



PROCUREMENT DIVISION

Board of County Commissioners

Executive Search and Recruitment Firm – County Manager

Request for Proposal

487-TR-MGR004022

August 26, 2024

This Solicitation document is prepared in a Microsoft Word format. Any alterations to this document made by the Vendor may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to Mecklenburg County.



Procurement Division
700 East 4th Street, 4th Floor
Charlotte, North Carolina 28202

August 26, 2024

This serves as official notice that Mecklenburg County located in Charlotte North Carolina through its Board of County Commissioners is soliciting and will receive proposals for Executive Search and Recruitment Firm – County Manager. Requirements are outlined in the following specifications. Please review them carefully.

A **Non-Mandatory** Pre-Proposal Conference for the purpose of reviewing the Solicitation will be held as noted in the Schedule of Events.

Questions regarding the Solicitation and all requirements or forms must be submitted by the date noted in the Schedule of Events.

- Email to Meckbids@mecklenburgcountync.gov.
- In the Subject Line include:
 - Attention: Executive Search Firm – County Manager - 487-TR-MGR004022
 - Teresa Rausch, Procurement Director

Proposals are to be submitted **electronically** in [MECKProcure](#) on the date notated in the Schedule of Events. Use the Checklist on the following page as a guide in preparing and submitting your response to the Solicitation.

- **NIGP Code:** 91866-Human Resources Consulting Services

To submit a response to the Solicitation, vendors must create a profile in [MECKProcure](#). To create a new vendor or sub-recipient account or to find and activate your existing vendor account already on file ([click here](#)).

Technical support to assist with completion of Business Diversity & Inclusion (BDI) Forms, vendor registration or submission of your proposal/bid response will be available up until the proposal/bid due date in the Schedule of Events. Please be advised, any request for assistance made after 1:00pm (EST) on the proposal/bid due date may not result in a successful bid submission.

- Contact for Technical Support:
 - Email: vendor.management@mecklenburgcountync.gov
 - Division Telephone: 980-314-2400

All changes to the terms, conditions or specifications stated in this Solicitation will be documented in a written addendum, issued by the Procurement Analyst. The Addenda will be posted in [MECKProcure](#) and may be accessed at this website by searching the Solicitation Number.

Sincerely,

Teresa Rausch
Procurement Director

Checklist for Submitting A Proposal:

Instructions: This Checklist is to provide guidance in submitting a response to the Solicitation. The checklist must be followed. The County may consider proposals non-responsive for any items or deadlines not met as listed below.

1. Read the document fully.
2. Submit **Form A. BID/Solicitation Participation Acknowledgement** to Meckbids@mecklenburgcountync.gov.
3. Refer to this **Schedule of Events** for dates, times and locations specific to the Solicitation.

DATE	Time (EST)	LOCATION/Submittal Requirement	EVENT
8/26/2024	N/A	MECKProcure	Issue Solicitation Notice
9/4/2024	Before 2:00pm	Meckbids@mecklenburgcountync.gov	Form A. BID/Solicitation Participation Acknowledgement Forms Due
9/9/2024	2:00pm	Join the meeting now Meeting ID: 266 514 868 050 Passcode: MobP4f Dial in by phone +1 704-672-5181 , 807528255# United States, Charlotte Find a local number Phone conference ID: 807 528 255#	Pre-Proposal Conference
9/11/2024	Before 2:00pm	Meckbids@mecklenburgcountync.gov	Vendor Questions Due
9/13/2024	Before 2:00pm	MECKProcure	Post County Response to Vendor Questions
8/28/2024	2:00pm	Vendor Registration Form for Training	Vendor Registration and Submittal Training
9/25/2024	Before 2:00pm	All proposals shall be submitted online via MECKProcure	Proposals Due
TBD	8:00am to 5:00pm	TBD	Demonstrations
11/1/24	N/A	TBD	Contract Start Date

Note: Mecklenburg County reserves the right to adjust this schedule as it deems necessary.

