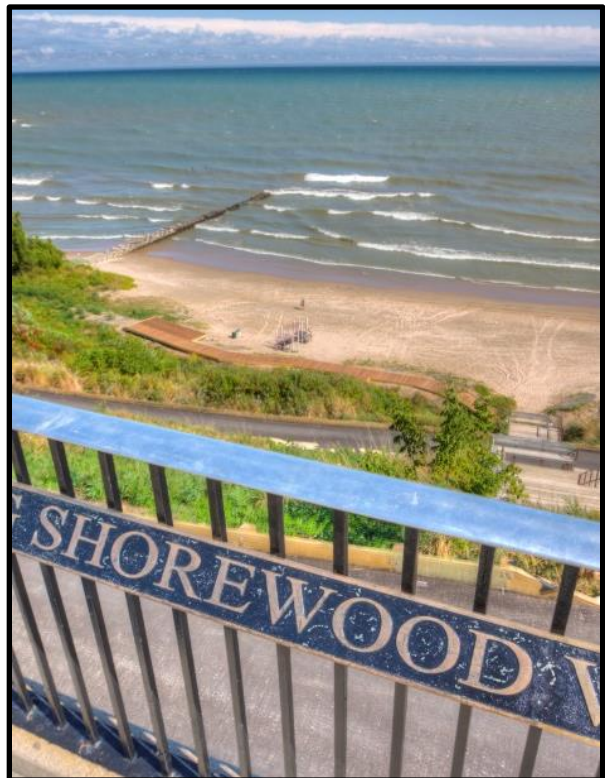


REQUEST FOR PROPOSALS

POLICE CHIEF RECRUITMENT SERVICES



REQUEST FOR PROPOSALS

Police Chief Recruitment Services

Release Date: Tuesday, September 21, 2021

Closing Date: Wednesday, October 13, 2021 by 4:30 PM
All RFP's must be received by the closing date and time.

Contact Person: Tyler Burkart
Assistant Village Manager
414-847-2705
tburkart@villageofshorewood.org

Village of Shorewood
3930 N. Murray Avenue
Shorewood, WI 53211

I. INTRODUCTION

The Village of Shorewood is seeking services from a qualified executive search firm to assist the Village Board in recruiting candidates for the vacancy of Police Chief.

II. BACKGROUND

The Village of Shorewood, incorporated in 1900, is a border suburb of Milwaukee located between Lake Michigan and the Milwaukee River. Today, the community is a fully developed community of approximately 13,859 people. It covers an area of approximately 1.6 square miles making Shorewood the most densely populated community in the State of Wisconsin.

The community is primarily residential with a diverse mixture of single-family homes, duplexes and apartments. The community boasts a revitalized and vibrant business district centered on the main streets of North Oakland Avenue and East Capitol Drive. There is no industrial development within the community. Open space and parkland comprise approximately 130 acres or 13% of the community's land area.

The Village currently operates with the following departments: Police, Planning and Development, Finance, Clerk's Office, Public Works, the Senior Resource Center, and the Shorewood Public Library. The North Shore communities, with Shorewood included, have consolidated services for Fire/Rescue, Dispatch and Health. The total Village budgeted expenditures for FY2021 is approximately \$30.1 million (including General Fund, General Capital, Debt Service, all Enterprise Funds, TID, and all Utility Funds).

The Village of Shorewood has operated with a Village Manager since 1928. The current Village Manager Rebecca Ewald has been Village Manager for 3 years since 2017. The outgoing Village Chief is Peter Nimmer, who has held the position of Police Chief for the last 6 years. The Village is governed by an elected Village Board consisting of a President and six Trustees. All elected officials serve three year terms on a staggered schedule and are elected by the Village

at-large. The Village Board appoints the Village Manager, who is responsible for the day-to-day operation of the Village, as well as implementation of Board policies. Many residents take an active role in the community, indicated by the large number of volunteers who serve on various boards, commissions and committees.

The Police Department is budgeted for 1 Police Chief, 2 Captains, 5 Sergeants, 15 Police Officers, and 2 Detectives. The department also has an Administrative Services Manager, a Public Safety Clerk, and 2 Community Service Officers. The department moved into a new space at 4057 N. Wilson Dr. that was renovated to meet the needs of our Police Department and assist their operations in 2017. There are a total of 17 officers who make up the police union.

