

REQUEST FOR PROPOSAL
LAW ENFORCEMENT EXECUTIVE SEARCH FIRM

ISSUED BY:
THE CITY OF ST. LOUIS, MISSOURI

JULY 17, 2017

1. **Introduction**

The City of St. Louis Department of Personnel is seeking to contract with a highly qualified executive search firm to manage the identification and recruitment of potential candidates for the position of Police Commissioner for the Police Division of the Department of Public Safety of the City of St. Louis ("Police Division"). The successful firm should have experience and expertise in executive recruitment in the public sector forum as well as experience and expertise in executive recruitment for top management level law enforcement positions. Information on the process and the Mayor's Citizen Advisory Committee – responsible for guiding the City during its search for a new Police Commissioner – can be found here: <http://bit.ly/stlcitycachome> .

2. **General Background**

The City of St. Louis, as of 2016, has a population of more than 311,000 residents and 66 square miles and is the cultural and economic center of the St. Louis metropolitan area which has a population of 2.8 million. The legislative body of the City is a Board of Aldermen composed of 28 individual alderpersons. The Mayor of the City of St. Louis is the City's chief executive officer.

The position of Police Commissioner reports to the Director of the Department of Public Safety of the City of St. Louis. The Director of Public Safety is appointed by the Mayor

The Police Commissioner is responsible for the management and control of the Police Division which includes more than 1,200 uniformed commissioned positions and 400 civilian positions. Police Division headquarters is housed in a newly renovated, state of the art building in downtown St. Louis. In addition there are three area stations located in the City as well as multiple substations located throughout the City.

The successful candidate will be expected to work and communicate with law enforcement agencies in the metropolitan area, elected officials in the metropolitan area, and a variety of other and diverse governmental and community organizations.

3. **Personnel System**

The City of St. Louis operates under merit system selection principles. Applicants are examined and placed in rank-order on eligible lists based on their examination processes.

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When there is a vacant position, the top six candidates on an eligible list are referred to the appointing authority of that department for a final interview. At that point, the appointing authority may select any one of the applicants. Qualified applicants for this position will be examined in accordance with applicable merit system selection processes.

4. **Scope of Services**

The services to be provided by the selected firm will include the following

- A. Review pertinent information pertaining to the Police Commissioner position.
- B. Develop candidate profile and recruitment strategy.
- C. Develop and execute a nationwide advertising/recruitment campaign for the Police Commissioner position.
- D. Identify and recruit a diverse group of highly qualified candidates for the position of Police Commissioner.

The services to be provided by the selected firm may include the following:

- E. Coordinate and facilitate focus group and/or public forums consisting of community stakeholders to seek input regarding the desirable qualifications and characteristics of candidates.
- F. Coordinate and facilitate meetings of a Citizen Advisory Committee appointed by the Mayor of the City of St. Louis to seek input pertaining to the selection of a candidate for this position.
- G. Review and provide background information and credentials of qualified applicants including reference verification.

5. **Information to be Included in Proposal**

- A. Indicate experience working with employers operating under merit system selection procedures and include references (including employer name, position(s) for which search was performed) and name, position and telephone number of contact person with employer where this experience may be verified.
- B. Indicate experience in identifying and recruiting candidates for management-level police positions especially in departments or communities of comparable size to

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the Police Division and St. Louis. Describe the specific experience; provide samples of recruitment materials, if possible; and include references including name, position and telephone number of contact person where this experience may be verified.

- C. Indicate experience in facilitating and developing focus groups for the purpose of seeking community input regarding the recruitment of management level police positions. Describe the specific experience and include name, position and telephone number of contact person where this experience may be verified.
 - D. Submit a timetable consisting of the amount of time that would be required to perform the services included in Section 5 of this RFP including specific dates and the estimated date of completion.
 - E. Provide a detailed estimate of all costs, fees and expenses to perform the services included in Section 5 of this RFP.
 - F. Include the names and resumes of individuals who will serve as Project Director/Manager and include resumes of the individuals who would be involved in this project.
 - G. Identify any related and recommend services that are not specified in Section 5 including the additional fees and expenses, if any, for said services.
 - H. M/WBE and/or DBE participation, to include key management positions, team members to be assigned to project, and organizational chart.
6. **Proposal submissions will be evaluated on**
- A. Specialized experience, qualifications, and technical competence of the firm, its principles, project manager and key staff.
 - B. Ability of the firm to provide innovative solutions.
 - C. Approach to the project and any unusual problems anticipated.
 - D. The capacity and capability of the firm to perform the work within the time limitations.
 - E. Past record and performance of the firm with respect to schedule compliance, cost control and quality of work.
 - F. Proximity of the firm to the City.

