



CITY OF TAMPA

Pam Iorio, Mayor

Purchasing Department

Gregory K. Spearman, CPPO
Purchasing Director

October 5, 2004

REQUEST FOR PROPOSALS (RFP) FOR EXECUTIVE SEARCH AND RECRUITMENT SERVICES

Sealed proposals for **EXECUTIVE SEARCH AND RECRUITMENT SERVICES, RFP #61102204** will be received by the Director of Purchasing, City of Tampa, until **OCTOBER 22, 2004 AT 2:30 PM;** then to be opened and read aloud.

Attached are important instructions and specifications regarding responses to this Request for Proposal. Failure to follow these instructions could result in Proposer disqualification.

Questions regarding this proposal should be referred to: **Linda Johnson @ 813/274-7490**. Questions shall be submitted by email to linda.johnson@tampagov.net or by fax at 813/274-8355.

Proposals may be mailed, express mailed or hand delivered to:

**City of Tampa Purchasing Department
Bid Control Division
306 E. Jackson Street, 2nd Floor
Tampa, FL 33602**

STATEMENT OF NO PROPOSAL

If you do not intend to submit a proposal, please complete the information below and return this form to the address above with the proposal number and title clearly marked on the front of the envelope no later than the opening date indicated above. Please be advised that if the "no proposal" statement is not executed and returned, your name may be deleted from the list of registered bidders.

We decline to submit a proposal for the following reasons:

- Insufficient time to respond; schedule will not permit us to perform.
- Unable to meet specifications; we do not offer this product or an equivalent.
- Unable to meet Bond, Insurance, or MSDS requirements.
- Unable to meet Affirmative Action requirements.
- Specifications unclear, too tight, or other reason.
- Reason for declining on attached sheet.

Company Name: _____ Date: _____

Telephone: Number: _____ Signature: _____

306 E. Jackson Street, 2E • Tampa, Florida 33602 • (813) 274-8351 • FAX: (813) 274-8355



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SECTION I. SCOPE OF SERVICES

1. INTRODUCTION

The City of Tampa is seeking proposals from an executive search firm to conduct a nation-wide search to assist in the Mayor's selection of a Director of Business and Housing Development and an Urban Development Director in accordance with the specifications contained in the RFP. It is the intent of the City to secure the services of a highly qualified firm with experience in successfully recruiting the following positions:

Executive and Director Levels.
Economic Development Personnel.
Governmental Personnel.

Firms should have national experience with a proven track record for recruiting executives and should possess specific experience in placement of the types of positions stated above.

2. BACKGROUND/PURPOSE

2.1 Director of Business and Housing Development. The department oversees a broad range of business and housing development activities including real estate disposition and management; land development coordination (zoning and right-of-way); community redevelopment (affordable housing and neighborhood development); inspectional services (building inspections, permits and plans examination at a one stop construction service center); historic preservation; and job creation incentives.

The mission of the department is two-fold; 1) to insure that the citizens of the City have adequate and safe housing and that the structures and land in the City meet the minimum standards set forth in the City Code to promote the health, welfare and safety of its citizens; and 2) to be a liaison with prospective development clients.

2.2 Urban Development Director. The department will oversee all of the City's community redevelopment areas. In particular, the department will plan and execute strategic public investments, regulatory actions and incentive programs that create widespread sustained private investment in the redevelopment areas thereby improving quality of life, community aesthetics and environmental health.

The mission of the City's Urban Development Director will be to maximize the quality, pace and beneficial economic impact of Tampa's key strategic community revitalization initiatives.

A major strategic focus of the Administration is to create a residential community downtown. Building upon assets such as the Cultural District, the Downtown River Walk, the Streetcar, and other downtown venues, the City will improve the downtown environment and develop strategies to encourage private residential construction to support a sustained, long-term development of a residential neighborhood. Another major strategic focus of the Administration is the economic development in the City's most challenged areas. The proposed East Tampa CRA is the model initiative for this area of focus. The City has created this and six other Community Redevelopment Areas, most with tax increment financing districts.

3. OVERVIEW

3.1 Director of Business and Housing Development. As the City's Director of Business and Housing Development the position oversees a broad range of business and housing development. The Director's duties and responsibilities are:

- Oversee the land and building regulatory process, including zoning, historic preservation, and permitting and inspection of residential and commercial construction.
- Oversee the management of the Construction Development Permit processes with a balanced concern for the needs of both the development community and neighborhoods.
- Oversee real estate services (i.e. acquisition, disposal, leasing and property management services) for all City departments.
- Implementation of affordable housing programs by providing first-time homeownership opportunities and assisting in the rehabilitation of existing housing stock.
- Establish successful public/private partnerships including the negotiation of development agreements that maximize the economic wellbeing of the City.
- Coordinate key Department initiatives that support and implement the Mayor's Economic Development programs.
- Develop effective working relationships with City infrastructure and utility departments that impact enforcement of site development and utility codes.
- Monitor the City's participation in the National Flood Insurance Program and strive to maintain good standing in the program.
- Develop and maintain efficient and cost effective strategies to encourage and regulate development and redevelopment of the City's residential and business districts.
- Oversee the coordination of Hazard Mitigation activities regarding the Building Constructed Environment required by Federal and State Laws and Hurricane Recovery Operations.
- Monitor and implement Federal and State growth management legislation.
- Provide leadership and guidance in the creation and retooling of business processes and services, to capitalize on new technologies (i.e., E-Business through Internet permitting).
- Establish and prioritize the Department's annual budget and work program.
- Coordinate special projects for City Council and the Administration.
- Hire, train and motivate key staff.
- Represent the City in local, state and national business and housing development matters.

