



REQUEST FOR QUALIFICATIONS (RFQ)

EXECUTIVE SEARCH FIRM

SUBMISSION DEADLINE: Friday, January 10, 2020 at 11:00 am

SUBMISSION CONTACT AND ADDRESS:

John C. Carrington, Interim Town Manager

Town of Mansfield

4 South Eagleville Road

Mansfield, Connecticut 06268-2599

TownMngr@mansfieldct.org

860-429-3336 x5

Proposals will be accepted in electronic format only.

An Affirmative Action/Equal Opportunity Employer

The Town of Mansfield hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation, and they will not be discriminated against on the grounds of race, color, national origin or sex, in consideration for an award. Minority/Women's Business Enterprises are encouraged to apply.

Purpose

The Town of Mansfield is seeking qualifications from qualified executive search firms to assist the Town Council in the recruitment and hiring of a Town Manager. The Town Council may delegate certain candidate screening and related functions to a Personnel Search Committee.

Background

The Town of Mansfield, Connecticut has a population of 26,348 (approximately 13,000 year-round) and is located in the northeastern corner of the state, approximately 25 miles east of Hartford. The Town operates under the council-manager form of government. A nine-member elected town council functions as the legislative and policymaking body and an appointed town manager serves as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town.

Mansfield is a full-service municipality providing the following services: animal control, building and housing inspection, fire and emergency services, human services, library, parks and recreation, planning and development, police; public works, and a number of administrative functions including finance, human resources, information technology, and facilities management. The Town has approximately 135 regular employees, and an additional 240-265 part-time non-regular employees, for a total of 375-400 employees. Mansfield provides educational services through the Mansfield Board of Education and the Region 19 Board of Education.

The Town adopted the Council-Manager form of government in 1971 and has employed four full-time town managers since that time. The previous manager resigned and the Town has been operating with an Interim Town Manager since July 17, 2019.

Scope

The Town of Mansfield is seeking a firm to perform the full range of services related to the recruitment process including but are not limited to:

- a. Development of recruitment strategy and content – Work with the Town Council and Town Staff to develop the qualifications, skills, and experiences of the ideal Town Manager candidate. Develop job announcement, position profile, and related material for approval by Town Council. This should include a review of the recommendations and report done by the Town Consultant's report on the previous recruitment process. (Attached)
- b. Stakeholder engagement – Coordinate process to solicit input and to engage key stakeholders in the selection process. This will include:
 - Residents
 - Town Council
 - Board of Education
 - Regional School District 19, E.O. Smith High School
 - Administrative, supervisors and non-supervisory employees for the Town of Mansfield.
 - Mansfield Downtown Partnership
- c. Develop a suggested "preferred candidate" profile based on community needs and culture, as well as workplace needs and culture, which should be part of the job announcement.
- d. Candidate search – publicize job announcement in various employment websites and distribute to targeted candidates; oversee nationwide search for qualified candidates.
- e. Identify and submit candidates for consideration – Summarize the qualifications of top candidates for the Personnel Committee's review. Provide an explanation as to why they were ranked in that order.
- f. Interview process – Coordinate, in conjunction with the Town Council, multiple rounds of interviews with candidates. Prepare evaluation criteria and coordinate interview panels. Collect writing samples and other candidate materials as deemed appropriate.
- g. Coordinate a thorough background employment search, beyond references, and credit check for preferred candidate. This should include, but should not be limited to:
 - Reference Check
 - Credit Check
 - Criminal History Check
 - Interview, if applicable, at least three supervisors or council members; at least three colleagues; and at least three subordinates from previous communities.
 - Complete check of social media for any pertinent information
- h. Assist with contract negotiation and make recommendations regarding the terms of employment.

Schedule

The Town Council desires to retain a qualified search firm by January 30, 2020 and to identify a final candidate for hire by June 1, 2020.

Summary

The firm should submit by email a letter of interest containing general information on the firm; the firm's brochure; resume for key personnel and information regarding the consultant's experience conducting similar executive searches; a description of the recruitment process; references; and proposed cost. Electronic submissions should be directed to John C. Carrington, Interim Town Manager, at TownMgr@mansfieldct.org, no later than 11:00 pm on Friday, January 10, 2020.

The Town intends to "short-list" firms responding to this RFQ and to interview one or more firms to better assess their qualifications. The Town will negotiate a scope of services and a fee proposal with the selected firm. The Town will evaluate and select the firm based on qualifications, experience and performance with similar projects, references, ability to provide timely services, awareness of project issues, opportunities and constraints, and estimated fees and expenses. The selected firm must be able to meet all municipal, state and federal affirmative action and equal employment opportunity practices and guidelines.

The Town does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the town and to waive all formalities in the bidding.

The Town of Mansfield is proud to be an equal opportunity employer.

Please address any questions related to this RFQ to John C. Carrington, Interim Town Manager, 860-429-3336 x5 or TownMngr@mansfieldct.org.