



REQUEST FOR PROPOSALS

"RFP"

FOR

EXECUTIVE RECRUITING SERVICES

PROPOSALS MUST BE SUBMITTED TO:

CITY OF WINTERS
DIRECTOR OF ADMINISTRATIVE SERVICES
318 FIRST STREET
WINTERS, CA 95694

PROPOSAL DUE DATE: December 18 , 2015, 5:00 P.M.

PROPOSALS WILL NOT BE ACCEPTED AFTER DATE AND
TIME INDICATED ABOVE
NO EXCEPTIONS

FAXED PROPOSALS ARE NOT ACCEPTABLE

ALL QUESTIONS REGARDING THIS NOTICE MUST BE DIRECTED TO

DIRECTOR OF ADMINISTRATIVE SERVICES – Nanci Mills at (530) 794-6701



GENERAL INFORMATION

The City of Winters (hereinafter referred to as City) invites your organization to submit a written proposal to provide Executive Recruiting Services for the projected vacancies resulting from retirement for the position of Police Chief. Proposals are solicited for these services in accordance with the terms, conditions, and instructions as set forth in this request for proposal.

Successful offeror will work directly with the City Manager and the Director of Administrative Services for all activities involved with this project. Successful offeror may be responsible for the following activities including, but not limited to: assisting with the development of the position description/profile, testing, screening, development of the search strategy, marketing, advertising and announcements, candidate assessment, conduct candidate interviews, provide report of candidate assessment, and recommend most qualified candidates for interviewing opportunities with city staff.

The City will receive proposals from firms having specific experience and qualifications in providing executive recruitment services. For consideration, proposals for the project/service must contain evidence of the offeror's experience and abilities in the specified area and other disciplines directly related to the proposed services. All offerors shall provide profiles and resumes of the staff to be assigned to the program.

Proposal shall contain:

- Cover Letter
- Scope of Services
- Outline of Services and Proposed Time Line
- Cost Proposal Including Hourly Rates
- Resumes/Statement of Qualification for Individuals Conducting the Search
- Five copies of Proposal

The City intends to select one firm to provide this service.

The City reserves the right to waive any and all requirements for this proposal process.

BACKGROUND

Winters is a beautiful community of approximately 7,000 residents that is nestled at the gateway to Lake Berryessa. Located in Yolo County just 30 miles west of Sacramento and 50 miles east of San Francisco. Winters is an excellent place to live, raise a family, and enjoy an outstanding quality of life. Retaining the original small-town charm for its residents, Winters offers award winning restaurants, an entertainment venue featuring world-renowned musicians, a thriving art community and unique shops, wineries and a brewery, all within the heart of a rich agricultural region. A community that thrives on citizen involvement, Winters is home to the Annual Youth Day celebration in young people. The blend of historic buildings, foothills, beautiful views combine to make Winters a community of unparalleled charm and natural beauty.

Winters is a general law city operating under a Council/Manager form of government. Incorporated in 1898, the City government provides a high level of municipal services, including police and fire service 7 days a week, parks, a recreation program and proactive administration, public works and community development departments. The 40+ member workforce enjoys close working relationships across departmental lines.

The City of Winters Police Department is allocated for 11 sworn positions, consisting of a Chief, one Sergeant, two Corporals, six Patrol Officers and one School Resource Officer. The Department is supported by one Administrative Coordinator/Records Manager, one Community Services Officer, one part-time Records Assistant, two Law Enforcement Chaplains, and a Reserve Officer program. The Police Department is a member of a joint powers agency (Yolo Emergency Communications Agency – YECA) that provides dispatching services. The Police Department combines proactive law enforcement techniques with a strong commitment to customer service. The Department has taken full advantage of Federal COPS funding and participates in a four agency Yolo County consortium that manages a new computer WAN system incorporating Records Management System, Automated Field Reporting and Mobile Data and Dispatching functions. The budget for the Department is approximately \$2,300,000. The City enjoys a low crime rate with approximately 9,600 calls for service per year. The Department provides security and traffic management for the City's many special events.

The Police Chief is a key position on the City's executive team and reports directly to the City Manager. Responsible for directing all Police Department operations, policy setting, and policing priorities. Proactively engages with police employees and the public for addressing organizational and community issues. Focuses on community safety, public trust, and responsiveness to community needs are being accomplished. Manage the efficient and effective use of fiscal resources, management of Department personnel, and processes. Promotes and sustains strong community partnerships and problem solving efforts. Leads by example and engages others in shaping and planning the future and vision for the Police Department. Ensures that continuous improvements in contemporary policing services are accomplished while enforcing and maintaining all law enforcement standards.

Proposals will be evaluated by the City Manager and Director of Administrative Services.

The City of Winters hopes to select an agency that will provide a solution to assist with the recruitment and selection of a qualified executive Police Chief as outlined in this request for proposals.

This request for proposals is available on the City website at: www.cityofwinters.org

Please send all correspondence to:
Nanci Mills
Director of Administrative Service
318 First Street
Winters, CA 95694