3.1.1 QUALIFICATIONS

- Comprehensive knowledge of and experience with housing programs (e.g. home ownership, affordable housing and housing rehabilitation).
- Considerable knowledge of real estate transactions and processes.
- Experience in municipal real estate purchasing and disposition.

- Extensive knowledge of residential and commercial development codes and regulations.
- Ability to interact effectively with City Council and the City's Administration.
- Experience in developing strategic action plans for complex organization.
- Demonstrated ability to relate effectively to a diverse customer base.
- Experience in making public presentations.
- Excellent negotiation skills.
- Demonstrated training abilities.
- Strong leadership, interpersonal and written/oral communication skills.
- Personal qualities of entrepreneurial spirit, creative imagination and high integrity.
- Minimum five years' related experience is required.
- A Bachelor's degree in Public or Business Administration, or a related field; MBA preferred.

The salary range for this position is \$80,974 to \$126,942 DOQ. The Director of Business and Housing Development is required to live in the City limits of the City of Tampa. The City will provide relocation assistance.

3.2 Urban Development Director. As the City's Urban Development Director the position oversees all of the City's community redevelopment areas. The Director's duties and responsibilities are:

- Creating long range CRA plans consistent with Florida Law.
- Creating strategic action plans for each CRA that have five to ten-year time horizons.
- Plan and coordinate key public investments such as roads, stormwater, transportation improvements, and parks in redevelopment areas or in support of targeted public/private partnership ventures.
- Establish planning processes that address at-risk areas.
- Establish regulatory policies that promote quality private investment including design guidelines, zoning overlays, zoning incentives, etc.
- Establish and administer incentives that encourage private investment such as transportation impact fee free zones, direct financial incentives, etc.
- Market redevelopment areas to the private sector.
- Manage the expenditure of all tax increment revenues.
- Oversee the design review process for all projects in CRA areas.
- Evaluate, recommend and establish new CRA's and TIF districts.
- Administer department budgets.
- Hire, train and motivate key staff including CRA development managers, design review professionals, urban planners, marketing and public relations personnel and consultants.

- Coordination of redevelopment initiatives across all City departments.
- Coordination of redevelopment initiatives with external agencies including FDOT, MPO, Hillsborough County City-County Planning Commission, HARTLine, etc.
- Hire and manage the work of professional redevelopment consultants.
- Annual CRA reporting.
- Administration of all CRA Board activities.
- The Director will represent the City in local, state and national development matters.

3.2.1 QUALIFICATIONS

- Successful private sector development experience.
- Understanding of private and public sector financing strategies and markets.
- Experience in successful community planning, including experience with nationally recognized planners and urban economists.
- Experience with and understanding of Community Redevelopment Agencies.
- Experience in office, industrial, retail and residential redevelopment activities.
- Demonstrated community and organizational leadership.
- Demonstrated ability to relate effectively to a diverse customer base.
- Experience in making public presentations.
- Excellent negotiation skills.
- Demonstrated training abilities.
- Strong leadership, interpersonal and communication skills. Demonstrated ability to relate effectively to diverse stakeholders.
- Personal qualities of entrepreneurial spirit, creative imagination and high integrity.
- Minimum five years' related experience is required.
- A Bachelor's degree in Urban Planning, or a related field; MBA preferred.

The salary range for this position is \$80,974 to \$126,942 DOQ. The Urban Development Director is required to live in the City limits of the City of Tampa. The City will provide relocation assistance.

4. PROPOSER REQUIREMENTS

The City is continuing to accept and review applications for these positions, but has not succeeded in making a placement for these positions. The Successful Proposer will be responsible for all recruitment and outreach activities.

The Successful Proposer shall provide the following services:

- Develop candidate profile and develop a strategy for carrying out the recruitment, including outreach to encourage applicants from diverse backgrounds to apply.

