



CITY OF West Linn

Request for Proposals Executive Recruiter for Police Chief Recruitment

Introduction

The City of West Linn is seeking proposals from professional recruitment firms with experience in advertisement, solicitation, and screening for the position of Police Chief.

West Linn is located in Clackamas County, approximately 15 miles south of the City of Portland. It is a residential community with a population of approximately 26,000 people. West Linn provides the following services: police, parks, recreation, library, planning, municipal court, public works including streets, sewer and water, and internal support services.

The Police Chief reports to the City Manager and is responsible for the direction and oversight of the police department: providing patrol and emergency response, crime prevention and investigation, animal control, code enforcement, community education, records and information maintenance and other related police functions.

The Police Department employs 34.5 full-time employees, 30 sworn, 2 non-sworn, and 2.5 records staff. The Police Department budget for FY 2021 is \$9 million.

The mission of the West Linn Police Department is to protect and serve the community of West Linn professionally and compassionately. We are committed to earning trust and increasing our accountability through transparent policies and unbiased practices. Learn more at <http://westlinnoregon.gov/police>

Scope of Services

The City wishes to conduct a national search for a new Police Chief, and seeks professional assistance with recruitment logistics. The project scope should include: stakeholder meetings; advertisement of the vacant position; outreach to potential candidates; and screening of received applications. The City's goal is to provide an open and fair recruitment that will attract top talent while keeping the cost of the recruitment process reasonable. The City is looking for proposals that have the search firm conducting the entire search as well as costs for each of the individual steps and having the City completing some of the tasks.

Content of Proposals

Proposals should include a brief history and introduction of the company or firm. All proposals should include names and references from other municipal organizations for which comparable services have been rendered. The following elements should be addressed in the submittal in sufficient detail to allow the review committee to determine the reasonableness of the planned approach and cost:

- Provide a clear written scope of the projected costs and a detailed recruitment schedule.
- Work with the City Manager and HR Director on the profile description and selection criteria.
- Conduct the initial screening of applicants and provide a recommendation/ranking.
- Be available to manage and oversee the recruitment process over the duration of the project, including managing and participating in the interviews.
- An explanation of any specifications in this proposal believed to limit competition, if any.



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Deadline & Timeline

- January 5: Issue RFP
- **January 25: Consultant proposals due to Elissa Preston, Human Resources Director, at epreston@westlinnoregon.gov by 5:00 p.m. Only electronic submissions that are received by the City by the deadline will be accepted. Please do not submit proposals in hard copy.**
- February 15: Select the recruitment firm and execute the contract
- February - March: Human Resources and City Manager work with recruitment firm on outlined tasks in preparation for recruitment
- March: Police Chief recruitment is open
- April: Police Chief recruitment closes
- May: Interviews and selection decision made

Proposal Evaluation & Selection

City Manager and HR Director shall evaluate the submitted quotes, and the City reserves the right to reject any or all of them. The City will not be liable for, nor pay any cost incurred by responding firms related to the preparation of proposals or the making of presentations. The City reserves the right to waive minor irregularities, accept or reject any or all applications received as a result of this Announcement, negotiate with qualified applicants, or cancel all or part of this Announcement at any time, without penalty to the City of West Linn, if doing so is in the public interest. Any protest or objection of award must comply with LCRBR 30.135 and/or 30.140.

Proposals shall be evaluated based upon the following factors:

- Successful experience in recruiting Police Chiefs with great public visibility and participation (30 points)
- Experienced staff available to perform the services required, including recent, current and projected workloads (30 points);
- Approach and philosophy (20 points);
- Fees and costs (10 points); and
- References (10 points).

Sample Contract

A copy of the contract the selected contractor will be required to sign if they undertake this project is available online and attached as Exhibit A. It is provided for your information and should not be completed prior to contract award. Any suggested revisions to these contract terms must be explained in clear language, and you must draft and submit proposed alternative clauses in your application. The City is not required to consider exceptions to the standard agreement during contract negotiation and award. The contract terms will include the scope of services and any special terms and conditions. The contracts are not negotiable. Submission of a response constitutes agreement to the terms of the contract.

Questions

Please contact HR Director Elissa Preston with any questions: epreston@westlinnoregon.gov or 503-722-4714