4. **Proposal Format** - The following items must be submitted in the following order at the time of proposal submission. Vendors are encouraged to check off each item as the required action is completed:

- Section 3.1 - Letter of Transmittal
- Section 3.2 - Executive Summary
- Section 3.3 - Statement of Work
- Section 3.4 - Insurance
- Section 3.5 - Permits and/or Licenses, if applicable
- Section 3.6 - Audited Financial Statement, if applicable
- Form B, Pricing Worksheet
- Form C, Contract Exceptions Form
- Form D, Addenda Receipt Confirmation
- Form E, Vendor Company Information - Background and Experience Form
- Form F, Vendor Reference
- Business Diversity & Inclusion (BDI) Forms
 - Attachment 1: BDI Solicitation Coversheet
 - Attachment 2: BDI Form B – Identification of Subcontractor Participation
 - Attachment 3: BDI Form C – Statement of Intent to Perform Contract with OWN Workforce
 - Attachment 4: BDI Form D – MWBE Inclusion Plan

Introduction

1.1. Objective

Mecklenburg County, located in the State of North Carolina, is seeking Bids/Proposals from qualified vendors to provide/perform Executive Search & Recruitment – County Manager.

Contract

Award of a Contract will be made to one vendor on a competitive basis following the process, terms and conditions as described in this Solicitation.

Contract will be for a term of one year, with option to renew for a minimum of one additional consecutive one (1) year terms thereafter unless earlier terminated pursuant to the terms and conditions of the Contract.

Vendors shall provide pricing based on the requirements. The proposed cost shall remain in effect for the duration of the Contract which includes the initial term and any additional consecutive one (1) year terms.

1.2. Business Diversity & Inclusion (BDI) Program

It is the practice of the Mecklenburg County's Business Diversity and Inclusion Program (the "BDI Program"), in conjunction with the County Procurement Division, to foster greater competition, increase opportunities for participation by all segments of the business community, and maximize value for the taxpayers' dollars through efficient use of public funds.

The BDI Program accordingly is intended to promote full and equal business opportunities for all businesses contracting with Mecklenburg County by increasing the opportunity for purchase of goods and services from minority-owned and women-owned enterprises.

The [BDI Program Provisions Guide](#) details requires Contractors and Subcontractors to take all reasonably necessary steps to ensure maximum inclusion opportunity for the participation of Minority-owned, Women-owned, and Small Business Enterprises (collectively "MWSBE"), herein referred to as MBE, WBE or MWBE firms as well as other responsible vendors with fair and reasonable opportunity to participate in conducting business with Mecklenburg County.

1.3. Mecklenburg County Rights and Options

- County may in its discretion require one or more vendors to make presentations to the evaluation team or appear before management and/or its representatives for an interview.
- During such interview, the vendors may be required to orally and otherwise present its proposal and to respond in detail to any questions posed. Additional meetings may be held to clarify issues or to address comments, as deemed appropriate.
- Vendors will be notified in advance of the time and format of such meetings. Since Mecklenburg County may choose to award a Contract without engaging in discussions or negotiations, the proposals submitted shall define the vendors best offer for performing the services described in this Solicitation.
- The commencement of such discussions, however, does not signify a commitment by County to execute a Contract or to continue discussions. County may terminate discussions at any time and for any reason.
- County will decide which proposal best meets the criteria outlined in the Solicitation.
- County reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the proposal or prejudice other offers, or to reject, for good and compelling reasons, any and all proposals submitted.
- Should vendors find discrepancies or omissions in this Solicitation, or any other documents provided by Mecklenburg County, the vendors should immediately notify the County of such potential discrepancy in writing via email as noted above, and a written addendum will be made available, if the County determines clarification necessary.

