



REQUEST FOR QUALIFICATIONS

for

CONSULTING SERVICES

for

THE VILLAGE OF YELLOW SPRINGS, OHIO

October 11, 2018

Village of Yellow Springs
100 Dayton Street
Yellow Springs, Ohio 45387

The Village of Yellow Springs, an eclectic, politically progressive community of nearly 3,500 in southwestern Ohio lies within easy driving distance of Cincinnati, Dayton and Columbus. The spring that gives the town its name was discovered around 1800 and made the town a popular health resort for more than 100 years, a legacy that continues with its extensive community of wellness practitioners.

Yellow Springs is a vibrant, creative, arts town with a culturally diverse and inclusive atmosphere. With its strong commitment to remaining a village, residents value such local institutions as the *YS News*, Antioch's Public Radio Station WYSO, the Little Art Theatre, as well as the surrounding green belt.

Residents of Yellow Springs actively participate in the governing process of the Village and the Village takes pride in this participation, seeking input from residents on a regular basis. Respondents to this Request for Qualifications should appreciate the diversity of the community and the active participation of its residents.

The values stated below are reviewed annually and represent the community's values:

Value #1 - Deepen decision-making processes with active citizen participation and effective representative governance.

Value #2 - Be a model employer actively practicing diversity hiring and a provider of services within a responsible and sustainable fiscal framework.

Value #3 - Be a welcoming community of opportunity for all persons regardless of race, age, sexual orientation, gender identity, ethnicity, economic status, ability or religious affiliation.

Value #4 - Pursue a strong economy that provides diverse employment, creates a stable tax base and supports the values of the community, particularly affordability.

Value #5 - Seek, in all decisions and actions, to reduce the community's carbon footprint, encourage sound ecological practices and provide careful, creative & cooperative stewardship of land resources.

Value #6 - Intentionally promote anti-racism, inclusion, equity and accessibility through all policies, procedures and processes.

Additional information regarding Village government is available at www.yso.com as well as the "Yellow Springs, Ohio Facebook page. Information regarding local amenities is available at <http://www.yellowspringsohio.org/chamber-home/>.

1. Overview of the Requirement

- 1.0** The purpose of the Request for Qualifications (RFQ) is to identify a consultant to provide support for our Village Manager Hiring Process, which must be completed before May 1, 2019; the Village of Yellow Springs, Ohio (Village) is seeking interested individuals or firms that have experience in recruiting excellent candidates via creative job notice placements and effective communications.
- 1.1** The Village is governed by five elected Village Council members who establish policy and execute the business of the Village through the Village Manager. All Village Council members will be actively involved in the Village Manager hiring process.
- 1.2** A consultant supporting the Village Manager Hiring Process must deliver timely services and be responsive to Village Council's requirements, open to collaboration and flexible re: approaches and processes.

2. Request for Qualifications

2.0 Inquiries

All inquiries related to this RFQ are to be directed to Patti Bates, Village Manager. Information obtained from any other source is not official and may not be reliable.

2.1 Submitting a Response

Respondents should deliver a signed hard copy (with original blue ink signature) and six duplicate copies **by 5:00 P.M. EST on Friday, November 9, 2018** to the following address:

Patti Bates, Village Manager
Village of Yellow Springs
100 Dayton Street
Yellow Springs, Ohio 45387
pbates@vil.yellowsprings.oh.us

Responses should not be sent by facsimile. Responses and their envelopes should be clearly marked with the name and address of the respondent and the title of this RFQ "Village of Yellow Springs Consulting Services."

2.2 Acceptance of Responses

An acceptable response shall fully address the submission requirements, be legibly signed in blue ink by the respondent and be submitted on time to the proper address. Any response that does not comply with the instructions provided shall not be accepted.