- Identify potential contacts and conduct personal outreach recruiting.
- Reviewing resumes for background and qualifications followed by telephone interviews to clarify each applicant's experience and salary fit, and to prepare a written summary of five to ten candidates with the most promising qualifications.
- Evaluate candidates for serious consideration by conducting in-depth reference checks with individuals who are or have been in the position to evaluate the candidate's performance on the job. Through these reference checks, ascertain the candidate's strength in personal dimensions identified by a job description prepared by the City as well as the Successful Proposer's interviews with stakeholders.
- Finalize a process with the City for interviews and coordinate applicant's participation in interviews.
- Debrief with the City following interviews and identify additional candidates if necessary.
- Verify selected candidates' educational background and conduct criminal, financial, newspaper and civil litigation check.
- In the event politically sensitive or potentially embarrassing issues arise in the candidate's background, conduct in-depth interviews with principal parties to clarify the event and clearly describe a picture of the event.
- Notify rejected applicants.
- Reinitiate a one-time additional executive search, at no fee to the City, if the successful candidates leave the employment of the City within one year of placement.

5. SUBMITTALS

The Proposer shall submit the following:

- The Proposer's background.
- The Proposer's overall qualifications to conduct an executive search for the positions of the Director of Business and Housing Development and Urban Development Director.
- The qualifications of the Proposer's staff that will work on this search. Provide resumes of individual(s) assigned to work with the City.
- A listing of executive searches the Proposer has successfully completed with public entity clients, within the last three years. List should include the position title, the name of the organization for which the search was conducted and the date the search was completed. A listing of comparable searches and contact person with the client organization must be identified.
- A detailed and comprehensive presentation of the Proposer's methodology used to recruit executive positions similar to the Director of Business and Housing Development and Urban Development Director. This shall include the time schedules inherent in the Proposer's search, pre-qualification, and final recommendation processes.

6. ADDITIONAL SERVICES

The City reserves the right to utilize the Successful Proposer when deemed necessary to provide additional assistance/service in recruiting other Executive Level positions as needed in the future under this award.

7. NOTIFICATION

The City is recruiting simultaneously until a Successful Proposer has been chosen and an award has been made. There shall be no penalty to the City by the Proposer or Successful Proposer for the City's recruitment efforts.

End of Section I

SECTION II. GENERAL CONDITIONS

1. GENERAL INFORMATION

1.1 Proposal Due Date. Sealed proposals (one original, four complete copies and one electronic version) will be received no later than the date and time indicated on page one of this document. Proposals will not be accepted after this time.

The City is not required to seek proposals for this service; it has chosen to do so in its best interest. In so doing, however, the City is not bound to award to the lowest monetary Proposer. The City reserves the right to seek new proposals when such is reasonably in the best interest of the City.

City of Tampa Request for Proposals are issued electronically via DemandStar's eProcurement bid distribution system. Obtaining Request for Proposals through Demandstar will ensure that vendor will have the following capabilities: receipt of Request for Proposals electronically, track the status of award activity, receive addenda, be certified as a minority vendor to meet the City of Tampa's minority certification requirements, receive the results of awards and view plans and blueprints online electronically. Vendors who obtain specifications and plans from sources other than Demandstar are cautioned that the Request for Proposal packages may be incomplete. The City will not accept incomplete Request for Proposals. Contact Demandstar at 800-711-1712 or visit www.demandstar.com/supplier for more information.

1.2 Addendum and Amendment to RFP. If it becomes necessary to revise or amend any part of this RFP, DemandStar will provide notification of the Addendum to all prospective Proposers who received an original RFP from DemandStar (Those who are on the Plan Holders List). Addenda will be posted and disseminated by DemandStar at least five days prior to the bid opening date. Bidders registered as obtaining printed bid documents directly from the City's Purchasing Office will receive Addenda via mail or facsimile from Demandstar. The City will not accept incomplete proposals.

It will be the responsibility of the Proposer to contact DemandStar prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and to return the executed addenda with the proposal.

1.3 Florida Public Records Law. In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by other applicable State and Federal Laws, all Proposers should be aware that the RFP and the responses thereto are in the public domain and are available for public inspection. The Proposers are requested, however, to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All proposals received in response to this RFP will become the property of the City of Tampa and will not be returned. In the event of an award, all documentation produced as part of the Award will become the exclusive property of the City.

1.4 City Of Tampa Ethics Code. The Bidder shall comply with all applicable governmental and city rules and regulations including the City's Ethics Code which is available on the City's website. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-522)

Moreover, each Bidder responding to this Invitation to Bid or Request for Proposal acknowledges and understands that the City's Charter and Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any contract or obligation entered into with the City, or from having any direct or indirect financial interest in effecting any such contract or obligation. The Awardee shall ensure that no City employee receives any such benefit or interest as a result of the award of this Invitation to Bid or Request for Proposal. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-514(d))

Please note that the City's Ethics Code may be accessed on the Internet by utilizing the web link below: http://www.tampagov.net/appl_Message_Center/external.asp?strServiceID=246

Tampa's municipal codes are published online by the Municipal Code Corporation.

Printed copies of the Ethics Code can be obtained from the City Clerk's Office for a fee of \$0.15 cents a page.