- Vendors are encouraged to make a good faith effort to include environmental considerations supporting waste reduction, recycling and buy-recycled products supporting markets for recycled and other environmentally preferable products whenever practical.
- County has [Solicitation Terms & Conditions](#) posted on the internet site which speaks to non-discrimination and equal opportunity. The County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of minority business enterprise in procurement activities and provides equal opportunity for all businesses and does not discriminate against any vendor regardless of race, color, religion, age, sex, and national origin or disability.
- County reserves the right to reject any and/or all proposals in connection with this project, and to waive formalities in the proposal during any step of the procurement or awarding process (even after negotiations have begun).
- Final award of Contract is contingent upon availability of funds from Federal, State and/or local governing bodies.

2. Solicitation Process

2.1. Pre-Proposal Conference

- A **Non-Mandatory** Pre-Proposal Conference will be conducted according to the **Schedule of Events**. While attendance at the Pre-Proposal Conference is not mandatory, all interested vendors are encouraged to attend.
- If special accommodations are required for attendance, please notify the County representative indicated herein in advance of the date and time above and identify the special accommodation(s) required.

2.2. Submission of Responses

- Responses must be submitted electronically via [MECKProcure](#).
- Responses sent by fax, email or flash drive will not be accepted.

2.3. Proposal Opening

- As required by North Carolina General Statute 143 – 131 according to type of Solicitation:
 - Procurement staff will open the proposals received after the Due Date.
 - Proposals will not be read aloud or made available to inspect or copy until any trade secret issues/proprietary and/or confidential information has been resolved and a Contract has been awarded.
 - Public Bid Opening required for Federally funded projects.

2.4. Evaluation

The standard of award will be based on the most comprehensive, competitive and best value solution for the County based on 100-point scale for the following criteria/weights, the County reserves the right to modify the evaluation criteria or waive portions thereof:

- **Qualifications, Experience and Approach.**
 - Vendors will be evaluated based upon their understanding, experience and qualifications in performing the same or substantially similar services, as reflected by its experience in performing such services and approach for the provision of the Services.
- **Financial Qualifications.**
 - This criterion includes an evaluation of the financial qualifications of the vendor
- **Cost Effectiveness and Value.**
 - Under this criterion, proposals will be compared in terms of the most reasonable, and or most effective pricing options.
- **MWBSDE Achievement Goals.**
 - Under this criterion, proposals will be compared in terms of supplies and/or services to be provided by MBE and WBE Subcontractors to meet the achievement goals for the project as listed on Attachment 1 – BDI Solicitation Coversheet.
- **Acceptance of the Terms of the Contract.**
 - The County will evaluate the proposals for compliance with the terms, conditions, requirements, and specifications stated in this Solicitation including the Sample County Contract referenced in Section 2.5 Contract listed below. Vendors shall provide pricing based on the requirements and terms set forth herein.

- **Interviews.**
 - Interviews may be conducted with vendors at the sole discretion of the County. Any costs associated with interviews is the sole responsibility of the vendor.

2.5. Contract

- Should there be exceptions to the Contract, list them in **Form C. Contract Exception**.
- Please refer to the Sample County Contract attached as a document to the RFP in [MECKProcure](#).
 - If your legal counsel needs to review the Sample County Contract for potential issues, the review must be completed prior to submitting a proposal.

3. Proposal Content and Format

3.1. Letter of Transmittal

The proposal must include a cover letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the vendor.

- The cover letter shall provide the name, address, telephone and facsimile numbers of the vendor along with the name, title, address, telephone and facsimile numbers of the executive that has the authority to Contract with County.
- Each vendor shall make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its proposal: **“The information contained in this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to County, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead County as to any material facts.”**
- The cover letter must include any trade secret issues/proprietary and/or confidential information.

3.2. Executive Summary

A summary describing the vendor’s understanding of the County’s requirements/specifications and the proposed solution.

- A proposed **total cost** for the project.
- A brief summary of the proposed total cost.
- A summary of the approach to be undertaken to perform the services.
- Highlights any superior or unique aspects of the proposal.
- If applicable, identification of the proposed project team (including responsibilities).
- If you wish to add supplemental information, please be sure the additional attachment(s) is labeled “Supplemental Information.”

