

**Scott County  
County Administrator  
EXECUTIVE SEARCH FIRM SERVICES**

Scott County, Iowa is seeking proposals from qualified firms/providers to perform executive search services for the position of County Administrator. Scott County will accept statements of qualifications and fee proposal from firms/providers interested in providing the requested services.

Statements of qualifications must be received by no later than **3:00 P.M. local time on December 23, 2015**, at Human Resources Department, 600 W. 4<sup>th</sup> Street, Davenport, IA 52801.

Proposal documents are available by accessing the County's web site at <http://www.scottcountyiowa.com/fss/purchasing> or by contacting Mary J. Thee, Human Resources Department at 563-326-8740 or [mary.thee@scottcountyiowa.com](mailto:mary.thee@scottcountyiowa.com)

**General Information**

Scott County is in eastern Iowa adjacent to the western Illinois state line along the Mississippi River and is approximately 175 miles west of Chicago. Scott County encompasses approximately 468 square miles and is home to more than 168,000 residents, making it Iowa's third most populated county. Scott County has over 30 municipalities including Davenport, the county seat and largest city in the county, and Bettendorf, the second largest city in the county. Scott County is one of the four counties that make up the Quad Cities Metropolitan Area. The County's annual operating budget is nearly \$75 million.

The County has a five-member Board of Supervisors. The County government is made up of 10 departments and 5 elected offices. An organization chart is included for your reference. The County employs approximately 450 permanent employees and 125 temporary/seasonal employees on an annual basis.

Scott County staff delivers services to its citizens through these departments and offices:

1. Administration
2. Attorney's Office (supervised by elected office holder)
3. Auditor's Office (supervised by elected office holder)
4. Community Services
5. Conservation
6. Facility and Support Services
7. Health Department
8. Human Resources
9. Information Technology
10. Juvenile Detention Center
11. Planning and Development
12. Recorder's Office (supervised by elected office holder)

13. Secondary Roads
14. Sheriff's Office (supervised by elected office holder)
15. Treasurer's Office (supervised by elected office holder)

## **II. Scope of Work**

A. Assist the Board of Supervisors to develop a candidate profile; advertise the position; directly solicit candidates; review initial candidates with a committee and Board of Supervisors; present a written report on background, strengths, accomplishments, reference lists on each recommended finalist; facilitate final interview process with some suggested interview questions; coordinate any requested assessments; assist the County with negotiating a contract, coordinate all correspondence, and recordkeeping; and conduct detailed professional reference checks on recommended finalists, if requested.

### *B. The County's Expectations:*

1. Scott County expects the successful respondent to assist in establishing a process for the recruitment, including a timeline for various actions during the recruitment process.
2. Scott County expects the successful respondent to review the current compensation and recommend changes, if necessary, based upon market and competitive conditions.
3. Scott County expects the successful respondent to develop a comprehensive position profile based upon information obtained in individual meetings with the Board of Supervisors and other stakeholders as directed.
4. Scott County expects the successful respondent to develop a marketing strategy that utilizes professional contacts and supplement the candidate identification process through selected advertising, use of internet and direct solicitation of known desirable candidates.
5. Scott County expects the successful respondent to implement a screening process that narrows the field of candidates to those that most closely match the needs of the County, including discussing results of preliminary reference checks on top candidates. The extent of screening to be conducted by the respondent will be determined by the Board of Supervisors.
6. Scott County expects the successful respondent to conduct personal interviews with the top candidates that meet the stated criteria, if requested.
7. Scott County expects the successful respondent to deliver a product in the form of a search report that recommends the top group of candidates and provides the County with detailed information about their backgrounds and experience from interviews and other sources.
8. Scott County expects the successful respondent to assist during the final interview and the selection process, including developing suggested interview questions.
9. Scott County expects the successful respondent to conduct criminal, driver's license, credit and related background checks.
10. Scott County expects the successful respondent to assist, if requested, in negotiating a total compensation package with the desired candidate.

### *C. County Responsibilities*

The Assistant County Administrator/Human Resources Director will be available to assist in coordinating the RFQ process, including scheduling meetings, facilitating interviews, providing recruitment information, benefit package for the selected candidate, etc.

### **III. Experience Requirements**

A. Each respondent shall, within the past twenty-four (24) months have worked with a public entity like Scott County to conduct executive recruitments.

B. Each respondent shall have, within the past twenty-four (24) months, placed at least one (1) executive candidate with a public governmental entity or other similar entity.

### **IV. Response Form and Content**

#### *A. Title Page:*

Indicate the proposal subject, name of firm, local address, contact information, name of contact person, and date of submittal.

#### *B. Introduction:*

Briefly, introduce your firm, indicating whether the firm is local, regional, national or international. Provide a profile of the firm including, but not limited to, the approximate number of professional staff employed. Indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, and contact information.

