COUNTY OF MARIN

DEPARTMENT OF
HUMAN RESOURCES
Our Mission: To create a thriving organization, providing meaningful careers in public service.

Joanne Peterson
DIRECTOR

Marin County Civic Center
3501 Civic Center Drive
Suite 415
San Rafael, CA 94903
415 473 6104 T
415 473 5960 F
415 473 5780 TTY
www.marincounty.org/hr

Executive Recruitment Service Request for Proposal (RFP)
March 14, 2012

The County of Marin is comprised of 23 departments with approximately 2,200 employees and a $430 million annual operating budget. The County provides a full array of services, including law enforcement, community development, public works, health and human services, library, fire protection, parks and open space, and administrative services. Further information on County of Marin is available on the County's website, http://www.marincounty.org/Main/Proposals.

It is estimated that 42% of the County of Marin workforce will be eligible to retire within the next five years. We currently have the need to fill three (3) Director level vacancies and we anticipate the need for additional executive level recruitment in 2012.

County of Marin is pleased to invite you to respond to a Request for Proposal to provide executive recruitment services. This RFP outlines the information necessary to understand the selection process and the required documentation for submitting proposals. Please carefully read and follow the instructions.

Proposals must be received no later than 5:00 p.m. on March 28, 2012.

GENERAL REQUIREMENTS

The successful bidder will:

- Conduct extensive, nationwide executive recruitments for up to three (3) director level vacancies while following an agreed upon process;
- Have demonstrated experience recruiting top-talent executives in the public sector;
- Provide a detailed cost outline;
- Include discounted or tiered pricing based on the number of recruitments awarded in a set period of time if applicable;
- Provide a service guarantee;
- Have knowledge of the Marin County community.

Proposals will be evaluated based upon the criteria above, as well as assessments and comparisons that include evaluations of skills/experience, cost, client service and references, and/or other factors.

PROPOSAL SUBMISSION DEADLINE

By submitting a proposal the vendor agrees to be bound by and execute the attached County of Marin Professional Services Agreement.

Proposals must be received by email or delivered by mail no later than 5:00 P.M. on March 28, 2012. Proposals must be e-mailed by deadline time and date to ccianfichi@marincounty.org. In addition to e-mail, additional copies of proposals may also be sent to County of Marin Department of Human Resources 3501 Civic Center Drive, Room 415, San Rafael, Ca 94903-4177. Any proposal received at the e-mail address designated above after the exact date and time specified for receipt will not be considered. The only acceptable evidence to establish timely submission shall be an electronic acknowledgement of timely receipt of the proposal by the County of Marin Department of Human Resources.

QUESTIONS FROM POTENTIAL BIDDERS

Questions should be submitted by email to ccianfichi@marincounty.org. The email should identify the agency represented by the questioner. All questions and answers will be posted on the County of Marin website http://www.marincounty.org/Main/Proposals.

AWARD PROCEDURE

The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms from both a technical and cost standpoint. After submission of the proposals and closing thereof, no information will be released until after the award. The County reserves the following rights: (1) to reject any and all proposals received; (2) to decide to provide some, but not all, of the services requested in the Request for Proposal; and (3) to award a contract to one (1) or more than one (1) vendor(s). It is understood that any qualified proposal submitted will become part of the official file on this matter, without obligation or cost to the County.

APPEALS

The County retains complete discretion in final selection and appeals to this process shall not be granted.

PROPOSAL CONTENT

Proposals must adhere to the structure outlined below. Proposals shall consist of the sections listed below and shall be labeled in the same way as the corresponding section of the RFP. A response to Sections I through IV is mandatory. Failure to submit a proposal that complies with these requirements shall result in a proposal being considered non-responsive.

1) TITLE PAGE
   Use your firm's current letterhead. State that the enclosed proposal to the County of Marin is for the provision executive recruitment services and describe the nature of the services which would be provided. Include:

Name of firm, name of representative submitting proposal, mailing address, telephone number, email address and date of submission.

2) TABLE OF CONTENT

3) RECRUITMENT FIRM OVERVIEW
   a) Describe the firm's conceptual approach to the executive recruitment services being solicited;
   b) Provide a list of all public sector executive recruitment assignments completed by the firm in the past three (3) years (include the name of the public entity, position title for each assignment and the length of service to date of the successful candidate.)
      i) Of the assignments listed in 3c., how many were successfully filled by a candidate that your firm presented; how many were filled by an internal candidate and how many were cancelled or left vacant at the conclusion of your work;
   c) Please provide names, email address, mailing address and telephone numbers of contact persons within five (5) clients for whom your firm has provided similar services;
   d) Please provide name, email address, mailing address and telephone number of three (3) candidates your firm has recently placed.

4) PROPOSED SERVICES
   This section must include:
   a) A detailed outline of the executive recruiting process that your firm will follow;
   b) A sample candidate presentation packet;
   c) A detailed timelines that will apply to the delivery of services;
   d) The rate structure that will apply to the delivery of services broken down by consulting fee and expenses, including the minimal dollar commitment that the County must guarantee in order to retain these services;
   e) If applicable, include reduced or tiered pricing based on the number of recruitments awarded in a set period of time;
   f) The service guarantee that will apply to each recruitment assignment.

5) SUMMARY OF AGENCY'S STAFFING OR USE OF CONSULTANTS
   The proposal must include a resume or bios of the individuals or agencies that will be part of the service delivery system, including those that are outside contractors or partnerships and their qualifications. Special note should be made of the use of contractors or services that are not based in the United States.

RFP TIMELINE

RFP Made Available	March 14, 2012
First day to Submit Questions	March 15, 2012
Last day to Submit Questions	March 22, 2012
Proposal Due Date	March 28, 2012
Interviews of Bidders, if needed	April 2 -4 , 2012
Selection and Notification to Awardee	April 5, 2012
Execute Contract	April 6, 2012