden Valley recognizes the historical and present disparities perpetuated by its structures, policies, and procedures and the burden borne by different communities, particularly within Black, Indigenous and People of Color communities. Consequently, the City is committed to transforming local government to dismantle barriers, provide resources, and enhance opportunities for all of its residents and visitors.

Two of the four key pillars of the City's equity plan are:

1. an infrastructure that supports and advances diversity, equity, and inclusion; and
2. practices that promote economic prosperity for all

The City is seeking a qualified organization to conduct a thorough search for qualified candidates to fill our open Police Chief position. The search process and resulting hire must be consistent with the City's equity plan and fulfill the mission and goals of the City and Police Department.

II. Scope of Work and Deliverables

The City of Golden Valley is seeking proposals from qualified companies to provide the following deliverables:

1. Conduct stakeholder engagement through informational interviews and other means to determine preferred qualifications, competencies and priorities the City will require of candidates. It is very important that input in this process is inclusive and includes the wide range of diversity and cultures that represent our city.
2. Develop a comprehensive position profile for the advertisement and recruitment process.
3. Arrange for advertisements in a variety of publications, including but not limited to diverse platforms, League of Minnesota Cities, public safety associations, MN POST Board, and other nationwide publications not typically accessible by the City.
4. Facilitate and communicate application process with applicants: accept and acknowledge applications, notify applicants of elimination from further consideration at each stage of the search
5. Recruit and recommend a diverse list of candidates who are highly qualified professionals with leadership and vision for the department and community.
6. Conduct initial application evaluations, including scoring applicants and conducting initial interviews.

7. Provide a candidate pool of 8 to 15 qualified candidates with the Deputy City Manager/Human Resources Director and develop the list of candidates for first round interviews.
8. Schedule first round interviews with City staff, including managing all correspondence with applicants and Deputy City Manager/Human Resources Director.
 - Provide input into selection of interview panel and development of interview questions.
9. Work with Deputy City Manager/Human Resources Director and interview panel to narrow candidates for finalist interviews and schedule finalist interviews.
 - Provide input into selection of interview panel and development of interview questions.
10. Assist City Manager with final candidate selection, including communication with candidate about the offer process and conditions of employment, which may include references and leadership assessments.
11. May assist with onboarding and provide input on the six-month performance evaluation of the successful candidate.

III. Project Schedule

During the evaluation process, the City reserves the right to request additional information or clarifications from a firm, to allow corrections of errors and/or omissions or to modify the schedule

PROPOSAL AND SELECTION TASK	DATE
City issues request for proposal	7/27/2021
Companies submit questions *	8/9/2021
City posts responses to all companies' questions	8/13/2021
Proposals due at 11:59 pm CST	8/26/2021
Respondents noticed of shortlist and interviews scheduled	8/27/2021
Oral presentations/interviews (<i>Tentative</i>)	9/1/2021-9/2/2021
Evaluation committee decision (<i>Tentative</i>)	9/3/2021
Contract negotiation completed (<i>Tentative</i>)	9/15/2021
Contract considered by City Council (<i>Tentative</i>)	9/21/2021

* All questions must be submitted in writing to: Kirsten Santelices by Monday, August 9, 2021. The City will post written responses to all questions received on Thursday, August 26, 2021. Any interpretations, corrections, and changes to this RFP shall be made by written Addendum to the RFP and will be issued electronically through the City's website at www.goldenvalleymn.gov. Companies shall acknowledge receipt of all addenda in their statement of proposal.

V. Proposal Submissions Process

A. Due Date

Proposals received after 11:59 pm on August 26, 2021 will not be considered.

