



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
DIVISION OF PURCHASING

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<http://www.sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
RFP#18-0066
EXECUTIVE SEARCH FIRM for COUNTY APPRAISER RECRUITMENT

October 30, 2018

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking a firm or firms to provide Executive Search Firm for County Appraiser Recruitment. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal.

The County anticipates selecting one (1) firm to provide the outlined services. The County reserves the right to expand the number of firms in the future or replace the provider for failure to perform or under other agreed upon circumstances.

Please email your proposal response to this directly to Kristen.McGovern@sedgwick.gov no later than November 13, 2018, 5:00 p.m. CST.

Sincerely,

A handwritten signature in black ink that reads "Kristen McGovern". The signature is written in a cursive, flowing style.

Kristen McGovern
Senior Buyer

KM/fr

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I. About this Document

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the County is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

II. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 508,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties.

Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking an executive search firm to recruit, evaluate and recommend candidates for the position of Sedgwick County Appraiser.

The County Appraiser leads, manages, plans organizes, administers, and directs the activities and operations of the Sedgwick County Appraiser's Office in compliance with county policies and applicable Kansas Law, under the direction of the Property Valuation Division serving and assisting the needs of the citizens and community. The County Appraiser delivers quality public service through use of effective leadership, strategic planning, performance measurement, teamwork, maximizing resources, innovative approaches and high professional standards.

The County Appraiser advises the County Commissioners and County Manager on matters pertaining to property appraisals. The County Appraiser attends meeting of the Board of County Commissioners, responds to inquiries made by the Commissioners and other county officials and is expected to make presentations on a regular basis. The County Appraiser will also present testimony to Legislators. This position also assists the Division of Finance with long-term valuation forecasting.

The County Appraiser will determine innovative methods to promote cross-functional teams and processes which enhance service and cost effectiveness. This position reviews departmental and office-

- Defines innovative approaches to using technology for the delivery of public services which enhance productivity and accessibility.
- Determines the valuations and classification of properties in accordance with laws, rules, and regulations governing the appraisal process.
- Gathers and analyzes information and compiles reports for Property Valuation Department of Revenue, Federal Agencies, BOCC, other County Officials, and departments.
- Maintains annual procedural and statistical compliance requirements for Kansas Department of Revenue Property Valuation Division.

wide practices to ensure quality continuous improvement. State and local laws, guideline policies, resolutions and similar documents are reviewed on a regular basis for compliance and also formulates policies and procedures for the County's appraisal functions. The County Appraiser will formulate long-term goals, policies and procedures for the entire department and is expected to present budget requests, exercise budgetary control over operations. This position also develops and oversees the valuations and classification of property to ensure that the burden of property tax is distributed equitably for property owners in Sedgwick County.

Technology requirements include the following:

The County Appraiser is required to apply the principles and practices of computer assisted mass appraisal (CAMA) and generally accepted mass appraisal standards and methodology, including but not limited to, the Uniform Standards of Professional Appraisal Practice (USPAP) and management to contribute to the success of the county.

The County Appraiser is required to understand how an organization must change in light of internal and external trends and influences; keeps the big, long range picture in mind; builds a shared long-range organizational vision with others. Committed to course of action to achieve long-range goals and influences others to translate vision into action.

The County Appraiser communicates a vision and inspires motivation; engages with team to solve problems; works to find a win/win resolution of differences; is aware of how management style impacts staff productivity and development; modifies leadership style to meet situational requirements; helps team stay focused on major goals while managing within a context of multiple directives.

The County Appraiser adapts quickly to change and easily considers new approaches. Remains flexible and open to new ideas and encourages others to value change. Understands changes in work tasks, situations, and environment as well as the basis for change. Thinks and acts effectively under pressure. Persists towards solutions and goals in changing circumstances. Overcomes obstacles to achieve results.

Minimum Qualification for the applicant: Bachelor's Degree from an accredited college or university in Finance, Accounting, Economics, Business Administration, Regional/Urban Planning or a related field.

- Certified general real property appraiser pursuant to Article 41 of Chapter 58 of the Kansas Statutes Annotated and amendments;
- Holds a valid residential evaluation specialist (RES) or certified assessment evaluation (CAE) designation from IAAO; **OR**
- Registered mass appraiser pursuant to rules and regulations adopted by the Secretary of Revenue.

Preferred Qualifications: Master's Degree from an accredited college or university in Finance, Accounting, Economics, Business Administration, Regional/Urban Planning or a related field. Additional CAMA, assessment administration or other local government education and training. Ten (10) years of experience in assessing properties including five (5) years of experience in a managerial/supervisory capacity. Licenses include IAAO, CAE designation is preferred.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking a firm or firms to provide Executive Search Firm for County Appraiser Recruitment. The following objectives have been identified for this contract:

1. Acquire Executive Search Firm for County Appraiser Recruitment Services meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing with the vendor that has the best proven "track-record" in performance, service and customer satisfaction.
3. Acquire Executive Search Firm for County Appraiser Recruitment Services with the most advantageous overall cost to the County.

IV. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response.

Emailed SUBMITTALS are due **NO LATER THAN 5:00 p.m. CST, TUESDAY, NOVEMBER 13, 2018**. Responses **must be EMAILED** with the proposal number, and proposal due date in the subject line of the email. Late or incomplete responses will not be accepted and will not receive consideration for final award.

