



FAIRFIELD COUNTY
PROCUREMENT DEPARTMENT
Procurement Manager Cathy Washington

Post Office Drawer 60
Winnsboro, South Carolina 29180
(803) 635-1415
(803) 635-5969 fax

REQUEST FOR QUALIFICATIONS

QUALIFICATION TITLE: FC 0603 Executive Recruiting Consultant

CLOSING DATE AND TIME: June 3, 2021 @ 10:00 AM

You are invited to submit qualifications in accordance with the requirements of this solicitation, which are contained herein. It is requested that your qualifications be submitted to Fairfield County Council Purchasing Office not later than 10:00 AM, June 3, 2021 at which time respondents to this request will be publicly identified. Due to the possibility of negotiation with offerors, prices will not be divulged at the time of closing.

An official authorized to bind the Offeror must sign the proposal and it shall contain a statement to the effect that the qualifications shall remain valid for a period of at least 90 days from the closing date for submission of proposal. The proposal must be submitted in a sealed envelope showing the above proposal title, proposal number and closing date/time and Offeror's business name and address.

This Request for Qualification (RFQ) does not commit Fairfield County to award a contract, to pay any cost incurred in the preparation of a proposal or to procure or contract for the articles of goods or services. Fairfield County reserves the right to accept or reject any or all qualifications received as a result of this request, to negotiate with all qualified Offerors, or to cancel in part or in its entirety this proposal if it is in the best interest of the County to do so.

RFQ document may be picked up from the Fairfield County Procurement Office, 350 Columbia Road, Winnsboro, South Carolina. **Offerors can download a copy of the RFP document and any amendments from the Fairfield County Web Site:**

WEB ADDRESS: www.fairfieldsc.com

GO TO:

- I WANT TO.....
- FIND RFP
- RFP ACTIVE BIDS

DEADLINE FOR WRITTEN QUESTIONS IS May 27, 2021.

SECTION A
SPECIAL CONDITIONS

SPECIAL CONDITIONS

Read all parts of the solicitation package thoroughly;

Follow all instructions and respond to requested information, qualification and requirements;

Return all paperwork requested;

Sign required documents;

Submit your complete package on or before the date and time requested.

1. False Statements in Submittal of Qualifications

Proposers must provide full, accurate, clear and complete information as required by this solicitation its attachments and amendments. The penalty for making false statements in solicitations will be debarment or suspension from participating in Fairfield County Council (County) solicitations, purchasing and award of contracts for a period as prescribe by the Procurement Manager. The County does not waive its rights to seek further actions.

2. Submission of Offers in the English Language

Offers submitted in response to this solicitation shall be in English. Offers received in other than English shall be rejected.

3. Submission of Offers in U.S. Currency

Offers submitted in response to this solicitation shall be in terms of U.S. dollars. Offers received in other than U.S. dollars shall be rejected.

4. Qualifications shall be publicly received and recorded at the time and place indicated by Section D and amendments of this solicitation.

5. Qualifications shall be made in the official name of the company or individual under which business is conducted (showing official business address) and shall be signed in ink by a person duly authorized to legally bind the person, proprietorship, firm, partnership, company or corporation submitting Qualifications. In addition, the Federal Identification Number (FEIN), Sole Proprietorship Number or in its absence, the Social Security Number of the individual and agent must be included.

6. One original sealed qualification and one electronic copy, clearly marked: “**FC-0603 Executive Recruiting Consultant**” shall be submitted in an enclosed and secured envelope/container; the container shall be addressed to:

*Fairfield County Council
Office of Procurement
P.O. Drawer 60
350 Columbia Road
Winnsboro, SC 29180
Attn: Cathy Washington*

Additionally; participants must submit one exact electronic copy of the original via electronic mail (e-mail) to cathy.washington@fairfield.sc.gov a compact disc (CD) or a USB flash drive. The electronic copy shall be labeled: “**FC 0603 EXECUTIVE RECRUITING CONSULTANT**”; the compact disc (CD) or USB flash drive must be submitted with envelope/container address as shown above.

Qualifications will be accepted any weekday from Monday through Friday (excluding County holidays and weekends) between 09:00 A.M. through 2:00 P.M. local time.

7. The County will not accept liability for any incidental or consequential damages arising from or as a result of the electronic transmission of this document, acknowledgements, or other data hereunder. In the event of receipt of an electronic document that is garbled in transmission or improperly formatted the Procurement Manager must be notified immediately.

8. Mistakes may be crossed out and corrections inserted adjacent thereto, and shall be initialed in ink by the person signing the qualifications.

