



City of Highland Park

Recruitment and Temporary Staffing Services

Request for Proposals

Issue Date: September 17, 2018

Letter of Interest Due: September 24, 2018

Questions Related to RFP Due: September 26, 2018

Comprehensive Response to Questions Sent By: September 28, 2018

Proposals Due: October 12, 2018, 4:00 PM CST

Responses must be electronically submitted.

Please submit to:
Jennifer A. Houtz-Menzies
Human Resources Generalist
City of Highland Park
1707 St Johns Ave
Highland Park, IL 60035
jmenzies@cityhpil.com

Section I: Purpose of Request

The City of Highland Park (“City”) is seeking one or more firms to conduct recruiting and/or staffing services for the City as specified herein. Respondents do not need to provide all services requested and are welcome to respond to the proposal on selected components.

The City is seeking to have a professional services agreement in place so that should recruitment and/or staffing services arise throughout the term of the agreement, the City is able to engage in services as needed on an expedited basis. There is no guarantee or representation that services will be required or requested throughout the contract term.

The City is seeking a contract for an initial term of three (3) years, with the possibility of two (2) one-year renewal terms, if it is in the best interest of the City to renew and upon satisfactory performance of Contractor and mutual written agreement by both parties.

Section II: Instructions to Proposers

- A. It is requested, **but not required**, that each firm with an intention to respond to this RFP provide a non-binding Letter of Interest to propose via e-mail to Jennifer A. Houtz-Menzies, Human Resources Generalist, at jmenzies@cityhpil.com no later than 4:00 PM CDT on September 24, 2018.
- B. Questions regarding the RFP shall be directed to Jennifer A. Houtz-Menzies at jmenzies@cityhpil.com or 847.926.1013. Questions will be accepted until 4:00 PM CDT on September 26, 2018.

All questions and responses will be compiled and submitted electronically in one general response memorandum to firms which have submitted a Letter of Interest by September 28, 2018.

- C. All proposals shall be submitted electronically via e-mail to:
Jennifer A. Houtz-Menzies
Human Resources Generalist
City of Highland Park
jmenzies@cityhpil.com

Final Proposal Due Date: October 12, 2018 at 4:00 PM

- D. Proposals will not be opened publicly. Proposals submitted after the deadline will be not be considered. No oral, telephone, or fax proposals will be considered.

Section III: Background Information

Twenty-five miles north of Chicago's Loop, the City of Highland Park is nestled along beautiful Lake Michigan. Highland Park is a thriving community with a diverse population of over 29,000, a stable economic base, top-rated schools, and a university-affiliated hospital, offering some of the most unique business opportunities in Lake County. It is easily accessible from Route 41, I-94, I-294, and is served by Pace Bus and Metra. From one end to the other, Highland Park's business community is diverse and growing, with nine commercial districts conveniently located throughout the City.

The City is a home rule municipality that operates under the Council/Manager form of government adopted in 1951. The Mayor and six Council Members, elected at large for four-year terms, appoint a City Manager to administer the policy set by the City Council and manage the day-to-day operations of the City. The City Manager manages a balanced and effective operation funded by a \$90 million annual budget. She leads the City's Executive Team, which includes the Assistant City Manager, Police Chief, Fire Chief, Finance Director, Community Development Director, and Public Works Director.

The City is a full service community that provides a variety of services to their populations including fire and police protection, water utility, streets and sewer maintenance. The City of Highland Park prides itself on providing professional, high-quality and responsive municipal services with a strong emphasis on customer service.

Employee demographics for the City include:

Full-Time Employees	Permanent Part-Time Employees	Seasonal Staff (varies)
239	39	0-50+

Section IV: Scope of Services

The City of Highland Park ("City") is seeking one or more Recruitment and/or Temporary Staffing Firms to conduct recruiting and/or provide temporary staffing services for the City.

The City encourages proposals from all recruitment staffing vendors meeting the following minimum qualifications:

- Experience as a firm providing recruiting and/or temporary staffing services to businesses; experience in working with municipalities a plus but not necessary.
- Experience in providing services similar to those outlined in the Request for Proposal.

The City desires the following specifications:

- Recruitment (entry to executive)
 - To potentially include, but not limited to:
 - development of marketing materials,
 - posting to external job boards,
 - posting to social media sources,
 - email outreach,
 - interviews, and reference checks
 - assessment exercises.
- Sourcing (entry to executive)
 - To potentially include, but not limited to:
 - development of marketing materials,
 - posting to external job boards,
 - posting to social media sources, and
 - email outreach.
- Interim Staffing
- Temp-to Hire Staffing
- Contract Staffing

The City is seeking to have a professional services agreement in place so that should recruitment and/or staffing services arise throughout the term of the agreement, the City is able to engage in services as needed on an expedited bases.