A five person Police Commission is appointed by the Village President. The commission is concerned with police personnel matters. It prepares an eligibility list of job applicants for police positions following a prescribed examination and selection procedure. The commission approves promotions and reviews certain disciplinary action. The Village Board also has a standing Public Safety Committee comprised of three Village Board of Trustees. The Village Board appoints members to a Human Relations Commission who is tasked to cultivate community-wide change through learning, engagement, and policy to advance human dignity, respect, and civil rights. The Police Chief will work jointly with all these groups.

The Village recently made a public commitment to advance equity, diversity, and inclusion (EDI) as it relates to all people who have been marginalized in communities for their identities. This work is positioned to be in alignment with Milwaukee County's Racial Equity Resolution. EDI initiatives include diversifying housing, eliminating exclusionary zoning practices, and increasing engagement around policing policies and procedures. The Police Chief was a key stakeholder in the initial EDI workgroup, and the Village Board has allocated funds to support staff and volunteers to complete the YWCA of Southeastern Wisconsin's Unlearning Racism training.

More information can be found on the village website at <http://www.villageofshorewood.org>. One resource available online for interested firms is the 2020 Police Organization Study completed by Alexander Weiss Consulting, LLC: <https://www.villageofshorewood.org/DocumentCenter/View/8596/Shorewood-Police-Org-Study-Final-Report>.

III. SCOPE OF SERVICES

The following summarizes the scope of services needed for the Police Chief recruitment process:

- Have a preliminary meeting with the Police Commission to discuss process, recruitment strategy and answer questions about the process.
- Meet with the Police Commission, the Village Board, the Village Manager, the Human Relations Commission, department heads, and/or stakeholder groups as necessary to facilitate the development of an appropriate candidate profile and list of priorities for the new Police Chief.
- Convene a public meeting so the residents can provide their comments and thoughts about attributes they want in the Police Chief.

- Develop and administer a search for appropriate candidates by using a position announcement and applicable job posting resources. Incorporate recruitment methods that will recruit a talented candidate pool with a diverse background and a strong track record of community engagement.
- Answer questions from candidates and collect application materials.
- Review all application materials received, comparing them to the candidate profile and perform screening interviews, psychological testing, etc. as needed.
- Select the most qualified candidates based on the candidate profile developed and setup interviews for candidates with the Police Commission; provide a written report summarizing the overall candidate pool and the qualifications of those to be interviewed.
- Include steps in the selection and hiring process that evaluates a candidate's ability to integrate community-based policing principles; prioritize equity, diversity and inclusion in the Police Department organization and community; actively engage with residents and community groups; assess and implement policing best practices and innovative solutions to meet the demands of the Shorewood community.
- Advise the Police Commission on interview strategies and appropriate questions to ask candidates; attend the interview sessions and assist the Police Commission in narrowing the candidate pool to finalists.
- Conduct complete background check on finalist candidates and advise the Police Commission of the results.
- Facilitate the final interview process and assist the Police Commission to make a selection as needed.
- Assist with employment contract negotiations.
- Provide guidance on the transition of the Police Chief position.
- List and provide any optional services that are recommended for the Village's process – if so, please identify each additional cost for every optional service you recommend or propose performing.

The Police Commission would like the ability to remain flexible throughout the process and may change the outlined process depending on the candidate pool or other circumstances.

IV. PROPOSAL CONTENT AND REQUIREMENTS

The proposal should provide a concise description of the proposer's capabilities to satisfy the requirements for each deliverable specified in the Scope of Services. If your firm cannot fulfill a requirement, please include a section that explains why and how you can still provide this service adequately. While additional information may be presented, the items listed in Scope of Services must be completely addressed in your proposal. Submit an electronic copy in PDF via email to tburkart@villageofshorewood.org.

The proposal should include the following:

Transmittal Information

- Firm's name, address, telephone number and contact person.
- Firm's confirmation of understanding of the services and commitment to provide the appropriate personnel and equipment to perform the scope of services as defined in this document.

Approach

- Provide a description of the anticipated services.
- Outline your proposed staffing levels and activities.
- Clarify how your process will recruit and select candidates who possess community-based policing principles; prioritize equity, diversity and inclusion in the Police Department organization and community; actively engage with residents and community groups; assess and implement policing best practices and innovative solutions to meet the demands of the Shorewood community.
- Provide estimated hours for all tasks. Include any optional services not listed in this RFP that would be important to the Police Chief recruitment and hiring process.

