**Village of Woodridge**

**REQUEST FOR PROPOSALS**

EXECUTIVE SEARCH AND RECRUITMENT SERVICES

DIRECTOR OF FINANCE POSITION



# RFP Submittals Due July 29, 2022 by 4:00 PM

Submit One Electronic Copy to:

Village of Woodridge

ATTN: Shaeera Salauddin

5 Plaza Drive

Woodridge, IL 60517

*Electronic copies by flash drive or email to:*

*ssalauddin@woodridgeil.gov*

CONTACT: Peggy Halik, Assistant Village Administrator

[phalik@woodridgeil.gov](mailto:phalik@woodridgeil.gov%20) or (630) 719-4705

# June 24, 2022

**TABLE OF CONTENTS**

## INTRODUCTION

1. **BACKGOUND OF THE VILLAGE**
2. **SCOPE OF SERVICES REQUESTED**
3. **RESPONSE CONTENTS**
4. **RESPONSE SUBMISSION**
5. **RIGHT TO REJECT**
6. **NOTIFICATION OF AWARD**
7. **PROPOSED EVALUATION**
8. **DISCLOSURE OF POTENTIAL OR ACTUAL CONFLICT OF INTEREST**
9. **QUESTIONS**

### INTRODUCTION

The Village of Woodridge (hereafter Village) seeks proposals from qualified executive search consultant firms to assist in its search efforts for the selection of a Director of Finance, in accordance with the specifications contained in this Request for Proposal (RFP).

### BACKGROUND OF THE VILLAGE

The Village of Woodridge (population 33,000) is a progressive community located in DuPage, Will, and Cook Counties, Illinois approximately 30 miles southwest of Chicago. Neighboring communities include Naperville, Downers Grove, Darien, Lisle, Lemont, Romeoville and Bolingbrook. The Village of Woodridge was incorporated on August 24, 1959.

The Village of Woodridge is a home rule community that operates under a strong Mayor form of government. The Village Board consists of eight elected officials including the Mayor, Village Clerk, and six Trustees all of whom are elected at-large and serve staggered four-year terms. Day to day operations of the Village are the responsibility of the Village Administrator.

The Village of Woodridge operates on a calendar year budget. The General Fund budget totals $23 million and the total budget for all funds is approximately $46 million.

The Village employs 115 full-time and three part-time employees and its services are provided by the Police, Public Works, Administration, Community Development, and Finance departments.

The current Director of Finance will be retiring in January 2023. The Director of Finance has been employed with the Village of Woodridge since November 2012. Additional information regarding the Village of Woodridge can be located at the Village’s website: www.woodridgeil.gov.

### SCOPE OF SERVICES REQUESTED

The search firm should specialize in executive public sector management recruitment. To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services similar to those specified in the Scope of Services section of this RFP for municipalities similar in size and complexity to the Village of Woodridge.

Duties will include, but not be limited to the following:

* Work closely with the Village Administrator and other parties to identify expected qualifications, traits, and management style of the next Director of Finance.
* Refinement of a draft candidate profile
* Production and dissemination of a recruitment brochure and/or job ads.
* Guidance to the Village Administrator in developing a recruitment plan.
* Coordinating with the Village Administrator a schedule for recruitment, review, and selection.
* Conducting a state and national recruitment effort utilizing a variety of diverse resources, including targeted, personal recruitment of potential candidates.
* Development of potential candidates, including initial screening and evaluation.
* Define, with the Village Administrator, the format of the interview process, the development of interview questions and other techniques to evaluate candidates.
* Conduct background/reference checks on candidates selected for interview.
* Coordinate the interview process.
* Attend/participate in candidate interviews.
* Assist with finalist offer negotiations.

The selected firm will act as an ambassador and representative of the Village of Woodridge. It is expected that the successful firm will report its progress to the Village Administrator on an appropriate basis, including in-person meetings as needed.

