

Request for Proposals:

Police Chief Search

City of Evansville
Evansville, Wisconsin

City of Evansville is issuing a Request for Proposals (RFP) for interested consultants to submit proposals for an employment search of Chief of Police.

PROPOSAL DEADLINE: August 10th, 2019

Proposals shall be emailed to ian.rigg@ci.evansville.wi.gov or submitted in an envelope clearly marked “Police Chief Search” to:

Evansville City Hall
Attn: Ian Rigg
31 South Madison
PO Box 529
Evansville WI 53536

Consultant Qualifications

The Consultant shall have previous experience preparing job advertisements, forming interview questions, conducting reference checks and selecting qualified candidates for final interviews while being familiar with the hiring process of Police Chiefs in the State of Wisconsin.

Purpose of the Request

City of Evansville seeks proposals from qualified consultants to conduct an employment search that meets the following goals:

1. Provides a wide selection of qualified candidates and ensures the greatest opportunity for a diverse selection of candidates.
2. Provides objectivity in the selection process.
3. Provides advice and valuable information to the interview panel, elected officials and Police Commission in the selection process.
4. Minimize staff time.

Background for Evansville

City of Evansville is a Municipality with a population of 5,317, is located about 20 miles south from Madison, Wisconsin, and is still largely rural. The City has become a bedroom community for the Madison metro area and continues to grow steadily. There is also industry within the community with Stoughton Trailers, Baker Manufacturing, BlueScope, Landmark and various large farms in the

surrounding area. The City operates an electric distribution utility, waste water treatment, water and stormwater utility. The City also provides road maintenance, parks, pool, library, EMS, Police, administration, community development, building inspection, youth center, and contracts solid waste/recycling collection.

The City is governed by an eight-member council and a mayor. All elected officials serve a two year term that is staggered one per year from each of the four wards. The Police commission is comprised of five community members from the City of Evansville and the Town of Union rotating on a five year appointed term.

The Police Department consists of six (6) FTE officers, four (4) PTE officers, one (1) Lieutenant, one (1) Sergeant, one (1) PTE officer acting as senior liaison and court officer, and one (1) FTE & PTE secretarial staff member. The Police Department works with the City operated Youth Center, Building a Safer Evansville (BASE), local charities, the Municipal Court and the Evansville Community School District on youth intervention and betterment. The Department is accredited with Wisconsin Law Enforcement Accreditation Group (WILEAG).

Scope of Services for Evansville

The City of Evansville requires the assistance of a consultant for many reasons. The examples below are illustrative of the types of activities the City believes a consultant should provide to meet the *Purpose of the Request* above; not a limitation of what should be provided.

1. Review information regarding the needs and desires of staff and officials regarding the next Chief of Police.
2. Review comparable starting salaries and present findings to the City Administrator.
3. Create a job posting based on community information, job description, comparable salary and leadership desired by staff and officials.
4. Advertise the job posting, including organizations, networks, and media that reaches minority populations.
5. Narrow the first selection of applicants to six to eight (6-8) candidates.
6. Call, email, and/or write references and ask a series of questions.
7. Submit the first selection of applicants with reference results to the interview panel.
8. From past experience and knowledge on candidate qualities desired, develop interview questions and submit to the interview panel. Alternatively, take questions developed by the interview panel and make suggestions on edits, alterations, deletions and additions.
9. Act as liaison to the candidates regarding scheduling, informing the candidates of their status in the process, and general information about the position.
10. Assist with the interview process as an observer and advisor with the final three to four (3-4) candidates interviewed in person by the panel.

Proposal Evaluation

Award shall be based on the proposal deemed in the best interest of the City of Evansville. Firms and consultants may be asked to provide additional information. The following evaluation criteria, not listed in order of significance, will be used:

- General approach and plans to meet the requirements of the RFP
- Qualifications and experience of the firm and assigned personnel
- Consultant's past performance on similar searches

- Cost

Contract

City of Evansville reserves the right to make an award without further discussion of the proposal submitted or may decide to not make any award. The proposal should be submitted initially on the most favorable terms which the firm can propose. The firm shall enter into separate written contracts with the City. It is understood the final contract will contain the proposal of the selected firm.

This RFP does not obligate the City of Evansville to a contract for services specified herein.

Please direct any questions about the project or this RFP to:

City of Evansville:

Ian Rigg

31 S Madison St

PO Box 529

Evansville, WI 53536

ian.rigg@ci.evansville.wi.gov

608-882-2263