

Scott County, Iowa Administration - Purchasing Division  
600 West Fourth Street, Davenport, IA 52801-1030

## REQUEST FOR PROPOSAL

Scott County Requisition No. **19610**

**Submission Due Date: Monday, February 13, 2023**

**No Later Than: 3:00 PM**

Qty	Description
	<p>Scott County, Iowa is seeking proposals from qualified firms to perform :</p> <p><b>Executive Search Services for the position of EMS Director.</b></p> <p>Please see attached RFP for details.</p> <p>Thank you for your interest in working with Scott County, Iowa.</p>
	<p><b>SUBMIT QUESTIONS AND RESPONSES TO <a href="http://WWW.PUBLICPURCHASE.COM">WWW.PUBLICPURCHASE.COM</a></b></p>
	<p>All vendors must register at <a href="http://www.publicpurchase.com">www.publicpurchase.com</a> (free registration)</p>
	<p>From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, <a href="http://www.scottcountyiowa.gov">www.scottcountyiowa.gov</a>.</p>

### Quote Submitted by:

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Company

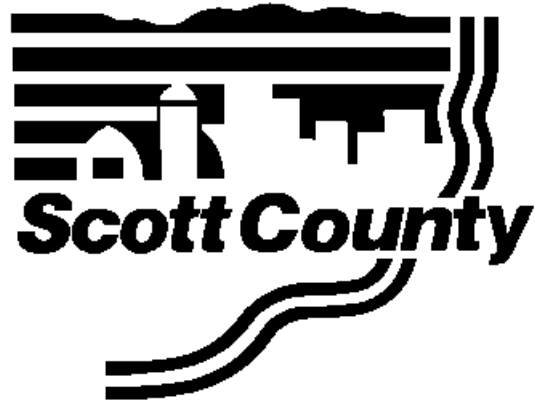
\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

RELEASED:  
(SCOTT COUNTY USE ONLY)  
DATE: 1/27/2023  
TIME: 9:00am

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”



Request for Proposal:  
Executive Search Services for the  
position of EMS Director

RFP # 19610

**Issue Date:** Friday, January 27, 2023

**Due Date/Time:** Monday, February 13, 2023, 3:00 pm

Proposals must be submitted through Public Purchase at  
[www.publicpurchase.com](http://www.publicpurchase.com)

**Scott County  
Emergency Medical Services Director**

**EXECUTIVE SEARCH FIRM SERVICES**

Scott County, Iowa is seeking proposals from qualified firms/providers to perform **executive search services** for the position of **EMS Director**. 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 no later than **Monday, February 13, 2023, at 3:00 PM CST** via [www.publicpurchase.com](http://www.publicpurchase.com). Registration (free) is required. Scott County will not be responsible for any costs incurred if you opt for a subscription other than the “free” selection. Questions on registering for Public Purchase should be directed to them through their chat feature. Please ensure you subscribe to all notifications for this RFP through Public Purchase.

Proposal documents are available by accessing the County’s web site at <https://www.scottcountyiowa.gov/administration/purchasing> .

**I. General Information**

Scott County is located 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 175,000 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 \$85 million.

The County has a five-member Board of Supervisors. The County government consists of ten departments and five elected offices. An organization chart is included for your reference. The County employs approximately 535 permanent employees and 125 temporary/seasonal employees on an annual basis.

In the fall of 2022, the Board of Supervisors adopted a resolution approving the study of the creation of a new operating department of Scott County delivering emergency medical services throughout Scott County.

Medic EMS is a 501(c)(3) founded in 1982 to provide emergency medical service coverage throughout Scott County. The County provides Medic EMS with supplemental funding of up to \$200,000 annually to cover operating losses should it occur. Many years county funding has not been necessary nor has the amount reached the maximum. However, funding and payment streams have changed over the years which has put a strain on both the Medic personnel and the budget. It necessitates the need

for the Medic's Board of Directors to research a long-term sustainable revenue and service model.

After four years of studying, the community has agreed the best model for emergency medical services in Scott County, is for the County to absorb the agency as a county department. As a county department the service would be eligible for Ground Emergency Medical Transport (GEMT) funding to help offset revenue losses.

*Medic as a county department will provide enhanced revenue opportunities including:*

- Iowa Offset Program revenue recovery.
- Potential GEMT funding.
- Although not currently under consideration, a future Chapter 422.D funding.

*Medic as a county department will also help in reducing or impacting the following expenses:*

- Efficiencies by combining the day-to-day operations with those currently provided by the county.
- Improved employee benefits which are expected to reduce turnover and associated costs.
- Sales tax exemption especially for high-cost equipment.
- State and federal fuel tax exemption (approximately \$60,000).

