

Mayor

Alice Ruby

Acting City Manager

Jack Savo Jr.



Dillingham City Council

Bertram Luckhurst

Michael Bennett

Steven Carriere

Curt Armstrong

Kaleb Westfall

Kevin McCambly

## **Request for Proposals for Recruiting Executive Search Services - RFP 2025- ( )**

**Issue Date:** (Date)

**Deadline Date:** (Date)

The City of Dillingham, Alaska, is soliciting proposals to select a qualified firm or individual to provide recruiting and executive search services (hereafter "Consultant") for the City of Dillingham (hereafter "City") to assist in identifying and hiring a qualified candidate for the position of City Manager. The selected firm or individual will enter into a term contract for a period of 6 months with an option for an additional extension based upon a satisfactory review by the Mayor and City Council of services provided. The contract will also include a termination clause by either party with a 15-day notice. This RFP can also be found on the City's website at [www.dillinghamak.us](http://www.dillinghamak.us) under the "Bids and RFPs" tab.

### **Inquiries and proposals should be directed to:**

Mayor  
City of Dillingham  
PO Box 889  
Dillingham, AK 99576  
(907) 842-5148  
[assistant@dillinghamak.us](mailto:assistant@dillinghamak.us)

An electronic copy of the proposal shall be emailed to the office of the Mayor no later than

(Date and Time) at the email address noted above.

### **About Dillingham, Alaska:**

The City of Dillingham is a First-Class City and has a Council/Manager form of government. The City is located approximately 350 miles southwest of Anchorage, set against a backdrop of Wood River Mountains. The City is home to about 2,300 residents and covers an area of about 36 square miles. The community is largely Yupik Eskimo and the hub of the surrounding Bristol Bay region, as well as being the gateway to Wood Tikchik State Park, the largest State Park in the nation. Many people look to, and rely on, Dillingham for freight, transportation, health, and visitor services.

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City of Dillingham

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*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.*

The City requires the services of a professional recruiting and executive search firm to assist in identifying and hiring a qualified candidate for the position of City Manager. The Consultant will provide professional advice to the Mayor and City Council regarding recruitment strategies, candidate evaluation, and hiring processes.

**Scope of Work:**

The Consultant will work directly with the Mayor and City Council to identify, recruit, and evaluate candidates for the City Manager position.

In this regard, the Consultant shall:

- A. Receive guidelines for recruitment efforts from the City Council through the Mayor and work within such guidelines to identify, evaluate, and recommend candidates for City Manager. Modifications to these guidelines may be made from time to time by the City.
- B. Communicate with the City Council through the Mayor for the purpose of acquiring necessary available information, job descriptions, qualifications, and other relevant materials to support the recruitment process.
- C. Develop and execute a recruitment strategy, including advertising, outreach, and networking to attract qualified candidates.
- D. Conduct initial screening and evaluation of candidates, including interviews, reference checks, and background checks as required.
- E. Provide recommendations and reports to the Mayor and City Council regarding the most qualified candidates for each position.

**The Consultant shall provide regular updates and professional advice to the City Council through the Mayor regarding the recruitment process. In this regard, the Consultant shall:**

- A. Maintain regular contact with the City Council through the Mayor on the status of recruitment efforts and provide updates on candidate pools, interviews, and evaluations.
- B. Provide written monthly reports to the Mayor, and such reports shall include, but shall not be limited to, progress made on recruitment efforts, candidate evaluations, and any anticipated problem areas of which the Consultant becomes aware.
- C. Travel to Dillingham to meet with the Mayor and City Council for an initial consultation and thereafter as required by the firm selected or the City Council.
- D. Exercise best professional judgment in all matters relating to work for the City of Dillingham and immediately report any position or action taken which involves an area of uncertainty or controversy to the Mayor.

**Required Proposal Content:**

Proposals must include:

- Transmittal Letter
- Proposed Process and Experience in recruiting and executive search services
- Proposed Rates and Fee Structure
- Minimum of three (3) professional references
- Ability to provide applicable insurance coverage

## **Submittal Requirements and Information:**

To be considered, all proposals must be delivered to the email address below, on or before the deadline.

Email proposals must be sent to: [assistant@dillinghamak.us](mailto:assistant@dillinghamak.us)

Title of the email must be: **RFP-2025-\_\_\_\_ PROPOSAL FOR EXECUTIVE SEARCH SERVICES**

Deadline: All proposals must be received no later than **(Date & Time)**.

### **Delivery instructions –emailed electronic copy to:**

Email proposals must be sent to: [assistant@dillinghamak.us](mailto:assistant@dillinghamak.us)

Title of the email must be: RFP-2025-\_\_\_\_ PROPOSAL FOR EXECUTIVE SEARCH SERVICES

Mayor  
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Email proposals will be recorded as received based on the date and time stamp on the email when it is received by the City.

No exceptions will be made concerning the deadline.

The City of Dillingham reserves the right to reject or accept any or all bids, to waive irregularities or informalities in the proposal, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals.

The City retains the right to cancel the RFP process if it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the proposal is the sole responsibility of the proposer.

A proposal may be corrected or withdrawn by a written request received prior to the deadline for receipt of proposals.

All proposals and other material submitted become City property and will not be returned.

The City assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

This RFP does not obligate the City or the selected proposer until a contract is signed and approved by all parties.

### Evaluation and Selection Criteria:

EVALUATION CRITERIA	RELATIVE WEIGHT
-Transmittal Letter	10%
-References	10%
-Proposed Rates and Fee Structure	20%
-Qualifications and Experience	40%
-Overall Quality of Proposal	20%

The evaluation committee appointed by the Mayor will review the submittals.

A person(s) designated by the Mayor will conduct reference checks.

Based on the committee evaluation, the City may select a short list of up to three individuals or firms for more in-depth evaluation or interviews.

The evaluation committee will recommend one finalist to the City Council for final contract award.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based on a contract form provided by the City, to the individual or firm which, in the City Council's sole judgment, is best suited to perform the services required.