There is no guarantee or representation that services will be required or requested throughout the contract term.

Section V: Evaluation of Proposals and Selection Criteria

City Staff will evaluate all properly submitted proposals, and will grade and rank all proposals with respect to the Project Scope set forth in this RFP, including the costs associated with the services, experience of the respondents, and responsiveness of the proposal.

The City will then select the top preferred firm(s), with whom a contract/s, on a form to be provided by the City, will be negotiated. The City Council has the ultimate authority to approve any proposal(s) and to authorize execution of the negotiated contract(s).

The City reserves the right to make clarifications, corrections, or changes in this Request for Proposals at any time prior to the deadline for the submission of proposals. All proposers or prospective proposers who have requested will be informed of said clarifications, corrections, or changes. Proposals will be evaluated according to the criteria outlined below:

- A. Responsiveness: The City will consider the material submitted by the proposer to determine whether the proposer is in compliance with the RFP.
- B. Responsibility: The City will consider the material submitted by the proposer and other evidence it may obtain to determine the firm's demonstrated ability to perform the desired services for a municipality the size of Highland Park with similar scope of activities.
- C. The accuracy of the firm's perception of the City's needs in the area of recruiting and/or staffing and the firm's proposal(s) for meeting those needs.
- D. The qualifications, experience, and familiarity with administering recruiting and/or staffing services.
- E. Total cost to the City for the services to be provided.
- B. A list of references.

The City, at its sole discretion, may select and invite finalists for an interviews. Should interviews be conducted, finalists will be further evaluated based upon their interview.

Section VI: Proposal Format and Submittal Requirements

All proposals must be prepared in the following format:

- A. Transmittal Letter
A signed letter of transmittal briefly stating the proposer's understanding of the work to be done in compliance with the City's Request for Proposals, a statement why the firm believes itself to be the best qualified firm to perform the services, and a statement that the proposal is a firm and irrevocable offer for 180 days.

Any exceptions to requirements listed in the City's Request for Proposals must be clearly identified in the Transmittal Letter, including exceptions to the desired scope of services outlined in Section IV. The Transmittal Letter must be signed by an authorized representative of the firm.
- B. Completed Exhibit A with references.
- C. The cost of services to be provided and an explanation of the basis on which fees are determined. All potential services and associated pricing must be disclosed in this section. Provide pricing for the following:
 - i. Recruitment (entry to executive)
 - ii. Sourcing (entry to executive)

- iii. Interim Staffing
- iv. Temp-to Hire Staffing
- v. Contract Staffing
- vi. Additional Services Offered

D. Samples of any benchmark or staffing related reports (encouraged, but not required).

Exhibits attached:

- Exhibit A Reference Contacts

Section VII: Terms and Conditions

- A. The City reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the City.
- B. Following the review, the final selection(s), if any, will be based on the proposal which best meets the requirements set forth in the RFP and is in the best interest of the City.
- B. The City reserves the right to award the contract to the next most qualified firm if the successful firm does not execute a contract within thirty (30) days after the award of the proposal.
- C. The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents.
- D. Any proposal may be withdrawn up until the date and time set above for the opening of proposals by written request to Human Resources. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 180 days, to provide the City the services set forth in the attached specifications, or until one or more of the proposals have been approved by the City, whichever occurs first.
- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms supplied or approved by the City. The City reserves the right to reject any agreement that does not conform to the request for proposal and the City's requirements for agreements and contracts.
- F. Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this RFP does not obligate the City to pay any costs incurred by a respondent in its submission of a proposal or

making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

The City reserves the right to accept the proposal(s) that is(are), in its judgment, the best and most favorable to the interests of the City and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.

Section VIII: Anticipated Timeline

- | | |
|---|-----------------------------------|
| • RFP Released and Posted on City Website | September 17, 2018 |
| • Letter of Interest Due | September 24, 2018 |
| • Due date for RFP Questions | September 26, 2018, @ 4:00 PM |
| • Responses Provided to RFP Questions | September 28, 2018 by 4:00 PM |
| • RFP Due Date | October 12, 2018 @ 4:00 PM |
| • Firm/s Evaluated and Selected | Week of October 15, 2018 |
| • Approval of Professional Services Agreement | October 29, 2018 |

* All deadlines are in Central Daylight Time and are subject to change.

Exhibit A – Reference Contacts

Name of Firm: _____

Business	Services Provided	Contact Name and Phone Number