9. The County shall not accept responsibility for unidentified qualifications.

10. The County shall not be liable for any costs associated with the preparation and responses to this solicitation; therefore, all costs shall be borne by the Proposer.

11. It is the intent and purpose of the County that this solicitation allows for qualifications and permits competition and inclusiveness. It shall be the participant’s responsibility to advise the Procurement Manager in writing if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this solicitation to a single source. Such notification shall be submitted in writing, and must be received by the Office of Procurement at least five calendar (5) days prior to qualifications receipt date. A review of such notification shall be made.

12. Every effort has been made to ensure that all information needed is included in this document. If the participants find that they cannot complete their response without additional information, they may submit written questions to the Office of Procurement at least ten calendar (10) days prior to qualifications receipt date. No further questions will be accepted after that date.

13. Qualifier(s) are to include all applicable requested information and are encouraged to include any additional information they wish to be considered on a separate sheet marked “Additional Information”.

14. The County reserves the right to accept or reject any or all qualifications received in response to this

solicitation and to waive informalities and irregularities. The County also reserves the right to terminate this solicitation and reissue a subsequent solicitation, and/or remedy technical errors in the solicitation process.

15. Qualifications don't require submittal of cost; after evaluation and selection a request for cost proposal will be requested.

16. Qualifiers must assist the County with their inclusiveness program for Minority, Woman Disadvantaged Business Enterprise (MWDBE) and Local Vendor or Contractor participation; qualifiers who don't assist may not be considered for qualification or for any award of a contract.

EVALUATION

1. GENERAL

Qualifications will be evaluated and ratings shall be assigned to each qualification. The County *may* establish a short list representing the top firms for further evaluation (at the County's discretion), at which time the County reserves the right to establish different and separate evaluation criteria. Documents also may be examined by other agencies and consultants at discretion of the County.

The County reserves the right to request any one of the top ranked submittals or the entire top ranked to appear for oral interviews and / or provide electronic presentations in order to further evaluate submittals. Top ranked submittal(s) will be evaluated based on criteria established for the second round of evaluations (if conducted).

The County will ultimately select the Qualified Proponent who demonstrates the greatest combination of capability, experience, vision, and commitment for the development of the proposed project.

The evaluation process is to determine which qualification is most advantageous to the County taking into consideration evaluation factors set forth in the solicitation and such evaluation criteria as established internally for evaluations.

The County may select one or more step(s) to have a solution by a selected qualifier (at County's discretion) *may* include live, face to face, oral presentations and demonstrations. The County *may* also schedule follow up discussions as in its sole discretion are considered appropriate.

After selection of a top qualifier the County may negotiate with the top ranked qualifier over terms, conditions and other items including cost. If an agreement cannot be reached the County may then negotiate in descending order.

The County will further take into consideration soundness, flexibility, functional capability, quality of performance, service, and any time specified for performance of the contract; ability to provide support, qualifier's references, and other factors that may impact on the project.

The County reserves the right to reject all qualifications or accept such qualifications, as appears in its own best interest, and to waive technicalities or irregularities of any kind in the qualification.

2. MINIMUM GENERAL EVALUATION CRITERIA

The evaluation factors to be considered in the evaluation of qualifications are listed below:

1. Experience and qualifications – Must provide evidence of professional experience and qualifications in providing requirements;
2. History of Success – Must provide evidence of success completing within budget, timely, and organized with similar projects; must show successful and proven track record in providing quality, financially sustainable restoration projects and partnerships with local governments;

3. Past performance with similar requirements;
4. Abilities, skills and knowledge of professional personnel proposed for the requirements, to include subcontractors;
5. Available Resources – Supply a description of resources (hardware, software, personnel, etc.), methods, procedures and tools available for use on this project.
6. Organizational Depth: Stated depth of the Developer’s internal staff and development team to engage in a collaborative process with the County.

SECTION – B
REQUIREMENTS

REQUIREMENTS

The selected Executive Recruiting Consultant will work closely with the Fairfield County Council and the appointed Project Manager to ensure the Fairfield County Administrator's position is properly filled. The scope of services for the Consultant shall include but is not limited to the following areas:

1. Assure confidentiality of candidates.
2. Develop comprehensive recruiting plan with proposed best practices for executive recruiting, based on geographic area as determined by Council.
3. Work within schedule and timeframe as approved by Council to conclude search process.
4. Design comprehensive Fairfield County recruiting information packet.
5. Assist with job description development and/or revision.
6. Prepare detailed process overview for public presentation (i.e. press)
7. Provide written updates for Fairfield County Council and Project Manager on status of process and upon request.
8. Promptly acknowledge receipt of each resume and/or application in writing.
9. Provide updates for placement on the County's web site on status of process.
10. Identify potential recruitment publication sources and present to Council for approval.
11. Design job advertisement and recruiting materials for Council's approval prior to publication.
12. Publish advertisement and/or recruiting materials in approved publications.
13. Propose an orderly process to obtain information from Elected Officials, Appointed Officials, and Department Directors if requested by Council.
14. Propose and/or assist Council with development of list of meaningful and legal questions for candidates.
15. Propose a resume or application format, if necessary, for easy review and to assure requested and needed information will be obtained, and proper releases are obtained.
16. Conduct interviews with candidates, as authorized by Council. Video interviews and present to Council, if requested.
17. Prescreen candidates. Evaluate, rate, and rank candidates based on established qualifications approved by Council.
18. Prepare semi-finalist and finalist list when requested by Council.

19. Respond to inquiries of candidates. Provide the County summary documentation for each verbal inquiry and response and a copy of all written communications.
20. Conduct a comprehensive background search (i.e. check references, education verification, ceremonial records check, pre-employment testing, etc.), as requested by Council.
21. Propose process for how new County Administrator will be introduced to internal staff and public.
22. Develop thank you letter for candidates to be sent from Council.
23. Provide the County Council with complete list of what individuals and/or groups (i.e. SCAC, MASC, NACO, etc.) have been helpful in assisting with the process.
24. Draft and/or send thank you letter to all candidates not selected to inform them job has been filled.
25. Assist with planning welcome reception for new County Administrator.
26. Ensure all eligible expense bills are submitted to County Project Manager promptly for payment.
27. Assist with development and negotiation of employment agreement.
28. Turn all documentation over to County Procurement Manager at the end of process.
29. Propose and assist Council with development of orientation plan document for new County Administrator.
30. Provide Council a final written memorandum on the best practice for Fairfield County executive recruitment, based on lessons learned from process.

Section – C
SOLICITATION
OFFER & AWARD

FAIRFIELD COUNTY COUNCIL WINNSBORO, SOUTH CAROLINA 29180

SOLICITATIONS, OFFERS AND AWARDS (SERVICES)

*******SOLICITATION INFORMATION*******

1. SOLICITATION: FC 0603	4. DESCRIPTION: <i>Executive Recruiting Consultant</i>
2. ISSUE DATE: May 10, 2021	5. PRE-SOLICITATIONS CONFERENCE: NONE
3. AGENT: Cathy Washington	TIME: _____
3a, EMAIL: cathy.washington@fairfield.sc.gov	DAY: _____
3b. FAX: (803) 635-5969	DATE: _____
6. <i>SUBMIT SOLICITATIONS TO:</i> FAIRFIELD COUNTY COUNCIL	LOCATION: _____
OFFICE OF PROCUREMENT	_____
P.O. DRAWER 60; 350 COLUMBIA ROAD	_____
WINNSBORO, SOUTH CAROLINA 29180	_____
6a. Submission Deadline: Day: Thursday Date: June 3, 2021; Time: 10:00am	
7. Submit: One (1) original Sealed Solicitations and one electronic copy of the original to: Cathy.washington@fairfield.sc.gov	
8. Firm Offer Period: ONE HUNDRED AND EIGHTY (180) CALENDAR DAYS	
9. This solicitation consists of Section "A" through Section "C"	
OFFEROR BUSINESS CLASSIFICATION (TO BE COMPLETED BY OFFEROR)	
10. Check Appropriate Boxes	<input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship
<input type="checkbox"/> African-American Female (AAF)	<input type="checkbox"/> Trading under Trade Name of: _____ <input type="checkbox"/> Hispanic Female (HF)
<input type="checkbox"/> White Female (WF)	<input type="checkbox"/> African-American Male (AAM)
<input type="checkbox"/> Hispanic Male (HM)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Native American Female (NAF)	<input type="checkbox"/> Asian Female (AF)
<input type="checkbox"/> Native American Male (NAM)	<input type="checkbox"/> Asian Male (AM)
11. Name and address of Entity (Type or print):	12. Name & Title of Agent Authorized to sign the Solicitations. (Type or Print):
EMAIL: _____	13. Signature of Respondent's Agent & Date:
Fax #: _____	14. Subscribed and sworn to me:
Telephone #: _____	_____
Federal Identification #: _____	This ____ day of _____
	My commission expires: _____
	Title: _____
	<i>(Must be notarized by a Notary Public) SEAL</i>