3.3. Statement of Work

Vendors must submit a Statement of Work to demonstrate competency in performing services as defined in this Solicitation.

- Include detailed description of the services to be completed along with sufficient information for the County to determine if the vendor meets each requirement.
- The County has identified the requirements for this Solicitation in the Scope of Work.
- Format for submission:
 - File size not to exceed 2MB
 - Single-spaced pages
 - One inch margins
 - Font Times New Roman, size 12

3.4. Pricing

- Pricing will include all aspects of the project.
- Pricing will include travel at the [IRS Per Diem](#) rates for Charlotte NC.
- Any costs incurred in the process of preparing and/or submitting a proposal shall be borne by the proposer.

3.5. Insurance

- Evidence of adequate insurance or ability to obtain insurance must be include in the bid/response.
- Provide one of the following documents for the required insurance minimums marked below:
 - A Certificate of Insurance.
 - A signed and dated letter from your insurance provider on their company letterhead stating your ability to obtain coverage.
 - Mecklenburg County must be listed as Certificate Holder on the accord.

- ☒ **Commercial General Liability**
 - Minimum \$1,000,000
 - Mecklenburg County must be listed as additionally insured.
- ☒ **Automobile Liability**
 - Minimum \$1,000,000
- ☒ **Professional Errors & Omissions**
 - Minimum \$1,000,000
- ☒ **Worker's Compensation and Vendors Liability**
 - State of North Carolina statutory requirements
 - If less than three (3) employees (including the owner(s), provide signed statement on business letterhead that Worker's Compensation not required and state the number of full-time and part-time employees including owner(s)

Must procure all necessary permits and licenses and abide by all applicable laws, regulations and ordinances of all Federal, State, and local governments in which work under any resulting Contract is performed.

3.6. BDI Program Forms

Bidders are expected to review the entire [BDI Program Provisions Guide](#) BDI Solicitation Coversheet as they are planning to submit the following BDI forms with their Bid/Proposal.

- BDI Solicitation Coversheet
- BDI Forms B – Identification of Subcontractor Participation
- BDI Form C – Statement of Intent to Perform Contract with OWN Workforce
- BDI Form D – MWBSDE Inclusion Plan with Bid/Proposal

The BDI forms are referenced as “*Attachments*” to this solicitation and are required forms.

4. Digital Accessibility Compliance

Mecklenburg County has a Digital Accessibility Policy related to all public-facing digital communications initiatives. The policy supports Mecklenburg County's goal of providing equal access to all members of the public and complying with all applicable digital accessibility laws. Mecklenburg County has obligations under laws including (but not limited to): The Americans with Disabilities Act of 1990 (or “ADA”, 28 CFR Parts 35 and 36), Section 508 of the Rehabilitation Act of 1973 (or “Section 508”, 36 CFR 1194).

This policy should be used when procuring third-party products, components or services related to the “public-facing digital communications” that are considered to be in scope for accessibility compliance and defined as:

- **Mobile Websites and Applications:** Mobile optimized websites and native applications (e.g. iOS®, Android®) that can be used by the public to interact with any services offered by Mecklenburg County.
- **Websites & Social Media:** Websites and digital content (HTML or non-HTML) that can be accessed by the public via internet browser or social media platform (e.g. Facebook, etc.).
- **Other Public Facing Websites:** Other Mecklenburg County public-facing sites such as: E-Parks, EastwayRec.com, and other department websites.
- **Any other digital communications** effort towards public recipients.

To ensure compliance with this policy, a [Voluntary Product Accessibility Template \(VPAT\)](#) must be submitted to Public Information's Web Services Manager prior to any product public implementations.

5. Vendor Support

5.1. Vendor Registration and Training

Must be completed prior to response submission but is not required to access the Solicitation documents.

