



**REQUEST FOR PROPOSALS**  
**Director, Information Technology (IT) Recruitment & Hiring Process**

Issue Date: July 16, 2018

RFP 02-18 DAS CIO Consulting Firm

Proposal Submission Due Date: July 27, 2018

Submissions must be received by 3:00 p.m. local time

Address inquiries to Lorrie Diaz, Human Resource Coordinator, Department of Administrative Services,  
(740) 203-1025 or [ldiaz@delawareohio.net](mailto:ldiaz@delawareohio.net).



Each proposal shall include the following elements:

1. Vendor Experience: Vendor shall present a brief description of his/her background and experience in the area of sourcing IT candidate, interviewing, and assessing skill level. Each Vendor shall also submit short biographies of the consultants who will be conducting the assessment, including information regarding prior assessments those consultants have participated in and the consultants' role in those assessments.

If a Vendor is unable to list the exact people who will staff this project, please provide biographies of each member of the pool of consultants from which the project will be staffed. The City reserves the right to request specific members from that pool should the consultant be selected for the project. Additional information regarding professional awards, memberships, affiliations etc. may also be included.

2. Firm Experience: Vendor shall provide a statement of similar project experience to include information listing similar recruitments that have been developed and delivered for municipal IT departments in the state of Ohio within the previous two (2) years with a description of the service provided, start and completion dates and client contact address and phone numbers for references.
3. Timetable: Each vendor shall submit a proposed time schedule with the goal of meeting identifying and hiring a new Director, Information Technology by end of third quarter.
4. Fee Proposal: Each vendor shall submit a detailed breakdown of their proposed fee indicating the resources allotted to the proposal.

This breakdown shall include the various personnel to be used. Other miscellaneous fees shall also be enumerated. Note that the quality of the proposed assessment will be considered in conjunction with the price. Therefore, A LOW BID WILL NOT BE GUARANTEED THE AWARD OF THE CONTRACT. Vendors may submit a proposal for one or more of the promotional assessments. If doing so, the proposal should clearly indicate which assessment it is in reference to.

5. Compensation of Vendor: The Vendor shall be compensated for services performed in addition to the services described in the *Scope of Services*, provided that those additional services have received the prior written approval of the City. Further, the Vendor shall keep complete and accurate records of time spent and materials used on the project so that the City may verify invoices submitted by the Vendor. Such records shall be made available to the City upon request and submitted in summary form with each invoice.

- D. Equal Employment Opportunity: All services rendered pursuant to this agreement shall be in accordance with all applicable federal, state, and local guidelines, laws and regulations. The Vendor shall provide evidences and assurances of the ability to develop race and gender neutral, validated assessment centers.

## V. SELECTION PROCEDURE

The City of Delaware Selection Committee will review and evaluate proposals based on merit and completeness of all requested information. The Selection Committee will recommend the vendor ranked as most qualified to the City Manager. The City Manager reserves the right to reject any or all proposals, to accept or reject any proposal in part or to call for additional submittals.

All proposals received will be evaluated by the Selection Committee on the following:

- A. Relevant prior experience recruiting for similar positions.
- B. Relevant client list to be used as references.
- C. Vendor's capacity to source and evaluate candidates.
- D. Qualifications of personnel to be assigned to this project based on education, experience and position.
- E. Accessibility of personnel assigned to this project before, during and after the hiring process.
- F. Cost of providing each of the services listed under the *Scope of Services*, including creating, implementing, processing and reporting results.
- G. The costs associated with any additional services or products that may be utilized in the promotional process.

Each proposal submitted in response to this RFP shall focus on these criteria. In addition, the Selection Committee may also consider the past performance of the vendor on other contracts with the City or other entities. The City reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information.

#### **VI. SUBMISSION DEADLINE**

The proposal must arrive by **3:00 p.m. on July 27th, 2018.**

Responses received after the deadline will not be accepted and will be returned to the vendor unopened.

The City of Delaware reserves the right to consider all parts of any proposal and is under no obligation to accept any or all proposals. The City further reserves the right to negotiate further with any firms after receipt of the proposals. Timelines are subject to change at the discretion of the City of Delaware.

All documents produced for the project (both RFP submission and the plan documents) shall become the sole property of the City of Delaware. The City will not reimburse firms for their costs in preparing documents or proposals in response to this RFP. All materials and communication will be public information and subject to requirements for such and shall be reproducible by the City.