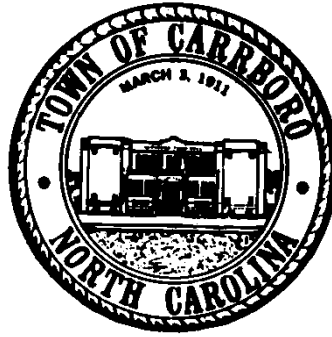


ATTACHMENT A

**A RESOLUTION ACCEPTING THE REPORT PROVIDED
BY STAFF ON SEARCH FIRMS
Draft Resolution No. 128/2010-11**

BE IT RESOLVED by the Aldermen of the Town of Carrboro that the Aldermen accept the report from the staff on the timeframe for Town Manager RFP.

This the 24th day of May, 2011.



Town of Carrboro
301 West Main Street
Carrboro, NC 27510

Request for Proposal
Town Manager Search Services

Date Issued:

Date of Time of Closing:

1.0 PURPOSE

The Town of Carrboro is seeking a qualified offeror to assist the Town in the selection of a Town Manager in accordance with the terms, conditions and specifications as set forth in this Request for Proposal (RFP).

The firm shall specialize in recruitment for municipal organizations and have extensive executive level personnel recruitment experience. To be eligible to respond, the proposing firm shall demonstrate that they have successfully completed services similar to those specified in the Scope of Work section of this RFP for an organization of similar size and complexity as Town of Carrboro.

2.0 BACKGROUND

Town of Carrboro (Pop. approx. 20,000), a diverse and progressive community known as “the Paris of the Piedmont” seeks a qualified candidate to fill the position of Town Manager (vacancy due to retirement). Carrboro has approximately 162 full and part-time employees, with an annual budget of \$18,489,939.

The Town Manager is responsible for managing the day-to-day operations of the Town; providing leadership and general supervision to the Town departments and coordination of all Town operations; ensuring that services are delivered in accordance with established policy; and, ensuring that the Board is kept informed on all matters relating to the Town.

The position reports directly to the Mayor and Board of Aldermen and acts as the liaison with various public agencies, legislative bodies, and regional organizations. The Manager is responsible for preparing, presenting, and monitoring the annual budget for the Town and provides overall direction of the Town’s operations to ensure that objectives are met and costs do not exceed budget restrictions. The Manager’s salary and benefits package is competitive.

The Town government is comprised of the following departments: Town Manager (includes Information Technology Division), Town Clerk, Police, Recreation and Parks, Fire, Management Services (includes Finance and Purchasing Divisions), Human Resources, Public Works, , Planning (includes Zoning and Inspections Divisions), and Community /Economic Development Department.

3.0 STATEMENT OF NEEDS

The Town of Carrboro North Carolina seeks a firm to provide Town Manager search services. The successful firm shall perform all tasks under the resulting agreement in accordance with generally accepted standards and provide the Carrboro Board of Aldermen with the best possible advice and service within the consultant's authority and capacity. The scope of work shall include the following:

1. Perform Needs Assessment: The consultant shall assist the BOA with formulating a comprehensive set of criteria for selecting the Town Manager with input from town advisory board chairs, department heads and citizens. The resulting criteria shall be used to also formulate specific questions for candidate interviews. The BOA, advisory board chairs, department heads and citizens shall also contribute to the formulation of interview questions. The offeror should provide a schedule that details the expected timeline for completing the needs assessment plan.

2. Identify Potential Candidates: The consultant will work with the Town's Board of Aldermen in developing an approach for describing the organization and position to potential candidates and referral sources; including placement of job announcement and recruiting of candidates who meet the needs of the Town. This is intended to be a national level search, seeking out applicants who have a proven record in management and leadership.

3. Conduct Candidate Screening: Consultant should demonstrate the ability to provide the Board of Aldermen preliminary candidate lists of individuals meeting the requirements of the employment profile. The application pool should include 10-15 candidates with whom the consultant will conduct recorded phone interviews. The consultant will then share the recorded phone interviews with a committee of the BOA and assist the committee in formulating criteria for selecting 4-5 of those candidates who were interviewed by phone to be invited to Carrboro for final interviews.

4. Candidate Final Interviews: The consultant will work with the Board of Aldermen to develop and implement a process for evaluating the finalists for the position. This includes coordinating interviews. The consultant will be responsible for the overall management of the project and will describe how they will manage the interview phase. Information on all candidates at this stage will be shared with the Town's Board of Aldermen. Finalists and their financial requirements are identified at this stage.

5. Reference Checks and Verification of Credentials: Reference checks, credit check, a web search, and detailed background investigations will be conducted for all finalists. A reference check with the senior manager at each place of employment during the last ten years should be made. There will be a need to verify academic credentials, and criminal background check for any candidate receiving a job offer.

6. Offer Coordination and Acceptance: The selected provider should preliminarily discuss compensation requirements with the preferred candidate when the Board of Aldermen has determined an offer is appropriate. This information will be reviewed by the Board of Aldermen to develop an offer of employment.

Specific Requirements

Proposals should be as thorough and detailed as possible so that Board of Aldermen may properly evaluate Offeror capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. Plan for providing services:

- a. Provide a detailed search work plan and schedule of tasks with timelines included.
- b. The offeror should provide a schedule that details the expected timeline for completing the needs assessment plan.
- c. Include details that describe how the process of how amendments may be made to the original scope.
- d. Consulting team members should be identified along with their specific duties and/or tasks.
- e. List the strategies your organization will use for approaching this project and describe the implementation of the strategies.
- f. Submit a plan for screening candidates based on their salary expectations and requirements as they relate to the Town's salary range.
- g. List all resources available to your organization in completing the services described in the RFP including, but not limited to:
 - i. Provide Firm or Company background information (including years in business and business location)
 - ii. Provide number of ad placements and their possible locations
 - iii. Submit examples or formats of written communications that will be used during the selection process. Clarity of content, writing style and document appearance will be reviewed.

3. Experience and qualifications

- a. Qualified firms/individuals will have a minimum of five (5) years experience in providing services outlined herein, and will submit a description of qualifications/experience of the Offeror and any individuals assigned to this project. A resume for each employee will suffice.
- b. Four (4) recent references, preferably for public-sector placement in similar positions or Manager/Chief Administrative Officer, and for whom you have provided the type of services described herein. Include the date(s) said services were furnished, the client name, address and the name and phone number of the individual for whom the Board of Aldermen has your permission to contact.

4. Price

- a. Complete and detailed pricing schedule for the services proposed by the Offeror. Travel and per diem costs shall be included in the schedule. The cost of each task shall be itemized.

- b. Breakdown of direct labor and labor overhead costs.
- c. Breakdown of other expenses such as clerical support, other overhead costs, supplies, etc.