2.3 Qualifications Review

The Qualifications Review Committee shall be comprised as follows:

- President of Village Council
- One other member of Village Council
- Village Manager
- Clerk of Council

2.4 Review and Selection Process

The Qualifications Review Committee will check responses against evaluation criteria, and responses not meeting evaluation criteria will not be considered for review. If chosen for further consideration, the best qualified respondent(s), if any, will be contacted for an in-person interview by no later than November 20, 2018.

3. Services

The following services are expected to be delivered through a consulting services contract with the Village of Yellow Springs.

- 3.0** Shall provide timely and responsive services for Village Council.
- 3.1** Shall have the ability to creatively and innovatively place a notice of opportunity for our Village Manager position that will attract highly motivated candidates from a variety of backgrounds and experiences.
- 3.2** Shall provide capacity and a comprehensive process to facilitate background checks, including social media, to support internal vetting.
- 3.3** Shall help design and support Village Council's communications plan with regard to candidates and, potentially, citizens.
- 3.4** Optional: Village Council recently designed a Village Manager Hiring Process that it is happy with but is open to considering other services related to project management, e.g. organizing application materials, and selection criteria.
- 3.5** The Village has recently revised its diversity hiring practices to achieve a high level of diversity in hiring and retention, and is deeply committed to best practices in this regard.

4. Evaluation Criteria

The qualified respondent shall meet the following criteria:

- 4.0** Demonstrate experience with effective job notice placement and success in supporting organizations to hire a good fit executive manager and leader.
- 4.1** Possess a proven track record for delivering project requirements on time and in an organized manner.
- 4.2** Display the ability to be flexible and collaborative in providing creative/innovative consulting services to support hiring a dynamic and high performing senior manager and leader.

5. Submission Requirements

In order to be considered for this position, qualified applicants should submit the following information **no later than Friday, November 9, 2018 at 5:00 P.M. EST.**

- 5.0 Statement of interest as to why respondent would be the ideal candidate (one page).
- 5.1 A resume outlining the respondent's experience and qualifications.
- 5.2 A response to each of the Evaluation Criteria described in Section 4. **This part of the submission should not exceed 6 pages.**
- 5.3 Any samples of work related to this type of position that was personally prepared by the respondent without external review or assistance.
- 5.4 At least three professional references that the Village of Yellow Springs may contact in order to validate the respondent's experience, effectiveness, trustworthiness and high ethical standards.

6. General Terms and Conditions

- There are no expressed or implied obligations for the Village of Yellow Springs to reimburse responding parties for any expenses incurred in preparing proposals in response to this RFQ.
- The Village reserves the right to request clarifications regarding information submitted as well as request any additional information from one or more parties submitting qualifications.
- By submitting qualifications, a party certifies that it has fully read and understood this RFQ, has reviewed the attached documents (if any), and has full knowledge of the nature, scope, quantity and quality of work to be performed; the requirements of the services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing party of its obligation to enter into a contract and to completely perform the contract in strict accordance with this RFQ.
- Ownership of all data, materials and documentation prepared for and submitted in response to this RFQ shall belong exclusively to the Village of Yellow Springs and will be considered a public record and subject to public inspection in accordance with the Ohio Open Records Act unless otherwise provided by law.
- Village Council reserves the right to reject any or all proposals, call for new proposals, waive any informalities in proposals and select the qualified parties. The Village Council reserves the right to accept, reject and/or negotiate any and all proposals or parts of proposals deemed by the Council to be in the best interests of the citizens of Yellow Springs.

- The RFQ shall be governed in all respects by the laws of the State of Ohio and the successful proposing parties shall comply with all applicable federal, state and local laws and regulations.
- By submitting their qualifications, all proposing parties certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals and that they have not conferred on any Village employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of value, present or promise, unless consideration of substantially equal or greater value was exchanged.
- The proposing parties specifically certify in submitting their proposals that they are not in violation of any federal, state or local law or regulation for acts of bribery, and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.
- By submitting their qualifications, all proposing parties certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Ohio and by the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Ohio or the federal government.