1.5 Hold Harmless. The Successful Proposer shall agree to release, indemnify and hold harmless the City of Tampa from and against any and all liabilities, claims, suits, damages, charges or expenses (including attorneys' fees, whether at trial or appeal) which the City may suffer, sustain, incur or in any way be subjected to by reason of or as a result of any act, negligence or omission on the part of the successful Proposer, its agents or employees, in the execution or performance of the obligations assumed under, or incidental to, the Award into which the successful Proposer and the City will enter, except when caused solely by the fault, failure or negligence of the City, its agents or employees.

1.6 Incurred Expenses. The City is not responsible for any expenses which Proposers may incur in the preparation and submittal of proposals requested by this RFP, including but not limited to, costs associated with travel, accommodations, interviews or presentations of proposals.

1.7 Proposals Binding. All proposals submitted shall be binding for 120 calendar days following the opening.

1.8 AFFIRMATIVE ACTION

The City of Tampa requires that all awards/contracts exceeding or that can be reasonably expected to exceed a total of \$10,000.00 over any period, when the Proposer has fifteen or more employees; and/or all awards/contracts exceeding or that can be reasonably expected to exceed a total amount of \$50,000.00 over any period and regardless of the number of employees must comply with the City's Equal Employment Opportunity and Affirmative Action Ordinance.

An Affirmative Action Program means a written, results-oriented program meeting the requirements of all applicable regulations, whereby an Awardee/Contractor or Subcontractor makes a good-faith effort to employ women and minorities at all levels of employment, and to treat employees equally without regard to their status as a woman or as a minority.

An Affirmative Action Plan is defined as a written narrative plan designed to remedy the effects of underutilization and past discrimination and to assist an employer to achieve its employment goals for women and minorities through good-faith efforts in all areas of employment and contracting.

Affirmative Action Programs are reviewed and approved by the City's Women and Minority Business Enterprises (W/MBE) Office. Upon approval of an affirmative action program, a certificate of approval, valid for two years, shall be issued to the Awardee/Contractor.

EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS. During the period of this award/contract, said Awardee/Contractor agrees as follows:

(a) The Awardee/Contractor shall not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, national origin, sexual orientation, age, handicap, familial status, or marital status. As used herein, the words "shall not discriminate" shall mean and include without limitation the following:

Recruited, whether by advertising or other means; compensated, whether in the form of rates of pay, or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted; downgraded; transferred; laid off; and terminated.

The Awardee/Contractor agrees to, and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the awarding/contracting officers setting forth the provisions of the EEO clause.

(b) The Awardee/Contractor shall, in all solicitations or advertisements for employees, placed by or on behalf of the Awardee/Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, sexual orientation, age, handicap, familial status, or marital status.

(c) The Awardee/Contractor shall send to each labor union or representative of workers with which the Awardee/Contractor may have a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' representatives of the Awardee's/Contractor's commitments under the City's equal employment opportunity and affirmative action ordinance and other city code or ordinance and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Awardee/Contractor shall register all workers in the skilled trades who are below the journeyman level with the U.S. Bureau of Apprenticeship and Training.

(d) The Awardee/Contractor shall furnish all information and reports required by the City and shall permit access to the books, records, and accounts of the Awardee/Contractor during normal business hours for the purpose of investigation so as to ascertain compliance with the equal opportunity and affirmative action ordinance and program.

(e) The Awardee/Contractor shall, specifically or by reference, include the provisions of paragraphs (a) through (h) of this equal opportunity clause in every subcontract or purchase order so that such provisions will be binding upon each Subcontractor or Vendor.

(f) The Awardee/Contractor and its Subcontractors, if any, shall file compliance reports at reasonable times and intervals with the City in the form and to the extent prescribed. Compliance reports filed at such times directed shall contain information as to employment practices, policies, programs and statistics of the Awardee/Contractor and its Subcontractors.

(g) The Awardee/Contractor shall take such action with respect to any Subcontractor as the City may direct as a means of enforcing the provisions of paragraph (a) through (h) herein, including penalties and sanctions for noncompliance.

(h) A finding, as hereinafter provided, that a refusal by the Awardee/Contractor or the Subcontractor to comply with any portions of this program as herein provided and described, may subject the offending party to the penalties provided in Sections 26.5-141 and 26.5-178 of the City Code.

AFFIRMATIVE ACTION REQUIREMENTS

No applicable award/contract shall be made/executed on behalf of the City unless at least one of the following requirements is met:

(a) The workforce reflects local labor pool demographics. The Awardee/Contractor has demonstrated that its workforce reflects the demographic characteristics of the available pool of labor skills normally utilized by the Awardee/Contractor, based on the United States Equal Employment Opportunity Commission (EEOC) and the Office of Federal Contract Compliance Program (OFCCP) guidelines, as they may be amended, and that each applicable Subcontractor has met one of the requirements of this section. If an Awardee/Contractor or Subcontractor has the applicable Tampa-area workforce, it shall meet this requirement if its Tampa-area workforce reflects local demographic characteristics of the available pool of labor skills.