B. Submission Requirements

1. Proposals must be typewritten.



2. Do not include any promotional material.
3. Submit proposal via email or mail to:
Kirsten Santelices, Deputy City Manager/Human Resources Director
Ksantelices@goldenvalleymn.gov
City of Golden Valley
7800 Golden Valley Road
Golden Valley, MN 55427

C. Format

For clear comparison and evaluation, proposals must be in the following format:

1. **Cover Page**
 - i. Title
 - ii. Company: Name and Address
 - iii. Contact Person: Name, Title, Phone Number, and Email Address
 - iv. Date of Proposal
2. **Cover Letter**
 - i. Describe the company's mission, vision, and values and a brief description of how they align with the mission, vision, and values of the City of Golden Valley.
 - ii. Describe company's prior experience providing similar services described in this RFP.
 1. List of public safety positions that have been successfully completed recently and the contact person and email.
 - iii. Describe the qualifications of key personnel involved in the scope of work.
 - iv. Provide a description of the organization's commitment to diversity, equity, and inclusion both internally and externally. Please include any relevant materials, such as a formal equity statement, a racial equity plan or report of equity initiative outcomes (as applicable).
3. **Statement of Proposed Work**
 - i. **Methodology:** An overview of the approach to providing the services detailed above.
 - ii. **Timeline:** Propose a concrete, reasonable timeline for the completion of each component in the process, including the important meetings and contacts with the City's key project personnel and other employees.
 - iii. **Budget and Deliverables:** Provide an estimated cost of services, budget, including details of each service and deliverable (as applicable), identification of payment milestones, and clear identification of optional services and reimbursable costs not included in basic fees (including hourly rates).

VI. Proposal Evaluation and Selection

A team of City staff will evaluate all proposals and select the proposal or proposals that best demonstrate the ability to reliably perform the work with integrity. Companies may partner to submit proposals; however, one company must be identified as the primary contact on the proposal. The City reserves the right to reject some or all of the proposals and to award by individual line item, by group of line items or as a total, whichever is deemed most advantageous to the City. The City reserves the right to request additional information or clarifications, to allow corrections of errors or omissions, or to modify the proposal schedule.



A. Proposal Evaluation

Each proposal will be examined initially to ensure it follows the proposal format and instructions in this RFP. Proposals that do not follow the specific format will not be considered. Late proposals will not be considered.

Proposals will be evaluated on the following criteria:

- Experience of company and qualifications of key personnel related to scope of services outlined in this RFP
- Relevant experience performing candidate search and placements for public safety positions
- Proposed Timeline
- Proposed Cost
- Commitment to diversity, equity, and inclusion

B. Additional Questions and Oral Interviews

After the initial review, the evaluation team will narrow the number of companies and proposals for further consideration. The evaluation team may contact successful companies with additional questions or to schedule an oral interview. Companies shall provide responses to any additional questions within three business days following receipt of the inquiry. The evaluation team will conduct oral interviews in person or via phone.

C. Final Evaluation

The final evaluation of proposals will be based on the following criteria:

- Initial Proposal
- Oral Interview and additional questions
- References
- Final Cost Proposal

D. Contract Award

The evaluation team will make a recommendation to the City Council for awarding the contract. Final approval of the contract rests with the City Council.

E. Appeals Process

Protests of the award must be made in writing and must specifically state your grievance. All protests must be filed with City Clerk, Theresa Schyma within ten calendar days after issuance of notice to award.

VII. Additional Information

A. Rights of Review

The City reserves the right to reject any or all proposals or to request additional information. This RFP shall not commit the City to engage any company for the services described in this RFP.

B. Confidential Material

All materials submitted in response to this RFP will become public record, unless categorized as private, confidential, non-public, or protected non-public under the Minnesota Government Data Practices Act ("Protected Materials"). Unrestricted disclosure of proprietary information places it in the public domain. If you believe any of your materials are Protected Materials, you must submit those materials in a separate envelope marked "Confidential Disclosure," along with a cover letter explaining why you believe the materials are Protected Materials. The City



will review the materials and approve or deny your request for confidentiality. If the City denies your request for confidentiality, the review team will notify you and you may withdraw the entire proposal, remove the materials, or include the materials in the non-confidential portion of your submission. Cost, pricing information, and the total proposal amount are public data under the MGDPA. Any costs to preserve Protected Materials shall be your responsibility.

C. Response Ownership

All proposals become the property of the City upon receipt. Selection, rejection, or disqualification of a proposal shall not affect this right.

