REQUEST FOR PROPOSAL

FOR

EXECUTIVE SEARCH FIRM

ISSUE DATE: AUGUST 7, 2020 AT 5:00 PM

PROPOSAL DUE DATE & TIME: SEPTEMBER 4, 2020 AT 5:00 PM

Prepared by:

City of Unalaska

Human Resources Division

P.O. Box 610

Unalaska, Alaska 99685
The City of Unalaska is requesting proposals from qualified executive search firms to provide the service of an executive search for the City of Unalaska’s Finance Director position. Proposals can be accepted via email and shall be received no later than 5:00 pm, September 4, 2020 for the services and/or items described herein. Proposals can be sent to:

Michelle Murdock, HR Manager
mmurdock@ci.unalaska.ak.us

No late proposals shall be accepted or considered. Any proposal can and may be withdrawn prior to the scheduled due date.

All inquiries shall be directed to the HR Manager, Michelle Murdock, via email and must be submitted and received before 5:00 pm, August 28, 2020. No bid security bond is required for proposals.

The City of Unalaska reserves the right to cancel this RFP and/or reject any or all proposals.

No proposal may be withdrawn for a period of sixty (60) days after the opening of the proposal, except as provided in the RFP.

Qualifications will be worth 60% of the overall points and the price proposal will be worth 40% of the overall points. The contract will be awarded to the responsive Proposer with the highest scored Final Proposal. Only one Proposal from any individual, firm, partnership, or corporation, under the same or different names, will be considered.

1. **Introduction and Background:**

The City of Unalaska, (pop. 4,768) is situated in the Aleutian Islands chain 800 miles southwest of Anchorage, Alaska. The City of Unalaska is the largest Municipality in the Aleutian Islands and home to the International Port of Dutch Harbor. It is designated as a first-class city and is located within the Aleutians West Census Area, which is an unorganized borough and operates under the Council/City Manager form of government.

The City of Unalaska is seeking assistance in the recruitment of an experienced, qualified Finance Director. This position act as the Chief Financial Officer and Treasurer of the City and will work under the broad policy guidance of the City Council and the supervision of the City Manager. They must possess strong leadership and communication skills with emphasis on a working-knowledge of financial industry and experience for Municipalities or similar organizations. The Director will be expected to work “hands on” and be an individual contributor to the Finance Department which consists of 12 employees,
three (3) of which comprise the Information System (IS) division and one (1) who is the City’s purchasing agent. Responsibilities include: supervisory, professional, administration and technical accounting and finance related functions upholding the fiscal systems and records of the City of Unalaska. Overall functions include accounting, treasury, budget, payroll, utility billing, Ports and Harbors billing and information systems. The Fiscal Year 2021 total budget is $72,330,036, which includes a five (5) year Capital Major and Maintenance Plan.

2. **Proposal Requirements:**

The executive search for this position will be a collaborative effort between the City of Unalaska City Manager and Administration and the professional selected. The City of Unalaska will consider proposals from Executive Search Firms with specific experience related to, previous executive financial positions, small to mid-size municipalities and preferable knowledge and/or previous work in the State of Alaska. The City of Unalaska reserves the right to make the final hiring decision and it is at the sole discretion of the City Manager, of the City of Unalaska, determined to be in the best interest of the City. The following information is required to be submitted in the order listed and shall not exceed ten (10) pages total:

a. In compliance with this request for proposal and subject to all terms and conditions imposed herein, which are hereby incorporated by reference, complete the information below as an acknowledgement that the Proposer offers and agrees to furnish the services and/or items requested in this solicitation if selected.

Legal Name and Address of Firm:

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<th>Date:</th>
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<td>Signature:</td>
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<td>Fax:</td>
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b. Brief history of the firm, including number of years experience and professional staffs’ backgrounds.

c. List of recruitments conducted within the last 6 years, with a focus on similar assignments and Alaska experience. Please include at least three references.

d. Information regarding the average number of years their top candidates have remained on the job after placement and replacement service if the selected individual resigns or is terminated within a certain time frame.

e. A recruitment plan that includes outreach and schedule of the firm’s will selection process.

f. Description of proposed services such as, full or limited scope, screening process, background and reference checks, interviews, etc.

g. Fee structure associated with proposed services including reimbursable expenses.
3. **Disqualification of Proposers:** Proposers may be disqualified for any of the following reasons:

- Reason to believe collusion exists of the Proposer.
- The Proposer is involved in any litigation against the City of Unalaska.
- The Proposer is in arrears of an existing contract or has failed to perform on previous contracts with the City of Unalaska.
- Failure to provide required information as requested.

4. **Insurance Requirements:**

- **Commercial General Liability Insurance:** $1,000,000 per occurrence with $2,000,000 aggregate, Coverage must be provided for Bodily Injury Liability, Broad Form Property Damage Liability, Contractual Liability, and Products and Completed Operations coverage. Completed Operations coverage is to be maintained for a minimum period of two years after the completion of the Agreement.
- **Professional Liability insurance** (Errors and omissions, with a minimum of $2,000,000 per claim.
- **Workers’ Compensation insurance** in accordance with the statutory coverages required by the State of Alaska and Employers Liability insurance with limits not less than $1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal.
- **Automobile liability insurance:** Subject to a combined single limit of at least $1,000,000 for each accident for bodily injury and property damage. Such automobile liability insurance shall be for the Consultants owned, non-owned and hired vehicles.

- Insurance shall be placed with a carrier that has an A.M. Best Rating of A- VII or better
- City shall be listed as an additional insured on policies where so possible
- The City shall be given a waiver of subrogation which shall be endorse upon the policies
- Additional requirements shall be listed in the agreement.

5. **Contact Information:** During the process until proposals are submitted there will be no contact with City of Unalaska personnel other than the Department of Administration.

Michelle Murdock, Human Resources Manager
City of Unalaska
PO Box 610
Unalaska, AK 99685
Phone: 907-581-1251 ext. 1302
mmurdock@ci.unalaska.ak.us

Proposals may be submitted via email only.