Experience

- Identify professional registrations or certifications of personnel performing services.
- Professional or life experiences that contributes to the perspective and abilities your team will bring to this project.
- Describe recruitment experience that aligns with advancing EDI objectives in policing and in communities.
- Add description of related past experience, particularly experience of a similar capacity on projects of comparable size and/or scope.
- Disclose any ties or representation of past or present Village Board members, Shorewood Police Department employees, and attorneys representing the Village of Shorewood and/or Shorewood's Police union.

Cost

- Include a table such as the one illustrated in Attachment A that outlines an estimated cost and hours for each service listed.
- Include a proposed payment schedule and clarify the cost is a do not exceed.

Contract

- Attach a copy of your standard contract (if available) for these types of services in the proposal.
- Review the terms and conditions in this RFP and confirm in your proposal if you would be able to adhere to all the terms and conditions listed from the Village.

Insurance

- Include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies.
- Description must show compliance with the requirements noted in the Terms and Conditions section of this RFP.

Examples of Work

- Provide up to three different examples of programs or services you've performed for other municipalities.
- Demonstrate how the firm believes this work provided a high-quality of service.

References

- Provide references of current or previous clients you have worked with in the past.
- It is highly recommended to include at least one municipality (preferably several municipalities) as a reference.

V. SELECTION PROCESS

RFP Issued	September 21, 2021
Deadline to schedule a pre-meeting (if needed)	September 29, 2021
Deadline to conduct a pre-meeting (if needed)	October 6, 2021
Proposals due	October 13, 2021
Interviews and Review of Proposals	October 18 – 27, 2021
Review Proposals at Village Board and Make Recommendation	November 1, 2021
Finalize Service Agreement with Firm	November 10, 2021
Village Board Considers Service Agreement	November 15, 2021

VI. TERMS AND CONDITIONS

The Village requests the following terms and conditions to be included in the service agreement:

Village Costs

The Village will pay the Service Provider for the services provided as described. Such payment shall be full compensation for all services rendered and for all supervision, labor, liability insurance, and other incidental costs.

Payment Terms

The Village will be responsible for following the payment schedule outlined by the selected Service Provider. Village will make payment as long as it receives invoice at least thirty days prior to outlined payment schedule and Service Provider successfully completed services as outlined.

Insurance

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion,

color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

Contract Period and Termination of Contract

The contract period will be ongoing until all services outlined in the scope of services is completed. The Village reserves the right to cancel this Agreement within (30) days written notice. If the Service Provider elects to cancel the Agreement, it must provide (30) days written notice and it must be mutual between the Village and the Service Provider. If the Service Provider cancels this Agreement after advance payment for services has been rendered per the terms, the Service Provider will only be compensated on a pro-rata basis for actual work performed, and any remaining advance payment will be returned to the Village.

Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and

conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

VII. SELECTION CRITERIA

The Village will consider the following in evaluation and selection of the proposals:

- General understanding of the scope of services.
- Quality and content of the written proposal.
- Experience and technical competence associated with the scope of services requested.
- Ability to execute recruitment strategies and selection criteria that measures a candidate's knowledge of community-based policing, EDI principles, and other areas to incorporate in the finalized candidate profile.
- Ability to perform the scope of services within an appropriate time frame and necessary parameters.
- Cost to execute the services.

VIII. INSTRUCTIONS TO FIRMS

Submittal Instructions

- Please provide (1) digital copy of the proposal via email only to:
Project Manager: Tyler Burkart, Assistant Village Manager, Village of Shorewood
Email: tburkart@villageofshorewood.org
Identify proposal name into subject line of email: Police Chief Recruitment Services
Deadline: 4:30 p.m. CST, Wednesday, October 13, 2021
- Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
- Questions regarding this RFP should only be directed to staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

Amendments

Amendment of proposals may be done as follows:

By Village: Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

Contract Administration

The staff member is the primary contact for contract administration of this proposal:

Tyler Burkart, Assistant Village Manager

tburkart@villageofshorewood.org

414-847-2705

In the absence of the primary contract, the secondary contact for contract administration is:

Rebecca Ewald, Village Manager

rewald@villageofshorewood.org

414-847-2701