

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

REQUEST FOR PROPOSAL

Scott County Requisition No. **19631**

Submission Due Date: Friday, October 20, 2023

No Later Than: 3:00 PM

Qty	Description
	<p>Scott County, Iowa is seeking proposals from qualified firms to perform :</p> <p>Executive Search Services for the position of SECC Director.</p> <p>Please see attached RFP for details.</p> <p>Thank you for your interest in working with Scott County, Iowa.</p>
	<p><i>Scott County does not do business with Debarred Vendors and may be verified on Sams.gov. All vendors should be registered with Sam.gov and must have a Unique Entity ID.</i></p>
	<p>SUBMIT RESPONSES and Questions TO WWW.PUBLICPURCHASE.COM</p>
	<p>All vendors must register at www.publicpurchase.com (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, www.scottcountyiowa.gov.</p>

Quote Submitted by:

Name/Title

Company

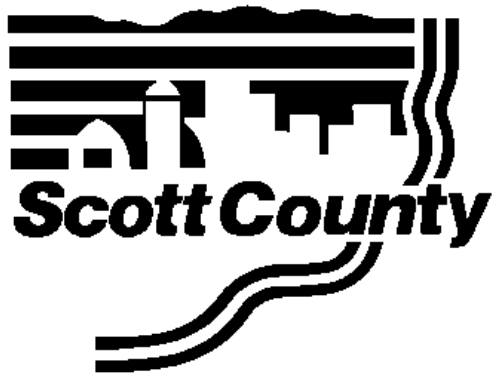
Date

Phone

Email

RELEASED:
(SCOTT COUNTY USE ONLY)
DATE: 10/6/2023
TIME: 11:00am

“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 SECC Director

RFP # 19631

Issue Date: Friday, October 6, 2023

Due Date/Time: Friday, October 20, 2023 @ 3:00 pm

Proposals must be submitted through Public Purchase at
www.publicpurchase.com

Scott Emergency Communication Center (SECC)

SECC Director

EXECUTIVE SEARCH FIRM SERVICES

Scott Emergency Communication Center is seeking proposals from qualified firms/providers to perform executive search services for the position of SECC Director. SECC 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 **October 20, 2023**, via 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.

If needed, Scott County’s website has additional information on registering for Public Purchase [Vendors | Scott County, Iowa \(scottcountyiowa.gov\)](http://www.scottcountyiowa.gov).

Proposal documents are available by accessing the County’s web site at <http://www.scottcountyiowa.com/fss/purchasing>.

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 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.

Scott Emergency Communications Center (SECC) was created in 2007 when the governments of Scott County, City of Davenport, City of Bettendorf, and the nonprofit MEDIC EMS, along with the Emergency Management Agency entered into an intergovernmental agreement (a.k.a. 28E Agreement) for the purpose of providing public safety dispatch and communication services for local law enforcement and emergency services agencies. This consolidated center provides an improved and efficient 911 dispatching and recordkeeping service. The Center also oversees radios to all the emergency responses, public safety, and other partner agencies in Scott County and partners with Rock Island County, Illinois in a jointly owned network of radio towers that serve both the Iowa and Illinois Quad Cities.

Prior to consolidation, the four dispatch centers operated independently, creating overlap of services and causing tax payers to pay twice for one service. The 28E Agreement, which created SECC, also created the governing board of SECC, called the SECC Board of Directors (SECC Board),