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- G. Fee or fee structure as may be appropriate for the designated service including different pricing depending on options included in bid.
- H. Availability of financial and operating resources as required to complete the work.
- I. M/WBE and/or DBE participation, to include key management positions.
- J. Ability of the firm to meet statutory or ordinance requirements.
- K. Other items that may arise as the result of the proposal or interview.

7. **Submitting the Proposal**

- A. All contact and questions concerning this RFP must be submitted in writing to Richard Frank at frankr@stlouis-mo.gov and all questions will be responded to in writing. No other contact with any other member of the Selection Committee or any other City official, staff, employee or member of the Citizen Advisory Committee regarding this RFP is permitted before completion of the RFP process except by invitation to do so. Unauthorized contact regarding this RFP may result in disqualification or rejection of a proposal. Questions must be submitted no later than July 25th, 2017 by 4:00 p.m. C.S.T. The Department of Personnel shall maintain a list of all entities requesting copies of the Request for Proposals and shall ensure that copies of all questions and responses thereto shall be made available to each entity on such list. The selection committee is composed of the Mayor, Director of Public Safety and the Director of Personnel with input of the Citizen Advisory Committee.
- B. The firm's submission must include an original and five full and complete hard copies of the proposal and a copy of the proposal on CD in Microsoft Word or Adobe Acrobat (PDF).
- C. The firm's submission must be hand delivered or mailed to:

Richard Frank
Director of Personnel
1114 Market Street, Room 700
St. Louis, MO 63101

Proposals must be submitted or received by 4:00 p.m. C.S.T. on August 7th, 2017. Late proposals will not be accepted. All materials submitted in accordance with this RFP will become the property of the City and will not be returned.

8. **Additional Information**

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- A. The selected firm shall be required to comply with all ordinances of the City of St. Louis, including, but not limited to the Living Wage Ordinance #65597 and associated Regulations hereunder. A successful proponent's failure to comply with contract provisions related to the Living Wage Ordinance may result in termination of the contract and the imposition of additional penalties as set forth in the Ordinance and Regulations. Copies of the Ordinance and Regulations are available at <http://mwdbe.org/living-wage>.
- B. As a condition for the award of a contract from this RFP, the firm, pursuant to the provisions of Sections 285.525 through 285.555 of the Revised Statutes of Missouri by sworn affidavit (attached hereto as Appendix A) and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to employees working in connection with this contract. This affidavit also affirms that the firm does not knowingly employ any person who is an unauthorized alien.
- C. A proposal must be signed by an officer of the firm and indicate that such officer is authorized to commit on behalf of the firm.
- D. The City of St. Louis reserves the right to cancel this RFP, to accept any proposal, and to reject any or all proposals.
- E. The City of St. Louis may, at its option, conduct interviews with companies after receipt of proposals.
- F. The City of St. Louis will not be responsible for any expenses incurred in the preparation of any proposal, interview, or presentation including travel.
- G. Business License: The firm awarded a contract will be required to obtain a City of St. Louis Business License. Business license information is available at: <http://stlouis-mo.gov/government/departments/license/business-license-info/>.
- H. The City of St. Louis is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, religion, age, disability, sex, or sexual orientation, gender identity or expression, genetic information, or marital status.
- I. All materials submitted in accordance with this RFP will become and shall remain the property of the City of St. Louis and will not be returned. All proposals shall be considered public records, but may be deemed and treated as "closed" or "exempt" by the City, at the sole discretion of the City, pursuant to the City's understanding and interpretation of the laws of the State of Missouri and City ordinances. All proposal material may become open records. The City cannot guarantee confidentiality of any material during the evaluation process or at any

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other time. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

- J. The City of St. Louis may request additional information as deemed necessary from any or all firms submitting a proposal.
- K. The City of St. Louis may waive any and/or all nonmaterial irregularities pertaining to this selection and/or submission of proposals.
- L. The City of St. Louis may disqualify any and/or all firms and reject any and/or all Proposals for failure to comply with this RFP or to promptly provide additional requested information or materials.
- M. The City of St. Louis may negotiate final contract terms with firms after receipt of proposals.
- N. The City of St. Louis may discuss the proposals with any or all respondents.