*In addition to operational efficiency, Medic becoming a county department would help with candidate recruitment and retention of employees by:*

- Stabilization of staffing, wages, and benefits.
- Enrollment in the Iowa Public Employment Retirement System (IPERS), a defined benefit plan.

The Board of Supervisors directed staff to review the process of transforming Medic into a county department during FY 2024. The County established an advisory committee consisting of the County Administrator, Budget and Administrative Services Director, Medic EMS Executive Director, Facilities and Support Services Director, Health Director, Human Resources Director, Information Technology Director, and Scott Emergency Communications Center Director to oversee the transition. In January 2023, the Board of Supervisors hired Public Consulting Group to provide professional guidance and services for the transition. Hiring a director for the newly created county department is an immediate priority for the advisory committee.

Medic EMS currently has about 100 full and part-time staff with 30 per diem staff members. They are located across 9 facilities within Bettendorf, Blue Grass, Clinton

Davenport, Eldridge, and LeClaire with a current estimated operating budget of \$13.6 million for FY 2024. Medic is projecting approximately 37,419 total dispatches and 6,645 Medicaid transports for their FY2023 budget. This includes 13 staffed units and 20 units in total.

Medic EMS currently holds accreditation for Ambulance and Dispatch services. As Medic continued to grow and evolve, an internal ambulance dispatch operation was needed to accurately and flexibly deploy its ambulance fleet. In 1994 Medic EMS created MED-COM, secondary Public Safety Answering Point in Scott County.

In the newly created county department and reporting to the County Administrator, the Director will be an integral part of the transition process. In conjunction with the County Administrator, the director will oversee the department's establishment as a county department by maintaining existing relationships between the County, stakeholders, and the community, promoting the department, and ensuring the department's operations aligns with established EMS best practices as well as Scott County's P.R.I.D.E philosophy. The director ultimately will be tasked with improving the health of the community by providing professional emergency medical service and compassionate care. The department would also provide non-emergency medical services and transportation including community outreach and education.

## **II. Scope of Work**

A. Assist the County Administrator and Human Resources Director to develop a candidate profile; advertise the position; directly solicit candidates; review initial candidates with search committee; 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 payrate within county policy, 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 develop a comprehensive position profile based upon information shared in discussions with the County Administrator and Human Resources Director.

3. Scott County expects the successful respondent to develop a marketing strategy which utilizes professional contacts and supplement the candidate identification process through selected advertising, use of internet, and direct solicitation of known desirable candidates.

4. Scott County expects the successful respondent to implement a screening process which narrows the field of candidates to those who most closely match the needs of the County, including discussing results of preliminary reference checks on top candidates.

5. 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.

6. Scott County expects the successful respondent to assist during the final interview and the selection process, including developing suggested interview questions.

7. Scott County expects the successful respondent to conduct criminal, driver's license, certification/licensure, and other related background checks.

*C. County Responsibilities:*

The 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 for emergency medical service personnel and/or recruitments for a newly created department in a governmental entity.
- 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, municipalities and EMS entities.
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 search report your firm has completed for another client similar to Scott County.
10. 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 and Submission Details**

The proposals will be received via [www.publicpurchase.com](http://www.publicpurchase.com) no later than **February 13, 2023 at 3:00pm CST**. Proposals will not be accepted after this time.

Verification of receipt may be made to the purchasing office at 563-326-8793.

***All questions or requests for clarification*** must be submitted through [www.publicpurchase.com](http://www.publicpurchase.com).



## **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**

- A. 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 Advisory and/or Selection Committees.
- B. The County's Selection Committee 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:
  - 1. Responsiveness of the proposal to the Request for Qualifications.
  - 2. Ability, capacity, and skill of the respondent to perform the services.
  - 3. Responses of the respondent's references.
  - 4. Methodology for conducting the recruitment.
  - 5. Experience of the respondent and individual members of the respondent's professional staff in performing similar services for public sector entities.
  - 6. The sufficiency of financial resources and ability of the respondent in performing the contract.
  - 7. The firm's capability to meet the Scope of Work.
  - 8. Other information as may be required or secured.
- C. The County may request one or more respondents to interview by telephone, video conference or in person.
- D. 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 (60) 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 Human Resources 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.

### *I. Debarred Vendors*

Respondent may not be a debarred or suspended vendor. Vendors may be checked at Sams.gov.

### Scott County Government Organizational Chart

