



**REQUEST FOR PROPOSAL**

**PROFESSIONAL RECRUITMENT SERVICES**

**PROPOSAL DUE DATE: THURSDAY, NOVEMBER 3, 2022 AT 4:00 PM**

**CITY OF KYLE REQUEST FOR  
PROPOSAL**

**PROFESSIONAL RECRUITMENT SERVICES**

RELEASE DATE: October 19, 2022

CLOSING DATE: Proposals must be received by **Thursday, November 3, 2022, at 4:00 p.m. CST** at the address listed below.

CONTACT PERSON: Amber Lewis, Assistant City Manager  
Phone: 512-999-6396  
alewis@cityofkyle.com

**Mailing address:**

City of Kyle  
100 W Center Street  
Kyle, TX 78640

## NOTICE TO BIDDERS

Notice is hereby given that the City of Kyle invites sealed bids for Professional Recruitment Services. Each proposal shall be in accordance with the conditions and specifications on file in the Office of the Finance Department, where copies of said conditions and specifications may be inspected or obtained. All bids must be in the format specified, enclosed in a sealed envelope, and clearly identified with bid title, name of bidder and date of bid opening.

Sealed bids shall be delivered to the City of Kyle at the above indicated address on or before 4:00 p.m., Thursday, November 3, 2022. It is the bidder's responsibility to ensure that bids are received prior to the 4:00 p.m. bid closing time as late bids will not be accepted. The City of Kyle reserves the right to award or reject bids in part or in whole and on any basis, it deems in the best interest of the City. Reference is hereby made to said specifications for further details which specifications, general conditions, and this "Notice to Bidders" shall be considered part of any contract made pursuant thereto.

## **I. BACKGROUND**

The City of Kyle was incorporated in 1880, it is a home-rule city operating under the Council-Manager form of government. The elected seven-member City Council appoints a City Manager who is charged with implementing the policies of the Council as well as overseeing the operations of City government.

Currently the City Manager position is vacant, and the City Council has opted to use professional recruiting services in order to widen the scope of qualified applicants for the top administrative position of the City.

## **II. QUALIFYING REQUIREMENTS**

The purpose of this Request for Proposals (RFP) is to select a qualified recruitment firm for the recruitment and placement of the next City Manager for the City of Kyle. Proposers shall submit a Proposal to the City which will be based on instructions and specifications provided herein.

The City of Kyle reserves the right to cancel the awarded contracts with a 30-day written notice for non-compliance of agreed upon proposed specifications.

## **III. SCOPE OF WORK**

The City of Kyle is seeking to develop a list of firms and recruiters that have demonstrated their ability to provide successful professional recruitment services for municipalities of equal or greater size than the City of Kyle.

### **Required Services**

Conduct recruitment for the City Manager position, working in conjunction with the City of Kyle Administration department, which includes, but is not limited to:

- a. Contact known potential candidates to encourage application.
- b. Outreach to others in similar classifications for either application or referral of potential applicants.
- c. Accept all applications.
- d. Review and rate all applications.
- e. Schedule Oral Board interview panel members.
- f. Schedule Candidates for Oral Board interviews.
- g. Develop and deliver a list of the top candidates to be interviewed.
- h. Schedule and facilitate candidate Meet and Greet Event.
- i. Facilitate appropriate background and reference checks.

The City of Kyle's Administration department will:

- a. Prepare a recruitment timeline (to be adhered to by the chosen firms or recruiters on the list)
- b. Manage each recruiter and recruitment.

## **IV. PROPOSAL REQUIREMENTS**

### **A. General Requirements**

- a. Inquiries concerning the RFP must be submitted via email to Amber Lewis, Assistant City Manager, at the following email [alewis@cityofkyle.com](mailto:alewis@cityofkyle.com)
- b. Responses will not be made to telephone inquiries.
- c. Proposal Submittal: One portable storage drive and one hard copy of complete proposals are required. The original must be clearly marked and contain original signatures and must be easily reproducible.
- d. Late Submittals: Submittals received by the City after submission deadline may be returned unopened and will be considered void and unacceptable. The City is not responsible for lateness of mail, carrier, etc.
- e.

### **B. Format of Proposal**

- a. Title Page showing the RFP subject and proposal number; the firm's name; the name, address, telephone number and email address of the contact person and date of proposal.
- b. Table of Contents identifying the materials submitted by section and page number.
- c. Signed Cover Letter briefly stating the proposer's understanding of the services to be performed; the commitment to perform the services within a specified time period and the person authorized to represent the proposer.
- d. Detailed proposal organized in the order set forth in Section C below.

### **C. Contents of Proposal**

The purpose of the Proposal is to demonstrate the qualifications, competence, capacity, and past success of the firms or recruiters seeking to provide assistance to the City with Professional Recruitment Services in conformity with the requirements of this RFP. The Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to the engagement. The proposal should provide a thorough description of the firm's approach to the recruitment plan for the City of Kyle's next City Manager demonstrating best and tried practices as well as innovative techniques. It should also clearly demonstrate the firm's success in attracting and recruiting top talent to some of the most renowned municipalities in Texas, including letters of recommendation.

The Proposal should address all points outlined in the RFP, The Proposal should be prepared in a straightforward and economical manner, providing a concise description of the proposer's capabilities to satisfy the requirements of this RFP. While additional information may be presented, the items in Section E. must be included. They represent the criteria which the proposal will be evaluated. If a service requirement or section of the proposal cannot be met by a proposer, then "No Proposal" should be indicated in the Proposal. An alternative equivalent service may be offered. If a service is provided by a third party, please indicate this clearly.

### **D. Cost Proposal**

The sealed cost proposal should identify the detailed pricing information relative to the Required Services. Please provide a cost per recruitment. If a contingency fee structure is proposed, the specific contingency percentage and methodology must be described.

## **E. Evaluation of Proposals**

All proposals submitted will be reviewed by a City of Kyle evaluation panel. At the completion of the proposal review, finalists may be asked to provide an in-depth presentation to the City Council at the November 15, 2022, regular City Council meeting. The panel will select the proposals which best fulfill the City's requirements and represents the best value to the City of Kyle. No single factor will determine the final award decisions.

Evaluation criteria may include but will not be limited to:

- 1) Completeness and compliance with the terms of this RFP.
- 2) Professional qualifications of the respondent firm and individual team members assigned to the project.
- 3) Past professional recruitments completed successfully, especially as they relate to the City of Kyle for such characteristics as city size and population, regional location, etc.
- 4) Overall innovative and successful recruitment plan and methods.
- 5) Letters of recommendation from past clients.

## **F. Contract Award**

No guarantee is made by the City that any action or contract will be issued as a function of this RFP and its responses, if any. Award of a contract shall be made to- and negotiated with- the responsible submitter whose proposal is determined to be the most advantageous for the City, taking into account all of the evaluation factors set forth in this RFP. The City of Kyle reserves the right to reject any and all proposals submitted in response to this RFP.

RFQ Timeline (subject to change):

- Proposals due by: Thursday, November 3, 2022 at 4:00 p.m. CST
- Possible interview and presentation with the City Council and authorization to negotiate and execute the contract: Tuesday, November 15, 2022 at 7:00 p.m.