



**City of Newport**

REQUEST FOR PROPOSAL  
FOR

Recruitment Services for City of Newport Human  
Resources Director

City of Newport  
City Hall  
169 SW Coast Highway Newport, OR 97365

Telephone: 541-574-0603

DUE DATE & TIME

July 23, 2024 at 12:00PM

## **I. GENERAL INFORMATION:**

The City of Newport Oregon is seeking proposals from qualified professional firms with experience in advertisement, solicitation and screening to fill the Human Resources Director position. The current Human Resources Director has announced retirement effective on or about January 22, 2025.

The City of Newport is a prime tourist destination and the population center of the Central Oregon Coast. Newport is the county seat of Lincoln County, and houses the offices of several federal and state agencies, including a major Coast Guard station, Oregon State University's Hatfield Marine Science Center, NOAA's Pacific Marine Operations, the Oregon State Police, Oregon DMV, and Oregon Employment Division offices. The city is home to the Samaritan Pacific Communities Hospital, and the main campus of the Oregon Coast Community College. OCCC is a premier educational institution and unique in its aquarist program. Its aquarist graduates are working in aquarium and research facilities throughout the country. Newport has a population of 11,083.

Newport is a council-manager form of government. The governance of the city is vested with the city council. The council is comprised of seven elected members, which includes the Mayor. Newport is a full-service city providing a wide range of municipal services, including police, fire, finance, engineering, streets, water and sewer utilities, community development, airport, parks and recreation, performing arts center and visual arts center and urban renewal. The city employs 164 employees, and the FY 23-24 budget is \$148,513,163

**Proposals due to Nina Vetter, City Manager at  
m.nelson@newportoregon.gov**

**Only electronic submissions will be accepted. Please do not submit proposals in hard copy.**

Proposals received after the specified date and time will not be given further consideration. All dates are tentative and subject to change at City's discretion.

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of the content.

Proposals shall be firm for a period of thirty (30) days after the closing date. Each responding proposer may withdraw their proposal if it has not been accepted within thirty (30) days from the RFP closing date.

The award of this contract will be made by the City Manager on the basis of the proposal which, in the City's sole and absolute judgment, will best serve the best interests and needs of the City. The City reserves the right to accept or reject any or all the proposals, and waive any informalities and irregularities in said proposals.

All proposers must provide the information requested in Section V, Proposal Submission Requirements. Failure to respond to any or all requested information may result in disqualification by the City.

Questions, interpretations or clarifications of this RFP must be requested in electronically in writing. All questions should be directed to Nina Vetter, City Manager, at the following address: [m.nelson@newportoregon.gov](mailto:m.nelson@newportoregon.gov)

## **II. ANTICIPATED RFP SCHEDULE**

<b>ACTION</b>	<b>DATE</b>
Issue RFP	July 9, 2024
Final Questions	July 17, 2024 at noon
Due Proposals	July 23, 2024 at noon
Due Award	After, July 23, 2024

## **III. Scope of Work**

The Newport City Manager will lead all elements of the process, including selecting the recruitment firm, working directly with the selected firm on all of the tasks, and hiring the Human Resources Director.

The City wishes to conduct a search for a new Human Resources Director and seeks professional assistance with recruitment logistics. The project scope should include: facilitation/ coaching with the City Manager on the recruitment process; development of the public process, development of recruitment materials; advertisement of the position to be vacated; outreach to potential candidates; screening of received applications; assistance with the interview process; finalist background and reference checks. The city's goal is to provide an open and fair recruitment that will attract top talent while keeping the cost of the recruitment process reasonable.

The scope of the work is to assist them through the entire process beginning with planning and preparing for the process and culminating with the selection and appointment of the new director that would include at least include at least the following:

- Provide a clear written scope of the projected costs and a detailed recruitment schedule. Meet with the City Manager and public to outline the public process, position description and selection criteria
- Review the current job description and compensation and make recommendations.
- Design the recruitment process, schedule, scope of marketing and creative marketing materials.

- Develop a profile for the community and the position that will highlight the opportunities and characteristics of the community as well as a profile of a successful candidate.
- Develop a strategy for marketing the position to reach potential candidates. Track applications and prepare responses to applicants.
- Establish criteria to review and screen applicants.
- Initially screen applicants, in accordance with Oregon's Veterans Preference laws and providing information to the City Council on the qualified candidates.
- Be available to manage and oversee the recruitment process over the duration of the project, including managing and participating in the interviews
- Assist the Manager developing the structure and schedule of final interviews, including the debriefing and evaluation process.
- Perform reference and background checks.
- Assist the City Manager in decisions, job offer, contract negotiations and employment agreement.

