



January 10, 2006

Request for Proposals No. 2462

The City of Norfolk is requesting proposals for a professional search firm to provide recruitment services for the executive position of a City Real Estate Assessor in municipal government.

The scope of service includes:

Meeting with key stakeholders over a two day period to obtain information regarding the expectations, challenges, and responsibilities of the position.

Development of a position profile and advertising brochure.

An aggressive direct networking campaign for top talent that will include national, regional, in-state and local elements as determined during the initial meetings with us.

Advertisements will be placed in select appropriate professional publications and on Internet bulletin boards based on the direction of the City.

Thorough screening through face to face or videoconferences. Screening is to include background and criminal checks, references, and media checks to ensure the finalists have backgrounds of highest integrity.

Creation of a list of quality finalists, and assistance with the final recommendation process.

Proposals may be delivered to the Office of the Purchasing Agent, 810 Union Street, Room 607, Norfolk, VA 23510 or may be submitted via fax (757-664-4018) or e-mail (james.waller@norfolk.gov). All proposals must be received prior to 3:00 p.m., local time, January 13, 2006. The results of the review and critique shall be presented to the City on or before February 15, 2006. Proposals should include qualifications and experience of the offeror. References for comparable work should also be provided.

Proposals should include a firm fixed fee for services provided and hourly rates for any additional work the City may authorize. All out of pocket expenses should be included in the fixed fee. All work produced as a result of the engagement shall become the sole property of the City for its use at its discretion. A contract for the work will be prepared by the City Attorney and executed by the City and consultant prior to the commencement of any work.

Award will be made to the Offeror whose proposal is considered most advantageous to the City on the basis of costs and the following evaluation criteria:

All vendors will be evaluated according to the following criteria:

- Extent of experience in conducting executive searches for positions that are appointed by a City Council or similar governing body.
- Extent of experience in conducting a search for a similar-type of position for senior levels of a public organization.
- Reference checks from (4) clients in which searches were performed for a position that is appointed by a city council or similar body.
- Availability- the initial meetings with key stakeholders are to begin in mid January.
- Competitiveness in cost, to include both professional fees and related expenses.

Any questions concerning this request shall be directed to the City Purchasing Agent, James A. Waller, Jr., CPPO, at the e-mail address shown above.