(b) Equal employment opportunity clause and affirmative action program. The Awardee/Contractor has demonstrated good-faith efforts to comply with section 25.6-176 of the ordinance and has an existing affirmative action program to be submitted to and approved by the City. The Awardee/Contractor must demonstrate that each Subcontractor has met one of the requirements of this section. An affirmative action program shall be approved if it is pursuant to an order of a federal court with jurisdiction over the Awardee's/Contractor's employment practices, or if it meets the standard of the EEOC and OFCCP guidelines, as they may be amended.

OTHER REQUIREMENTS. Each Proposer shall submit any information required by the ordinance in duplicate to the Director of Purchasing as part of the bid documents. Each Proposer shall file, as part of the documents of such award/contract, employment information in such form as may be required by the City and shall ensure that each Subcontractor, if applicable, also files such information.

NON-COMPLIANCE WITH REQUIREMENTS.

A determination by the City that the Proposer, Awardee, Contractor, Subcontractor, offeror or vendor fails to comply with the provisions of the Ordinance shall subject the offending party to any or all of the following penalties.

(a) Declare the Proposer's bid non-responsive and ineligible to receive the involved award/contract.

(b) Withhold from the Awardee/Contractor in violation ten percent of all future payments under the involved award until it is determined that the Awardee/Contractor is in compliance.

(c) Withhold from the Awardee/Contractor in violation all future payments under the involved award/contract until it is determined that the Awardee/Contractor is in compliance.

(d) Exclusion from submitting a bid for any future procurement by the City until such time as the Awardee/Contractor demonstrates that it will comply with all of the provisions of the ordinance.

(e) Termination, by the City, of the award/contract.

For additional information concerning Affirmative Action Programs, contact the W/MBE Office at 813/274-5543 or 813/274-5522.

2. QUESTIONS REGARDING SPECIFICATIONS OR PROPOSAL PROCESS

2.1 To ensure fair consideration for all Proposers, the City prohibits prospective Proposers' communication with any department or employee during the submission process. Questions relative to the interpretation of specifications or the proposal process shall be submitted by email (linda.johnson@tampagov.net) or fax (813)/274-8355. Only answers or clarifications the City deems necessary to complete the RFP will be issued by formal written addenda.

Additionally, the City prohibits communications initiated by a Proposer with any City official or employee evaluating or considering the proposals prior to the time an award decision has been made, except as initiated by the appropriate City official or employee in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Communications so initiated by a Proposer may be grounds for disqualifying the offending Proposer from consideration for award of the proposal and/or any future proposal.

3. CONTENT OF PROPOSALS

3.1 Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to fulfill the requirements of the proposal.

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the following manner:

3.1.1 Title Page. Type the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the title of the RFP.

3.1.2 Table of Contents. Include a clear identification of the written material by section and by page number. Tabs shall identify Sections 3.1.3 through 3.1.10.

3.1.3 Response to Proposal. Specifically state the Proposer's understanding of the work to be accomplished and make a positive commitment to perform the work to include each section addressed in the Scope of Services.

3.1.4 References. Include a reference list of at least three clients to whom the Proposer has provided search/recruitment services too. This list will include the following information:

- Name of Client
- Date of Services
- Position(s)
- Address
- Contact Person
- Telephone Number
- Fax Number
- Email Address

3.1.5 General Statement of Experience. Include a written, verifiable statement of experience in providing and managing similar services. If the Proposer does not possess an experience similar to the services required, Proposer shall provide any pertinent information or experience Proposer feels may qualify Proposer for consideration of award.

3.1.6 Operational Plan. Include a narrative description and/or organizational chart outlining the methods of operation, operational structure, and services to be provided by the Proposer. This description should fully and completely demonstrate the Proposer's intended methods for servicing the requirements. Proposers are also encouraged to provide any other pertinent information that will assist the City in evaluating the proposed method of operation.

3.1.7 Compensation. Submit an all-inclusive cost statement. Provide a detailed cost for providing the services indicated in Section I. Scope of Services. Itemize fees, expenses and any optional costs separately.

3.1.7.1 The City recommends the Proposer and its staff assigned to provide services for the City to include travel expenses, if applicable, in the proposal price. If the Proposer requests separate reimbursement at the time of service, the Proposer shall comply with the City's current travel policy and per diem of Breakfast \$8.00, Lunch \$12.00, Dinner \$18.00, and mileage at 36 cents per mile.

3.1.8 W/MBE Participation. The City is actively encouraging participation in this project by certified Women/Minority Business Enterprise (W/MBE) firms as provided for in Executive Order 98-92. The City's Certified W/MBE Companies list can be obtained from the City's Website at: www.tampagov.net, select Minority Business Development, select Publications, select W/MBE Services Directory for Companies listed by services, then select W/MBE Certified Companies Directory Listed by Name for contact information. For information regarding the certification process please contact Ardail S. Allen, W/MBE Specialist at (813) 274-5542.