#### IV. PRELIMINARY RECRUITMENT SCHEDULE

- July 9, 2024- City Manager approve/issue RFP
- Targeted start date of December 1, 2024.
- Note: The actual schedule be developed by the executive search firm in consultation with the City Manager. Proposals can provide alternative dates and steps for the recruitment process.

#### V. PROPOSAL SUBMISSION REQUIREMENTS:

The proposing firm shall be responsible for preparing an effective, clear, and concise proposal. The proposals must include the following information:

1. **Letter of Transmittal:** All Proposals must include a cover letter signed by a person legally authorized to bind the applicant to its proposal. The cover letter must include name of the firm, name of principal recruiter, address, telephone and fax numbers of the firm and email address of the person(s) who are authorized to represent the proposer.
2. **Experience and Qualifications:** List the key personnel and qualifications for those who will be involved in the recruitment, relative to the scope of work of this RFP; including but not limited to a description of education, certificates or licenses, professional background, experience, skills, expertise and training.

3. **Response to Scope of Work:** A description of how the proposer will provide services and address the scope of work of this RFP.
4. **Compensation:** Discussion of proposed fee/compensation/estimated expenses.
5. **Additional Services:** Provide descriptions of any other services the firm would propose to include within the base cost of the proposal.

6. **References:**

Provide a representative listing of municipal governments for whom the Proposer has previously provided executive recruitment for, within the last three (3) years (Human Resources Director preferred). Provide government contact name, phone number, and email address. Oregon references are preferred. The City reserves the right to explore the background, previous experience, training, financial affairs or related matters of any firm of individual under consideration for this contract.

7. **Proposer's Warranty:** Exhibit A

8. **Other:**

- Indicate the Firms approximate annual recruitment volume in number of recruitments.
- Indicate the firms policy on recruitment warranty

**VI. MINIMUM QUALIFICATIONS:**

1. Demonstrated experience in providing recruitments to entities of equal size, complexity, and scope.
2. City of Newport is an Equal Opportunity Employer. Each service provider must comply with federal, state and local Equal Employment Opportunity requirements.

**VII. SELECTION PROCESS:**

1. Each proposal received will be evaluated to determine if it meets the stated requirements. Failure to meet these requirements will be cause for eliminating the proposal from further consideration.
2. The City reserves the right to reject any and all proposals, to accept or reject all parts of the proposal, and to be the sole judge of the suitability of the proposals offered.
3. **Proposals will be evaluated the following criteria:**
  - Total fee and cost for the full Recruitment service and identification of estimated costs or rates for extra services. (25 points)
  - Capacity and capability to perform the recruitment timely. (25 points)
  - Successful experience in recruiting Human Resources Directors/Executives with great public visibility and participation including information about cost controls, quality of work, coordination with elected officials, ability to meet schedules, and contract administration. (30 points)
  - Availability to meet regularly with the City Manager and familiarity with the region. (20 points)

4. All submittals in response to this RFP are public records and available for inspection and copying upon request.
5. The City Manager will award the contract for services

#### **VIII. TERMS AND CONDITIONS:**

1. of Agreement: The City anticipates selecting the Proposer to commence services sometime after July 23, 2024
2. Withdrawal of RFP: Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to Nina Vetter, City Manager at [m.nelson@newportoregon.gov](mailto:m.nelson@newportoregon.gov). Re-submittal before the RFP submittal deadline can be made, however, they may not be re-submitted after the deadline.
3. RFP Costs: All costs incurred in the preparation and presentation of the RFP shall be the responsibility of the responding party to the RFP. All documents submitted as part of the RFP will become property of the City. Requests for specific material to be returned will be considered.
4. City of Newport Contacts: The designated individual responsible for coordination of the RFP is Nina Vetter, City Manager. Any questions relating to this RFP should be directed to [m.nelson@newportoregon.gov](mailto:m.nelson@newportoregon.gov) in writing only.

**EXHIBIT A  
PROPOSER'S WARRANTY**

TO: City of Newport, Oregon

PROPOSAL OF: \_\_\_\_

( ) an individual ( ) a partnership ( ) a corporation (please mark the appropriate box) organized under the laws of the State of \_\_\_\_.

The undersigned, having carefully read and considered the Request for Proposal to provide services for the City of Newport, Oregon does hereby offer to perform such services on behalf of the City, in the manner described and subject to the terms and conditions set forth in the attached proposal. Services will be performed at the rates set forth in the Proposal.

OFFEROR

\_\_\_\_\_

Company Name

BY \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print name

**PRINCIPAL OFFICE ADDRESS**

Federal tax ID \_\_\_\_\_ State ID \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

County \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_  
Facsimile \_\_\_\_\_

E-Mail Address \_\_\_\_\_

\_\_\_\_\_

**THIS FORM MUST ACCOMPANY ALL PROPOSALS**

BLANK