V. Scope of Work

The successful proposer shall provide services for the county related to recruiting qualified personnel for the position of County Appraiser. Those services shall include:

1. Consulting with the Board of County Commissioners and key staff to develop a comprehensive recruitment plan, profile of qualifications criteria, and project schedule and budget. All of these items to be approved by assigned county staff or Commission prior to implementation.
2. Implementation of recruitment plan to include advertising through appropriate media, direct contact, and other processes to attract top candidates.
3. Development of recruitment materials, advertisements and postings.
4. Coordinating the application/resume and selection process.
5. Managing the process including, but not limited to:
 - o Managing Documentation.
 - o Prescreening applicants for qualifications.
 - o Organizing and participating in the interview process.
6. Verification of the credentials of the finalist candidate(s) to include conducting appropriate background, criminal history checks, employment reference checks and validation of educational achievements.
7. Participating in any negotiations with the selected candidate.

VI. Sedgwick County's Responsibility

- Provide information, as legally allowed, in possession of the County, which relates to the County's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- Conduct final inspection and approve payment.

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kristen McGovern at Kristen.McGovern@sedgwick.gov by 5:00 p.m. CST Monday November 7, 2018. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/finance/purchasing.asp, under view current RFQs and RFPs; to the right of the RFP number by 5:00 p.m. CST Wednesday November 9, 2018. Firms are responsible for checking the website and acknowledging any addendums on their proposal response form.

B. Minimum Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer's response. Proposers shall:

1. Have a minimum of 5 years experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
3. Have experience in managing projects of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the County shall be followed with respect to the contract.
5. Municipal and County government experience is desired, however, the County will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
7. Provide project supervision (as required) and quality control procedures.
8. Have appropriate material, equipment and labor to perform specified services.
9. Park only in designated areas and display parking permit (if provided).
10. Wear company uniform or ID badge for identification purposes.

C. Selection Criteria

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by meeting the following criteria:

The County will judge each response on the following criteria (listed in no particular order):

- Meeting or exceeding all solicitation conditions and instructions as outlined herein to include clarity, completeness, and comprehensiveness of the response.
- Ability to meet or exceed all requirements and scope of work.
- Proven ability to provide high quality service.
- Qualifications and expertise.
- The most advantageous and prudent methodology and costs as determined by the County.

Any final negotiations for services, terms and conditions will be based, in part, on the firm's method of providing the service and the fee schedule achieved through discussions and agreement with the County's review committee. The County is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The County also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The County reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. [Request for Proposal Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Division of Purchasing at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	October 30, 2018
Questions and clarifications submitted in writing by 5:00 p.m. CST	November 7, 2018
Addendum Issued	November 9, 2018
Emailed Proposals due before 5:00 pm CST	November 13, 2018

E. [Contract Period and Payment Terms](#)

The agreement for4 recruiting services will become effective immediately upon execution of an agreement by all parties and will remain in effect through the end of the project. The successful proposer will agree to provide itemized billing for fees and expenses based on the agreed upon fee structure.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$100,000.00
Commercial General Liability Insurance:	
Bodily Injury:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage:	
Workers' Compensation:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury:	
Each Occurrence	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability-Owned, Non-owned and Hired	
Each Occurrence Bodily Injury and Property damage	\$500,000.00
General Aggregate	\$500,000.00
Professional Liability	
If required	

G. [Indemnification](#)

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. [Confidential Matters and Data Ownership](#)

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available

to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.

I. [Proposal Conditions](#)

<http://www.sedgwickcounty.org/purchasing/RfqRfq/rfpcond.pdf>

General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Mandatory Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

Sample Contract

http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf

VIII. [Required Response Content](#)

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. The names of the staff members who will be available for work on the contract, including a listing of their work experience.
3. The firm's relevant experience, notably experience working with government agencies.
4. At minimum, three (3) professional references with email addresses, telephone numbers, and contact persons where work has been completed within the last three years.
5. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or County staff.
6. A description of the type of assistance that will be sought from County staff, including assistance required from the County to lessen the costs of this project.
7. Proof of insurance meeting minimum insurance requirements as designated herein.
8. An itemized project budget to include all usual and expected fees and expenses related to completion of the project as described. Include fixed and estimated expenses and an overall minimum and maximum budget total. Also include description of the process for submitting expenses for payment and anticipated required schedule of payments.
9. A description of your firm's processes and standards for completing this project.

IX. [Response Form](#)

REQUEST FOR PROPOSAL

#18-0066

EXECUTIVE SEARCH FIRM for COUNTY APPRAISER RECRUITMENT

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the county, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ **CITY/STATE** _____ **ZIP** _____

PHONE _____ **FAX** _____ **HOURS** _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ **EMAIL** _____

NUMBER OF LOCATIONS _____ **NUMBER OF PERSONS EMPLOYED** _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ **Minority-Owned Business:** _____ (Specify Below)

___ African American (05) ___ Asian Pacific (10) ___ Subcontinent Asian (15) ___ Hispanic (20)

___ Native American (25) ___ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ **Woman-Owned Business:** _____ (Specify Below)

___ Not Minority - Woman Owned (50) ___ African American-Woman Owned (55)

___ Asian Pacific-Woman Owned (60) ___ Subcontinent Asian-Woman Owned (65) ___ Hispanic Woman Owned (70)

___ Native American-Woman Owned (75) ___ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII:

_____ Yes _____ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to

www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____