3.1.9 Bidder's Affirmation and Declaration. Complete and have notarized the Bidder's Affirmation and Declaration form provided in the RFP Package. This form must be signed by an authorized representative of the firm as defined in 3.1.10 below.

3.1.10 Proposal Signature Form. Complete the Proposal Signature form provided in the RFP Package. This form must be signed by an authorized representative of the firm as defined below:

When Proposer is a corporation, the president or vice president signing shall set out the corporate name in full beneath which he/she shall sign his/her name and give the title of his/her office. The proposal shall also bear the seal of the corporation attested by its corporate secretary.

When the Proposer is a partnership, the proposal shall be signed in the name of the partnership by a general partner or other person duly authorized to bind the partnership. The capacity and authority of the person signing shall also be given.

When the Proposer is an individual or sole proprietorship, the proposal shall be signed by the individual owner, stating name and style under which the Proposer is doing business.

If the Proposer is doing business under a fictitious name, the Proposer must submit a copy of Certificate of Registration with the Florida Secretary of State.

When the Proposer is a joint venture, each joint venturer must sign the proposal as hereinabove indicated.

4. EVALUATION OF PROPOSALS

4.1 A Proposal Evaluation Committee will be established to review and evaluate all proposals submitted in response to this RFP. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided and other evaluation criteria as set forth in this RFP. All proposals submitted will be evaluated by the evaluation committee and will be ranked by the criteria provided in this RFP, including the following:

- Cost to the City
- Firm's Experience and Qualifications
- Responsiveness to the Scope of Services
- Methodology and Schedule
- Personnel

4.2 The evaluation committee will first review each proposal for compliance with the minimum qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal.

4.3 Proposals will be evaluated and rated based on the criteria stated in this RFP, including but not limited to the following:

- 4.3.1** Responsiveness of the Proposal to the scope of work.
- 4.3.2** Ability, capacity, and skill of the Proposer to perform the scope of work.

4.3.3 Experience of the business and individual members of the business in accomplishing similar services.

4.3.4 Responses of the client references.

4.3.5 Such other information that may be required or secured.

4.4 The City reserves the following rights to:

4.4.1 Conduct pre-award discussion and/or pre-award/contract negotiations with any or all responsive and responsible Proposers who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposers prior to selection; and make investigations of the qualifications of Proposers as it deems appropriate, including, but not limited to, a background investigation conducted by the Tampa Police Department or any other law enforcement agency.

4.4.2 Request that Proposer(s) modify its proposal to more fully meet the needs of the City or to furnish additional information as the City may reasonably require.

4.4.3 Accord fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. Such revisions may be permitted after submission of proposals and prior to award.

4.4.4 Negotiate any modifications to a proposal that it deems acceptable, waive minor irregularities in the procedures, and reject any and all proposals.

4.4.5 Process the selection of the successful Proposer without further discussion.

4.4.6 Waive any irregularity in any proposal, or reject any and all proposals, should it be deemed in its best interest to do so. The City shall be the sole judge of Proposers' qualifications and reserves the right to verify all information submitted by the Proposers. The proposal selected will be that proposal which is judged to be the most beneficial to the City.

4.5 Financial Statements. The City reserves the right to request that Proposers submit their annual financial statements for the last three fiscal years, including company financial statement summaries, certified by a Certified Public Accountant. If the organization has been in business for a period of less than three years, Proposers may be required to submit a detailed business plan in addition to any pertinent information that would allow the City to evaluate the sufficiency of financial resources and the ability of the business to successfully perform the services enumerated in the award. Unless otherwise stated, such requests would be made after the submission of the proposals and prior to award of an award.

5. AWARD REQUIREMENTS

5.1 Basis of Award. An award will be awarded to the most responsible and responsive Proposer whose proposal meets the needs of the City to the best degree.

5.2 Award Term. The period of the award shall be for one-year period from the effective date of the award, and may, by mutual written agreement, be renewed at the same terms and conditions for two additional one-year periods.

5.3 Non-Appropriation Of Funds. In the event no funds or insufficient funds are appropriated for expenditures under this award, the City will notify the Successful Proposal in writing of such occurrence and the award shall terminate without penalty or expense to the City on the last day of the fiscal year in which sufficient funds have been appropriated.

5.4 Award Termination. When deemed to be in the best interest of the City, the City may cancel any award resulting from this specification by the following means:

10-day written notice with cause; or

30-day written notice without cause.

5.5 Addition/Deletion. The City reserves the right to add to or delete any item/service from this proposal or resulting agreements when deemed to be in the best interest of the City.

5.6 Assignment. No Proposer shall assign his proposal or any rights or obligations thereunder without the written consent of the City. In the event of such approved subcontracting, the Contractor agrees to provide the City with written documentation relative to the subcontractor(s) employed in this award/contract, including but not limited to the subcontractor's W/MBE and Equal Employment Opportunity/Affirmative Action status.

5.7 Proposal Prices. Prices quoted in the proposal shall include any and all shipping costs, shipped F.O.B. Tampa, FL, or to the facility location specified by the requestor or the purchase order.