- See [MECKProcure](#) to:
 - Register as a vendor, click on Register located on the left side of the page.
 - To access bid documents, click on Public Access located on the left side of the page.
- Training regarding Vendor Registration and Electronic Bid Submission will be provided by the Vendor Management Program Office. The training will assist with registration and electronic bid submission.
 - To participate in the training, you must [Register for training](#).
 - Confirmation of the scheduled training along with details will be forwarded to the registrant.

5.2. National Institute of Governmental Purchasing Codes (NIGP)

- NIGP Code is a universal taxonomy for identifying commodities and services in procurement systems.
- Define the code for the requested good/service.

6. Scope of Work

PURPOSE

The intent of this Request for Proposal is for Mecklenburg County, North Carolina (County) to obtain proposals from highly qualified Executive Search firms to conduct a recruitment campaign for the position of County Manager. This opportunity will result in the successful recruitment of an experienced, skilled administrator to oversee the operations of Mecklenburg County Government and work with the elected board of commissioners for the administration of all departments of county government under the board's general control. For more information about those powers and duties please refer to N.C. General Statute 153A-82.

The County intends to award a contract to a firm that can review and enhance the County's recruitment efforts, oversee a nationwide search, target qualified candidates, and assist with screening and interviewing candidates.

The County reserves the right to modify the Scope of Services to include some or any part of the process outlined in this request.

BACKGROUND

Mecklenburg County, named for the home province of Queen Charlotte, wife of England's King George, III was formed in December 1762 from the western part of Anson County. The first official governmental action took place in February 1763. The North Carolina State Constitution, approved in 1868, gave the citizens of all counties the right to elect a Board of County Commissioners to govern them. Currently the County's Board of County Commissions is comprised of nine members. Six members are elected by districts and three are elected at large. A chairman and vice chairman are elected at the Board's first meeting in December.

The County has 546 square miles of land and a well-balanced economy with employment distributed between major economic sectors. The County is the second most populated county in the state with over 1 million residents. Its county seat and largest city is Charlotte, home to a diverse population. Other cities within the County include Huntersville, Matthews, Cornelius, Pineville, Davidson and Mint Hill.

POSITION OVERVIEW

The County Manager position will lead a multi-billion dollar, multi-faceted, 5000 plus employee government enterprise that supplies services and resources to the citizens of Mecklenburg County. The executive selected as the County Manager must have the leadership, interpersonal and communication skills to work effectively with a broad and diverse group of constituents in both the public and private sectors.

The Mecklenburg County Board of County Commissioners (BOCC) has set a vision for the community which can be summed up in the following statement:

"Mecklenburg County will be a community of pride and choice for people to LIVE, LEARN, WORK and RECREATE."

To carry out this vision, county services are provided to meet the community's priorities, as defined by the BOCC, and funded through property taxes, local sales taxes, fees, and other sources. The BOCC's primary responsibilities are to adopt an annual budget, set a property tax rate, and establish priorities to address the County's needs, especially in the areas of health, education, welfare, and mental health. The BOCC's priorities are carried out by a staff of over five thousand employees led by the County Manager who is appointed by, and reports to, the nine-member board. The County Manager is the CEO of the organization.

The County Manager is responsible for the execution of the BOCC's primary responsibilities. In addition, the County Manager is also accountable for leading staff responsible for providing County services to meet the BOCC's defined

community priorities while maintaining adherence to the Vision and Mission of Mecklenburg County: "To be the best local government service provider." and "To serve Mecklenburg County residents by helping improve their lives and community." These responsibilities and activities are expected to be accomplished while maintaining and utilizing the Values and Guiding Principles of Ethics, Excellence, Customers, Teams, Employees, and Accountability.

SCOPE OF SERVICES

Mecklenburg County anticipates the Executive Search firm would provide the following services. Firms shall outline their proposal for how to address these expectations. The selected firm will be viewed as an active partner in ensuring the County a high-level of satisfaction during the process, the outcome, and the cost associated with this recruitment. It is expected that the firm will work with the County to place a new County Manager whose start date would be no later than April 1, 2025.