which consists of the following members: the Scott County Board of Supervisors Chairperson; the City of Davenport Mayor; the City of Bettendorf Mayor; a Mayor representing cities located in Scott County; and the MEDIC EMS Board Chairperson. MEDIC EMS will become a department of Scott County on January 1, 2024 and the replacement representative is yet to be determined. The following persons serve as ex-officio non-voting members of the SECC Board: the Scott County Administrator; the City of Davenport Administrator; the City of Bettendorf Administrator; and currently, the MEDIC EMS Executive Director. With MEDIC EMS becoming part of Scott County, the ex-officio representation will likely end for MEDIC EMS. The SECC Board elects officers each calendar year consisting of a chairperson, vice-chairperson, and secretary/treasurer. The main duties of the SECC Board include appointing and supervising the SECC Director; reviewing and approving all rules, regulations, policies, and standard operating procedures (SOP) of SECC; and approving the annual operating and capital budgets, among many others. The SECC Board also creates the Technical Advisory Committee (SECC TAC) which provides guidance and advice to the Board of Directors and the SECC Director. Additionally, TAC assists the SECC Director in developing the SOP. SECC TAC consists of the following members: the City of Davenport Police Chief; the City of Davenport Fire Chief, the City of Bettendorf Police Chief; the City of Bettendorf Fire Chief; the Scott County Sheriff; a MEDIC EMS of Scott County representative; the Scott County EMS-Physicians Advisory Board Medical Director; an outlying policy agency representative; a volunteer fire department representative; and a volunteer ambulance representative; or their designees. Policies not managed by SECC are to follow the Scott County general financial and human resource policies. Funding of the organization is dependent on a property tax levy managed by the SECC Board, EMA Board and Scott County.

Pursuant to the 28E Agreement, SECC broke ground on the new facility in October of 2009. By January of 2011, the building was completed, and the technical staff began installation of equipment necessary for dispatch. All dispatching services were in full operation by May of 2011. The SECC facility, located in the City of Davenport., co-houses the Scott County Emergency Management Agency and MEDIC EMS of Scott County's ambulance dispatching service, MEDCOM.

As of January 1, 2024, it is planned for MEDIC EMS to become a Scott County Department and adjustments will be made to the 28E Agreement, Boards, and relevant committees accordingly. The MEDIC EMS director seat will be appointed by the governing board.

The SECC Director will provide leadership, management, and oversight to SECC serving the Scott County region. The SECC Director reports to the SECC Board and supervises approximately 60 staff members. The Director is responsible for planning, developing, and coordinating emergency communication procedures; communication and system needs; and preparing and administering the center's budget.

II. Scope of Work

A. Assist the SECC Board and Scott County 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 SECC Board with negotiating a pay rate within policy, coordinate all correspondence, and recordkeeping; and conduct detailed professional reference checks on recommended finalists, if requested.

B. SECC's Expectations:

1. SECC expects the successful respondent to assist in establishing a process for the recruitment, including a timeline for various actions during the recruitment process.

2. SECC expects the successful respondent to develop a comprehensive position profile based upon information shared in discussions with the SECC Board Chair and Scott County Human Resources Director.

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

5. SECC 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. SECC expects the successful respondent to assist during the final interview and the selection process, including developing suggested interview questions.

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

C. SECC Responsibilities:

The Scott County Human Resources Director will be available to assist in coordinating the RFP process, including scheduling meetings, facilitating interviews, providing recruitment information and 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 similar to SECC to conduct executive level recruitments for fire and police dispatching.
- 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 consolidated dispatch centers, counties, and/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. SECC 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 SECC is reasonably likely to experience as a result of these services.
9. Provide a copy of a previous search report your firm completed for another client similar to SECC.
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:

SECC 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. SECC reserves the right to split or to make the award in any manner deemed most advantageous to the SECC 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:

SECC 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 SECC 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 proposals will be received via www.publicpurchase.com no later than **October 20, 2023 at 3:00PM CST**. Proposals will not be accepted after this time.

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

- A. The Scott County 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 established Selection Committee with guidance from the Scott County 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. SECC may request one or more respondents to interview by telephone, video conference or in person.
- D. The Scott County Human Resources Department will notify unsuccessful respondents by email.

IX. Conditions of Responses

A. Late Statements:

Statements of Qualifications received by SECC 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 SECC Board will accept and final award, one of the proposals, or will reject all proposals within sixty (60) calendar days from the final submittal date.

D. Statement of Qualifications Clarification Request:

During the period of evaluation, SECC 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, SECC shall have the right to reject the proposal.

E. Oral Presentations:

After all responses have been evaluated, the SECC 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 SECC's goal to have this project completed within four (4) months.

H. Contract Development:

If SECC selects a firm, the Scott County 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 [SAM.gov | Home](#)