### RESPONSE CONTENTS

The Offeror, in its proposal, shall, at a minimum, include the following:

1. Firm name, address, telephone number and contact person(s).
2. Brief history of the firm, including years of experience
3. List of recent (last 24 months) recruitment efforts for Director of Finance positions with contact names and references.
4. Description of firm’s process, method of approach and timeline. Please elaborate on approaches previously used to actively recruit diverse pool of candidates, specifically, those who might not apply.
5. A plan and schedule of how a typical selection process will occur.
6. Identification of specific services that will be provided and indicate those you wish the Village to perform and if there are pros/cons to that allocation of responsibility.
7. Information on the staff who will be conducting the recruitment.
8. Replacement services if the selected individual resigns or is terminated within a set time frame.
9. Pricing information, including a fixed price for the base services and an hourly rate and estimate for the additional activities that might be added to the process.
10. A typical job ad or recruitment profile for a Director of Finance or similar position.

### RESPONSE SUBMISSION

Responses to this RFP shall be submitted as an electronic file in PDF format. All costs incurred in the preparation of the response shall be the responsibility of the Offeror and will not be reimbursed by the Village of Woodridge.

It is the responsibility of the Offeror to insure that the response is received by the Village of Woodridge, by the date and time specified above. Late responses will not be considered. Responses shall be **due no later than July 29, 2022 by 4:00 p.m.** at the email address shown below.

Village of Woodridge

Attn: Shaeera Salauddin

**ssalauddin@woodridgeil.gov**

5 Plaza Drive

Woodridge, IL 60517

### RIGHT TO REJECT

The Village of Woodridge reserves the right to reject any and all responses, or parts thereof received in response to this RFP; waive formalities, technical deficiencies and irregularities; or otherwise solicit new responses if some other manner of negotiation better serves its interests, and to award an agreement in a manner that best serves the interest of the Village. An agreement for the accepted response will be drafted based upon the factors described in this RFP.

### NOTIFICATION OF AWARD

It is expected that a decision selecting the successful firm will be made within approximately 45 days of the closing date for the receipt of responses. Upon conclusion of final negotiations with the successful firm, all Offerors submitting responses to this RFP will be informed, in writing, of the name of the successful firm. It is expected that the contract will be for an unspecified period of time and subject to termination upon delivery of written notice of no less than 60 days.

### PROPOSAL EVALUATION

Responses will be reviewed in accordance with the following criteria:

* + 1. Quality of the proposal, including an expressed understanding of the requirements of the position.
    2. Experience of the individual identified to serve as lead in the recruitment and selection process.
    3. Offeror’s experience with similar projects.
    4. Response from references.
    5. Work plan/technical approach
    6. Cost schedule

### DISCLOSURE OF POTENTIAL OR ACTUAL CONFLICT OF INTEREST

The Village of Woodridge prohibits public officials or employees from performing or participating in an official act or action with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest. This disclosure requirement extends to the spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses.

To ensure full and fair consideration of all proposals, the Village requires all firms including owners or employees to investigate whether a potential or actual conflict of interest exists between the firm and the Village, its officials, and/or its employees. If the firm discovers a potential or actual conflict of interest, the firm must disclose the conflict of interest in its proposal, identifying the name of the municipal official or employee with whom the conflict may exist, the nature of the conflict of interest, and any other relevant information. The existence of a potential or actual conflict of interest does NOT, on its own, disqualify the disclosing firm from consideration. Information provided by the firm in this regard will allow the Village to take appropriate measures to ensure the fairness of the proposal process.

The Village of Woodridge requires all firms to submit a certification indicating that the firm has conducted the appropriate investigation and disclosed all potential or actual conflicts of interest. By submitting a proposal, all firms acknowledge and accept that if the Village discovers an undisclosed potential or actual conflict of interest, the Village may disqualify the firm and/or refer the matter to the appropriate authorities for investigation and prosecution.

### QUESTIONS

All questions must be submitted in writing via e-mail to [phalik@woodridgeil.gov](mailto:phalik@woodridgeil.gov%20) or faxed to (630) 719-0021 no less than five (5) business days prior to the scheduled due date of the response.