All taxes of any kind and character payable on account of the work done and materials furnished under the contract shall be paid by the contractor and shall be deemed to be included in the proposal. The laws of the State of Florida provide that sales tax and use taxes are payable by the Contractor upon the tangible personal property incorporated in the work and such taxes shall be paid by the Contractor and shall be deemed to have been included in the proposal. The City is exempt from all State and Federal sales, use and transportation taxes.

Proposal prices include all royalties and costs arising from patents, trademarks and copyrights in any way involved in the work. Whenever the Awardee is required or desires to use any design, device, material or process covered by letters of patent or copyright, the Awardee shall indemnify and save harmless the City, its officers, agents and employees from any and all claims for infringement by reason of the use of any such patented design, tool, material, equipment or process, to be performed under the contract, and shall indemnify the City, its officers, agents, and employees for any costs, including litigation costs and attorneys' fees through the appellate process, expenses and damages which may be incurred by reason of any infringement at any time during the prosecution or after the completion of work.

5.8 Use Of State Contract, GPC, Or Cooperative Purchasing Bids. The City of Tampa reserves the right to utilize applicable State of Florida Contracts, GPC Bids, or those contracts of any other federal, state, or local governmental entity under the terms of a bid submitted to such entity, provided that such contract is procured in compliance with the procuring entity's law, bylaws, regulations, or ordinances regarding competitive solicitation, which must provide for full and open competition for any items covered by this specification when the use of same is in the best interest of the City of Tampa.

5.9 Payment Method and Schedules. Payments will be made by the City after receipt and acceptance of proper invoices and normal processing time--approximately 30 days total. The City does not pay service charges or interest on late payments, except in accordance with law.

5.10 Default/Re-award. Any award resulting from this specification may be cancelled by the Director of Purchasing in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms, including the failure of the Awardee to deliver materials or services within the time stipulated in this specification, unless extended in writing by the Director of Purchasing. In the event a contract is cancelled because of the default of the Awardee, the Director of Purchasing may: (i) purchase the materials or services specified in this specification on the open market; or (ii) make an award to the next best Proposer and establish the period of such award, provided such period is no longer than the award period set forth in this specification.

5.11 Convicted Vendor List (Public Entity Crime). A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (\$10,000.00 and greater) for a period of 36 months from the date of being placed on the convicted vendor list. [See Florida State Statute 287.133 (2)(a)]

6. INSURANCE REQUIREMENTS

During the life of the award, the Awardee shall provide, pay for, and maintain with companies satisfactory to the City the types of insurance described herein. All insurance shall be from responsible companies duly authorized to do business in the State of Florida. The general liability policy shall provide that the City is an additional insured as to the operations of the Provider under the Award and also shall provide the Severability of Interest Provision.

The insurance coverages and limits required must be evidenced by properly executed Certificates of Insurance on forms that are to be furnished by the City. Each Certificate must be personally manually signed by the Authorized Representative of the insurance company shown in the Certificate. Thirty (30) days' written notice by registered or certified mail must be given the City of any cancellation, intent not to renew, or reduction in the policy coverages, except in the application of the aggregate liability limits provisions. Should any aggregate limit of liability coverage be reduced, it shall be immediately increased back to the limit required by the award. The insurance coverages required herein are to be primary to any insurance carried by the City or any self-insurance program thereof.

Within ten working days of receipt of notification of intent to award, the Successful Proposer shall provide the City of Tampa Purchasing Department the required insurance on the City Insurance Form. Failure to furnish by the 10th working day may disqualify Proposer as non-responsible, unless the due date is extended by the Director of Purchasing or her Designee.

The City may waive any or all of these requirements based on the specific nature of goods or services to be provided under the award.

- (a) **Worker's Compensation and Employer's Liability Insurance** shall be provided for all employees engaged in the work under the contract, in accordance with the laws of the State of Florida. The amount of the employer's Liability Insurance shall not be less than the amount specified.
- (b) **Commercial General Liability Insurance** coverage shall include Personal Injury, Contractual for this Contract, and Independent Contractors.

Bodily Injury & Property Damage Liability -- \$1,000,000 Combined Single Limit Each Occurrence and Annual Aggregate.

