

**TOWN OF LADY LAKE  
REQUEST FOR PROPOSAL  
RFP 2020-0002**

**Project Title: Executive Search Firm Services**

The Town of Lady Lake is requesting proposals from qualified firms or individuals to perform executive search services for the position of Lady Lake Town Manager. This Request for Proposal (RFP) is for the purpose of selecting a firm(s) to be engaged on a contractual basis for the service stated above.

Proposals will be accepted by the Town Clerk's Office located at 409 Fennell Boulevard in Lady Lake, Florida 32159. **One original** and **seven copies** of the RFP must be submitted. Sealed envelopes shall contain the name of the proposing firm and be marked as follows: **"RFP 2020-0002 — Executive Search Firm Services"** and shall be delivered to the following address only:

**Nancy Slaton, Deputy Town Clerk  
Town of Lady Lake  
409 Fennell Boulevard  
Lady Lake, FL 32159**

All RFPs must be received in the Office of the Town Clerk prior to 4 p.m. (Eastern Time) on Monday, September 14, 2020 and will be immediately opened thereafter. RFPs will not be accepted after that date and time under **any** circumstances. RFP openings are open to the public. All Proposers and their representatives are invited to be present. Any response received by the Town Clerk's Office after the due date and time specified in this RFP will not be considered and will be returned unopened. Any RFP or copies that are sent to any other address may be refused and sent back to the Proposer unopened. RFPs must be typed or printed in ink. Use of erasable ink is not permitted. All RFPs must contain a manual signature of the authorized representative.

The Town of Lady Lake will not be liable for any cost incurred in the preparation of these RFPs. All RFPs received from Proposers in response to this RFP will become property of the Town and will not be returned to the Proposer. In the event of a Contract Award, all documentation produced as a part of the contract shall become the exclusive property of the Town. Responses to this RFP upon receipt by the Town will become public record subject to provisions of Chapter 119 F.S. Florida Public Records Law.

Firms shall be able to be properly licensed to conduct its business, with all licenses, permits, and certificates as required by all local, State of Florida, and Federal agencies.

Any proposal received without Proposal Signature Page, Public Entity Crime Form, Drug Free Workplace Form, Proof of Insurance, may be considered incomplete and immediately disqualified. Any person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a proposal as proscribed by Section 287.133, F.S.

The Town reserves the right to make any changes to this RFP, or to reject any and all proposals, or parts of any and all proposals, or to accept any proposal or portion thereof deemed to be in the best interest of the Town, or postpone or cancel this RFP at any time, or to re-solicit this RFP, or to waive any irregularities in this RFP or in the offers received in response to this RFP. The Town also reserves the right to request clarification or information from any firm that submitted a proposal.

### **General Information**

The Town of Lady Lake is located in Central Florida. The population within the corporate limits is approximately 14, 821.

The Town operates under a Commission—Manager form of government. Five Commission members are elected to staggered two-year terms to govern the Town. The Mayor and Vice Mayor are elected by the Commission each year from their membership and serve one-year terms. The Town Commission is responsible for adopting Town ordinances, resolutions, the annual budget, appointing committees, and hiring the Town Manager and Town Attorney, among other key duties. The Town Manager is responsible for implementing the Commission's policies, ordinances and directives, for overseeing the day-to-day operations of the Town, and for appointing the directors of the Town's departments. These Town departments include: Parks and Recreation, Clerk, Finance, Library Services, Growth Management, Human Resources, Information Technology, Police, Utilities, and Public Works.

### **Scope of Work**

The Town is seeking a firm/individual that will designate a recruitment representative to work with the Town Commission and staff to develop a candidate profile with the Town's desired qualifications and experience necessary for the position of Town Manager. The Town's desire is to attract an employee who not only has the technical knowledge of the position, but also has the personal qualities that form a foundation of competency and success. An employee's character is outwardly expressed in every action, decision or task and through interoffice and interpersonal relationships. The Town has purposefully endeavored to seek out an individual with good moral character and who consistently works towards service excellence.

The recruitment representative will be required to make at least one visit to the Town of Lady

Lake to develop this profile. Based on the agreed upon candidate profile, the search firm shall recommend to the Town Commission:

- A salary range for the position.
- An advertising plan to attract a diverse pool of qualified candidates, and a mutually agreeable time table for the recruitment.
- The necessary actions to directly solicit candidates; review initial applications; present a written report on background, strengths, accomplishments, video interview and skills assessment for each recommended finalist; facilitate final interview process including suggested questions; assist the Town Attorney with negotiating a contract, as needed; coordinate all correspondence, travel arrangements, and recordkeeping; and conduct detailed professional reference and background checks on recommended finalists, if requested.
- Establish, with assistance of Town Commission, existing Town Manager, and Director of Human Resources, the timeline, meeting and interview schedule, development of recruitment information and benefit package, etc.
- Attend the candidate interviews and provide assistance, as needed.

### **Response Form and Content**

- Title Page: Indicate the response subject, name of firm, address, telephone number, name of primary contact person, email address for the primary contact person and date of submittal.
- Introduction: Briefly, introduce your firm, indicating whether the firm is local, regional, national or international. Provide a profile of the firm, including, but not limited to, the approximate number of professional staff employed, how long your firm has been in business and how long the firm has been conducting Town Manager/Administrator searches. Indicate the name(s), title(s), and telephone number(s) of the person(s) who will be authorized to make representation for and to bind the firm. Provide the person (s) who will service and attend all required meetings.

### **Information Included in Response**

- State your understanding of the work to be performed. Include, but do not limit your statement to, the specific items requested in the Scope of Work.
- Describe your proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm and how the firm will tailor the process for the Town of Lady Lake's search.