#### *C. Information Included in Response:*

1. Briefly state your understanding of the work to be performed. Include, but do not limit your statement to, the specific items requested in *II. Scope of Work*.
2. Describe the experience of the firm in the past twenty-four (24) months in performing similar services. Particular emphasis should be placed on recruitments performed for similar-sized counties or municipalities.
3. Describe your proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm.
4. Provide the names and contact information of at least five (5) clients for whom your firm has worked. The County reserves the right to contact any additional individuals or firms to obtain information about the respondent.
5. Indicate the names and titles, and include resumes, of the person(s) who will be working on this project. A response to this requirement should include all contact information such as telephone number, fax number, e-mail address and web address.
6. Provide a detailed description of how the recruitment is to be conducted.
7. Indicate any additional information for the consideration of your firm's qualifications for conducting this project.

8. Discuss the general nature and extent of benefits that Scott County is reasonably likely to experience as a result of these services.
9. Provide a copy of a previous position profile your firm has completed which you feel may have some similarities to the position with the Scott County.
10. Provide a copy of a previous search report your firm has completed for another client similar to Scott County.
11. A complete description of the fee structure of the firm and submit a draft agreement of services.

## **V. Submission of Responses**

### *A. Acceptance/Rejection/Modification to Responses:*

Scott County reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive informalities or irregularities in a proposal or in the proposal process. The County reserves the right to split or to make the award in any manner deemed most advantageous to the County at its sole and exclusive discretion.

### *B. Economy of Preparation:*

Statements of Qualification should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.

### *C. Cost of Preparation:*

The County shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.

### *D. Ownership:*

Submitted materials become the property of the County and will not be returned.

### *E. Public Records:*

Submitted responses and any agreement or other documents become public records that are subject to review and copying by any person making an appropriate request for public records.

## **VI. Due Date**

The proposal and 8 complete copies will be received at Human Resources Department no later than **December 23, 2015 at 3:00pm CST**. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

### ***Scott County/Executive Search Services RFQ***

Mary J. Thee  
Assistant County Administrator/HR Director  
600 W. 4<sup>th</sup> Street  
Davenport, IA 52801

A confirmation receipt may be requested by the respondent.

## **VII. Withdrawal from Consideration**

A respondent may withdraw its statement of qualifications at any time prior to the submission deadline by submitting a written request for withdrawal to the above address. The request for withdrawal shall be signed by the respondent or an authorized agent. Modifications offered in any manner, oral or written, will not be considered after the deadline.

## **VIII. Selection Process**

1. The Human Resources Department shall conduct a preliminary review of all proposals on the basis of information provided and other evaluation criteria as set forth in this Request for Qualifications to determine minimal qualifications and initial responsiveness to the proposal. The Human Resources Department will make appropriate recommendations to the Board of Supervisors.
2. The Board of Supervisors with guidance from the Human Resources Department shall review statements of qualifications, fee proposals and evaluate them based upon, but not limited to, the following criteria:
  - a. Responsiveness of the proposal to the Request for Qualifications.
  - b. Ability, capacity, and skill of the respondent to perform the services.
  - c. Responses of the respondent's references.
  - d. Methodology for conducting the recruitment.
  - e. Experience of the respondent and individual members of the respondent's professional staff in performing similar services for public sector entities.
  - f. The sufficiency of financial resources and ability of the respondent in performing the contract.
  - g. The firm's capability to meet the Scope of Work.
  - h. Other information as may be required or secured.
3. The Board of Supervisors may request one or more respondents to interview by telephone or in person.
4. The Human Resources Department will notify unsuccessful respondents by email.

## **IX. Conditions of Responses**

### *A. Late Statements:*

Statements of Qualifications received by the County after the time specified for receipt will not be considered. Respondents shall assume full responsibility for timely delivery of the statement to the location designated for receipt.

### *B. Completeness:*

All information required by the Request for Qualification must be supplied to constitute a legitimate statement of qualifications.

*C. Award Presentation:*

Subject to agreement negotiation, the Board of Supervisors will accept and final award, one of the proposals, or will reject all proposals within thirty (30) calendar days from the final submittal date.

*D. Statement of Qualifications Clarification Request:*

During the period of evaluation, the County shall have the right to request clarification from the respondents. If any such respondent fails to respond to such a request within five (5) business days from the date of the request, the County shall have the right to reject the proposal.

*E. Oral Presentations:*

After all responses have been evaluated, the Board may require representatives of one or more of the respondents to appear and present before the Board in Davenport, Iowa, for the purpose of making a final evaluation and recommendation.

*G. Completion of Project*

It is the County's goal to have this project completed within four (4) months.

*H. Contract Development:*

If the County selects a firm, the Assistant County Administrator/HR Director will conduct contract discussions and negotiations with the apparent successful respondent. This Request for Qualifications and the respondent's successful statement will be an integral part of the contract, but may be modified by the provisions of the contract. Respondents must be amenable to including in the contract any information provided either in response to this Request for Qualifications or other requested information.

# Scott County Government Organizational Chart

