

# REQUEST FOR PROPOSALS

*Recruitment Services Request  
Highgate, Vermont  
December 5, 2024*

Proposals Due: 2pm on *Monday, December 23, 2024*

## PROJECT DESCRIPTION

### Project Summary

The Town of Highgate is requesting proposals for Recruitment Services to assist with the search for a new Town Administrator.

### Context and Background

Highgate is a rural town in Northwestern Vermont on the Canadian border with a population of approximately 3,500. The town is governed by a 5-member Selectboard.

### Timeframe

Proposals are due at 2 pm on Monday, December 23<sup>rd</sup>, 2024. Consultants will be notified of selection by the Interim Town Administrator on or before Thursday, January 9<sup>th</sup>, 2024. Work is expected to begin shortly after contract execution.

## PROPOSAL REQUIREMENTS

### Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** - A cover letter of interest and general description of recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – Provide a detailed scope of work based on the work plan provided in the RFP for the project broken down by task. Including:
  - a. Describe the project approach and overview of engagement, including a detailed scope of work with associated list of tasks broken down by task and team member with organizational chart.
  - b. Describe the schedule and proposed deliverables.

The consultant may also propose additional supplemental items to the scope of work. While the work plan in the RFP serves to illustrate a general process and structure for creating the plan, the Town is very much open to and interested in hearing any new/creative approaches to this type of plan and our approach.

3. **Proposed Schedule** – Provide a schedule that includes completion of work task and deliverables, as well as key meetings and comply with timeline given in the RFP.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved. Also, provide an estimated budget with staff hours and expenses for completing each phase of the proposed scope of work.

5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including the name of the firm, year established, including a description of relevant experience on similar projects for each firm and detailed resume listing of their individual work experience in this role on similar projects;
6. **References** - A minimum of three (3) professional references for whom a similar project has been completed within the last five (5) years.
7. **Page Limit** - The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including outside covers, cover letter, table of contents and resumes.

All information submitted becomes property of Highgate upon submission. The Town reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to or withdraw the RFP. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety if it is in the best interest of the Town. This solicitation of proposals in no way obliges the Town of Highgate to award a contract.

#### **Submission Requirements**

Respondents should submit one printed copy of their response by 2pm on **Monday, December 23, 2024** in a sealed envelope clearly labeled “Recruitment Services Bid.”

#### **Municipality/Local Project Manager Contact Information**

Carrie Johnson  
Interim Town Administrator  
Town of Highgate  
PO. Box 189  
Highgate, VT. 05459  
Ph: (802) 868-4697 ext. 203  
Townadmin@highgatevt.org

If you have any questions about this project or the RFP, please address them in writing via US mail or email to Carrie Johnson. We will respond to all questions in writing within 7 days and it will be posted on the Town’s website. Both the question and response will be shared with all other consultants. Deadline for questions is December 13<sup>th</sup> at 4 p.m.

#### **RFP Schedule Summary:**

Requests for Proposals due – 2pm on Monday, December 23<sup>rd</sup>, 2024.

Consultant selection by Selectboard – Thursday, January 2<sup>nd</sup>, 2024 at 6:30 p.m.

Project Work to begin – Upon Contract execution.

Completion Date to be negotiated with the Selectboard

**Proposal Selection:** Proposals will be reviewed by the Highgate Selectboard. A short list of consultants may be selected for interviews.

**Proposal Evaluation:** Respondents will be evaluated according to the following factors:

1. Price
2. Bidder's ability to perform within the towns preferred time limits
3. Bidders experience and reputation, including previous experience with the town.
4. Quality of service, and materials if applicable.
5. Bidders ability to meet insurance or bonding requirements and any other terms or conditions.
6. Bidders financial responsibility.
7. Nature and size of bidder organization.
8. Any other factors the appropriate municipal panel (AMP) determines are relevant in connection with this bid.
9. Bidders ability to provide future service, maintenance, and support.
10. Bidders who are suspended or debarred are automatically disqualified.

**Final Consultant Selection:**

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

**Contract Requirements:**

The Town will negotiate the final contract terms upon selection. All contracts are subject to review by the municipality's legal counsel. The contract shall not start until the successful applicant enters a written contract with the municipality. The Town is not liable for any cost incurred by the consultant prior to issuance of a contract.