- Indicate any additional information for consideration of your firm's qualifications for conducting this recruitment.
- Provide a list of Town Manager/Administrator successful placements in the past 36 months, including the size of the municipality.
- Provide contact names, telephone numbers and email addresses of these clients. The Town reserves the right to contact any additional individuals or firms to obtain information about the respondent. If the firm has done no such searches, details should be provided as to how the firm would proceed with the search.
- Indicate the names, titles, placement experience, and resume(s) of the person(s) who will be assigned to this recruitment. A response to this requirement should include all contact information such as telephone number, e-mail address and web address.
- Provide a detailed description of how the recruitment is to be conducted, including how the firm will identify and solicit outstanding candidates that are not actively seeking positions.
- Discuss the general nature and extent of benefits the Town of Lady Lake is reasonably likely to experience as a result of these services.
- Provide a copy of a previous Town Manager search report your firm has completed for another client similar to the Town of Lady Lake.

### **Cost Proposal**

In a separate sealed envelope, provide a *not to exceed* cost for providing the requested services. This figure should include individual hourly rates, incidentals, travel costs (if not included above), and anything else that could increase the Town's financial commitment.

It is the Town's goal to commence the process no later than October 1, 2020. The firm/individual should provide a time table for the recruitment from the contract execution to selection of a new Town Manager.

### **Submission of Responses Acceptance/Rejection/Modification to Responses**

The Town of Lady Lake reserves the right to reject any or all RFPs, waive any irregularities or informalities, and select a candidate, which in the opinion of the Town, is in its best interest. Failure to enter into a subsequent contract within a certain time period will render the RFP invalid.

### **Economy of Preparation**

Responses should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the recruitment.

### **Cost of Preparation**

The Town shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.

### **Ownership/Public Records**

Submitted materials become the property of the Town and will not be returned. All firms submitting qualifications need to be aware that any submission is subject to public inspection under the Freedom of Information Act.

### **Other Terms and Conditions**

**Conflict of Interest** — No Town of Lady Lake elected official or Town employee shall have interest in the contract.

**Ethics** — The consultant shall not offer or accept gifts of value nor enter into any business arrangement with any employee, official or agent of the Town of Lady Lake.

**Indemnification** — The successful proposer shall defend, indemnify and save harmless the Town of Lady Lake and all its officers, agents, employees and volunteers from all suits, actions or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligence, or act or fault of the successful proposer, or any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from the proposal award. The successful proposer shall pay any judgment with costs that may be obtained against the Town of Lady Lake growing out of such injury or damages.

**Public Entity Crimes** — Per Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

Any firm submitting a proposal in response to this RFP must indicate it has not been placed on the convicted vendor list following a conviction of public entity crimes.

### **Award Presentation**

Subject to agreement negotiation, the Town Commission shall select a candidate or reject all proposals, at the September 23 2020, special meeting.

### **Contract Development**

The Town will conduct contract discussions with the successful respondent with the assistance of the Town Attorney.

**SWORN STATEMENT UNDER SECTION 287.133(3) (a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to the Town of Lady Lake for \_\_\_\_\_.
2. This sworn statement is submitted by \_\_\_\_\_, whose business address is \_\_\_\_\_ and (if applicable) its Federal Employer Identification (FEIN) is \_\_\_\_\_.
3. My name is \_\_\_\_\_ (please print name of individual signing) and my relationship to the entity named above is \_\_\_\_\_.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
  - (1) A predecessor or successor of a person convicted of a public entity crime; or
  - (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, and: (Please indicate which additional statement applies.)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_



**STATE OF FLORIDA**

**COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me, by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by \_\_\_\_\_, \_\_\_\_\_ (title) on behalf of \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and \_\_\_ did \_\_\_ did not take an oath.

\_\_\_\_\_  
(Notary Signature)

Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Commission Number: \_\_\_\_\_

Please complete and submit with proposal.

### DRUG-FREE WORKPLACE CERTIFICATION

In case of tie bids, preference must be given to vendors submitting a certification with their proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. The drug-free certification form below must be signed and returned with your bid.

In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in the first paragraph.
- (4) In the statement specified in the first paragraph, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
- (5) Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

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Firm

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Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

**STATE OF FLORIDA**

**COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me, by means of \_\_\_ physical presence or \_\_\_online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by \_\_\_\_\_, \_\_\_\_\_ (title) on behalf of \_\_\_\_\_ . He/she is personally known to me or has produced \_\_\_\_\_ as identification and \_\_\_ did \_\_\_ did not take an oath.

\_\_\_\_\_  
(Notary Signature)

Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Commission Number: \_\_\_\_\_

Please complete and submit with proposal.

### CONFLICT OF INTEREST AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that he/she is the (Owner, Partner, Officer, Representative of Agent) of \_\_\_\_\_ the Proposer that has submitted the attached Proposal and certifies the following:

Proposer certifies by submitting its Proposal that no elected official, committee member, or employee of Town has a financial interest directly or indirectly in this Proposal or any compensation to be paid under or through the award of a contract, and that no Town employee, nor any elected or appointed official (including Town committee members) of the Town, nor any spouse, parent or child of such employee or elected or appointed official of the Town, may be a partner, officer, director or employee of Proposer, and further, that no such Town employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Proposer.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_

to me well known and known by me to the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that \_\_\_\_\_ executed said Affidavit for the purposes therein expressed.

WITNESS, my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Notary Public

My Commission Expires:

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Notary Public State of Florida at Large

Please complete and submit with proposal.