End of Section II

SECTION III. BIDDER'S AFFIRMATION AND DECLARATION AND PROPOSAL SIGNATURE FORM

BIDDER'S AFFIRMATION AND DECLARATION

Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgements, personally appeared

AFFIANT'S NAME

Who, after being duly cautioned and sworn (or who is unsworn if that be the case) and being fully aware of the penalties of perjury, does hereby state and declare, on his own behalf or on behalf of a partnership or corporation, whoever or whichever is the Bidder in the matter at hand, as follows:

1. That the Bidder, if an individual, is of lawful age.
2. That if the Bidder is a partnership or a corporation, it has been formed legally; if a Florida corporation, it has filed its Articles of Incorporation with the Florida Secretary of State; if a corporation incorporated under the laws of a state other than Florida, it is duly authorized to do business in the State of Florida.
3. That if the Bidder is using a fictitious name, he/she/it has complied with the Fictitious Name Statute of the State of Florida.
4. That the Bidder has not submitted a rigged Bid, nor engaged in collusive bidding or collusive bidding arrangement or fraudulent bidding, or entered into a conspiracy relative to this bid, with any other person, partnership, or corporation making a bid for the same purpose. The Bidder is aware that "Any understanding between persons where one or more agree not to bid, and any agreement fixing the prices to be bid so that the awarding of any contract is thereby controlled or affected, is in violation of a requirement for competitive bidding and renders a contract let under such circumstances invalid." [See McQuillian, Municipal Corporations, §26.69].
5. That the Bidder is not in arrears to the City of Tampa upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the City.
6. That no officer or employee of the City, either individual or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract or obligation entered into between the City of Tampa and this Bidder or awarded to this Bidder; nor shall any City officer or employee have any financial interest in assisting the Bidder to obtain, or in any other way effecting, the award of the contract or obligation of this Bidder.
7. That, by submitting this bid, the Bidder certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

FURTHER BIDDER SAYETH NOT.

Bidder: Complete the applicable Acknowledgement for An Individual Acting In His Own Right, A Partnership or A Corporation, according to your firm type.

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT	
State of _____ County of _____	
The foregoing instrument was acknowledged before me this _____ day of _____ 20_____, by _____, who is personally known to me or who has produced identification and who did (did not) take an oath.	
_____ Signature of Notary Public	_____ Signature of Affiant
Notary Public State of: _____ My Commission Expires: _____	
_____ Printed, typed or stamped Commissioned name of notary public	_____ Printed or typed name of Affiant

FOR A PARTNERSHIP	
State of _____ County of _____	
The foregoing instrument was acknowledged before me this ____ day of _____ 20____, by _____, who is a partner on behalf of _____, a partnership. He/She is personally known to me or has produced identification and did (did not) take an oath.	
_____ Signature of Notary Public	_____ Signature of Affiant
Notary Public State of: _____ My Commission Expires: _____	
_____ Printed, typed or stamped Commissioned name of notary public	_____ Printed or typed name of Affiant

FOR A CORPORATION

State of _____
County of _____

The foregoing instrument was acknowledged before me this ____ day of _____ 20, ___ by,
who is _____

(Title)

of _____

(Corporation Name)

a corporation under the laws of the State of _____, on behalf of the said corporation.
He/She is personally known to me or who has produced identification and who did (did not) take an oath.

Signature of Notary Public

Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

Printed, typed or stamped
Commissioned name of notary public

Printed or typed name of Affiant

**PROPOSAL SIGNATURE FORM
FOR
EXECUTIVE SEARCH AND RECRUITMENT SERVICES**

In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to provide **RFP#61102204, EXECUTIVE SEARCH AND RECRUITMENT SERVICES**, in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature form shall be submitted with the Proposer's written proposal and will become a part of any agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative as defined in Section 3.1.10 of this RFP. **If the Proposal Signature Form is not signed by an authorized representative and/or submitted with the proposal, the proposal is considered non-responsive.**

Please type or print:

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Type Organization: Individual Small Business Non-Profit
 Partnership Corporation Joint Venture

Attach copies of all such licenses, permits or certificates issued to the business entity.

Business is licensed, (unless exempt by applicable law) permitted or certified to do business in the State of Florida:
 Yes No. License # _____

State of FL Corporation ID# (from Sec'y of State): _____

State of FL Fictitious Name Reg.# (from Sec'y of State): _____

Federal I.D. #: _____

Authorized Signature: _____ Date: _____

Minority Business Status: Black Hispanic Woman

Is your business certified as a minority business with any government agency? Yes No. If yes, please list below:

Agency Name	Certification Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

AFFIRMATIVE ACTION. This section applies only to bids over \$10,000.00. In order to comply with the City of Tampa Equal Employment Opportunity and Affirmative Action Ordinance, said company **(please check the appropriate box):**

is submitting with this bid has submitted prior to this bid

to the City of Tampa Purchasing Department one of the following: (Please check the appropriate box below and attach the appropriate documents.)

An Affirmative Action Program to be approved by the City.

Proof of Certification of Compliance stating that said company already has a governmental (Federal, State, City of Tampa, etc.) approved or federally court ordered Affirmative Action Program.

Appropriate documentation that the company's workforce reflects the local labor pool demographics.

Said company is exempted, because the bid is \$50,000.00 or less and the company employs fewer than 15 employees. Please submit a UCT-6W (Quarterly Wage and Earning Report) or a computerized wage statement.

Contact Person for questions concerning Affirmative Action:

Name: _____ Telephone Number: _____

Number of Employees: _____ Fax Number: _____

Authorized Signature: _____ Date: _____

End of Section III