VIII. Contract

The City reserves the right to negotiate the final terms and conditions of the contract, including award amount. If the City and a company are unable to agree upon the entire contract, the City may discontinue negotiations, select another company or reject all of the proposals. The successful company shall execute a contract with the City within ten days after receipt.

A. Contract Ethics

No elected official or employee of the City who exercises any responsibilities in the review, approval or implementation of the proposal shall participate in any decision which affects his or her direct or indirect financial interests. It is a breach of ethics for any person to offer, give or agree to give any City employee or Council Member or for any City employee or Council Member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment. The company shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City. The company shall not accept any private client or project which, by nature, places it in ethical conflict during its representation of the City.

B. Reporting, Insurance, and Financial Liability Limitations

The successful company will report to the City Manager or their designee. The Human Resources Director will work with the Finance Director to audit billings, approve payments, establish the schedule and oversee the execution of the contract.

The City shall not be liable for any expenses incurred by the company, including but not limited to, expenses associated with the preparation of the proposal, attendance at the interview, preparation of a compensation schedule, or final contract negotiations.

Prior to any work being performed, the successful company shall provide a statement certifying that they have conducted any required background checks and insurance.

IX. Equal Opportunity

The City requires equal opportunity; therefore, the company selected shall not discriminate under the contract against any person in accordance with federal, state, and local regulations and with City policy.

The City of Golden Valley does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, sexual orientation, gender, marital status, status with regard to public assistance, membership on a local human rights commission, disability, or any other basis protected by law in the admission or access to or treatment of employment, program, activities or services.

Addendum

1. Will the City accept a proposal, which recommends a change from what the RFP states in Section II, Scope of Work and Deliverables?

The City is open to recommendations as long as the proposal meets the desired outcomes as stated in RFP. The response should clearly articulate where the recommendations deviate from the RFP.

2. Would the City agree to require an assessment center for the six finalist-candidates?

The City may be open to an assessment. The consultant should clearly state what the assessment will measure and how it will be proctored.

3. Is the City or the consultant responsible for paying for the advertisements for this position?

The City expects that the advertising costs are built into the proposal by the consultant and not as a separate cost to the City.

4. What is the City's budget for this consulting engagement? While this is sometimes viewed as sensitive information, as a matter of transparency it is public record and of significant interest to the consulting community.

The City does not have an established budget for this consulting engagement and will consider all proposals. The City must consider proposals that both meet the requirements and objectives outlined in the RFP and maintain the integrtax- payer dollars.

5. Regarding Section II.10, does the City wish to have the consultant execute a deep background check, including a detailed report and visits to their current place of employment and residence of the top three finalists, priced on a per-candidate basis?

The City does not expect the consultant to conduct a detailed or in-depth background check. The consultant may present additional services and additional costs for such services in their proposal.

6. Will the City accept different approaches from what the RFP currently states?

The City will accept proposals with recommended deviations, but has articulated the proposed process to include staff and community members at all steps in the process.

7. What firms have provided similar professional services to the Golden Valley Police or Fire Departments since January 1, 2016?

None.

8. Where Section II.11 says, "May [emphasis added] assist..." how many (a) hours of professional services or (b) trips to Golden Valley should be included here, or should the proposer quote this directly on the basis of time and expenses?

If the proposer offers these services, the proposer should quote this as cost for services based on time or other expenses. Consultant may also propose number of recommended hours to complete these services.

9. Is submission of the proposal by email sufficient? If not, how many printed copies of the proposal does the City wish to receive?

Email submission is requested by each consultant. Printed copies are not required or requested at this time.

10. How many client references does the City wish to receive?

The proposer may include as many client references as desired, but should include at least three most similar to the position in Golden Valley.

11. Regarding Section VI, Proposal Evaluation and Selection, who by position classification, not name, are the members of the City's evaluation team?



The evaluation team includes: City Manager, Deputy City Manager/Human Resources Director, Equity and Inclusion Manager, City Attorney, and Police Commanders.

12. Will the City agree to reimburse at cost the consultant's travel for any activities related to this engagement, or should the cost of the consultant's travel be included in its estimated cost of services per Section V.C.3.iii?

The consultant's travel should be included in its estimated costs of services.