Each response should address how the firm would respond to the following proposed Scope of Work which may be revised and finalized at the time of the contract. The Scope of Work may include but is not limited to the following:

1. Assist the Board of County Commissioners with the development of a candidate profile which outlines the desired skills and qualifications that the new County Manager should possess.
2. Assist the Board of County Commissioners in determining the process to be used to select the new County Manager including the extent to which the public and staff may be involved in determining the qualities desired in the new County Manager and in the selection process.
3. Develop a recruitment strategy including recommending appropriate advertisement and social media recruiting activities.
4. Circulate the job posting with appropriate agencies, including the National Association of Counties, the International City/County Management Association, the North Carolina Association of County Commissioners, the North Carolina League of Municipalities, the UNC School of Government, local media and others as recommended by the firm.
5. Prepare a list of individuals who should be encouraged to apply and actively recruit them.
6. Work in conjunction with the Board of County Commissioners to carry out the recruitment process.
7. Screen all applications and create a recommended candidate list based on agreed upon criteria.
8. Design the interview process, including preparation of interview questions, scoring sheets, suggested panel make-up, and other associated tasks.
9. Provide comprehensive background information on candidates selected to be interviewed, including any appropriate assurances as to their stated qualifications.
10. Assist in negotiating a contract with the successful candidate.
11. Any additional efforts recommended by the firm to guarantee a successful outcome.

MINIMUM QUALIFICATIONS

The minimum acceptable qualifications for an executive search firm include:

- Respondent firm must be a national or regional professional executive search firm that specializes in recruiting senior level executives.
- Respondent firm must have a minimum of 5 years of experience or the lead recruiter must have a minimum of 10 years experience recruiting senior level executives including recruitments in the City and/or County Manager roles.

PREFERRED QUALIFICATIONS

- Placement of at least five (5) City or County Managers in jurisdictions over 1,000,000 population within the past five years.

ADDITIONAL INFORMATION

- There is no guarantee of an award, and terms are subject to change. Submission of a proposal does not represent an award or any legally binding contract.
- Responding firms may be asked for an on-site interview prior to the County making a final decision.

- Services to begin upon award of contract.

Proposals must contain all the following information:

1. Provide the name and address of your firm. Describe what type of a business entity your firm is (corporation, general partnership, Limited Liability Company, etc.). Indicate in what state and year your business entity was incorporated or formed.
2. Provide a brief history of your business, including years of operation, general business description, number of clients serviced, types of services generally offered, size of firm, and statement of philosophy of customer service levels provided to clients.
3. Describe the background, experience, and capabilities of your firm as it relates to the Scope of Work outlined above. Highlight any successful placements in other large local governments and/or local governments during the last three years. Include a list of recent recruitments listing the name of the organization, the location, and the time to complete the recruitment. Of particular interest would be any placements for North Carolina jurisdictions.
4. Identify the key personnel of the firm who will be assigned to perform services for Mecklenburg County, and who will provide continuing support throughout the term of the contract. Provide resumes stating qualifications for key personnel and provide a statement as to the availability, continuity, and accessibility of the individuals who would be assigned to manage Mecklenburg County's search. List the successful placements that they have been a part of in the last three years. Please note that stipulations in the contract between Mecklenburg County and the selected firm will include a provision that the assigned personnel as noted in your response cannot be changed without the approval of Mecklenburg County.
5. Describe how your firm will provide updates or progress reports on the search and recruitment efforts to the County during the course of the engagement and how or if the anticipated hire date will be impacted.
6. Identify all subcontractors you intend to use for the proposed scope of work. For each subcontractor listed, proposers shall indicate 1.) What products and/or services are to be supplied by that subcontractor and 2.) What percentage of the overall scope of work that subcontractor will perform.
7. List at least five (5) clients (municipal/county government) for whom you have provided executive search firm services in the past three years. Provide telephone numbers and contact names for references.
8. Provide specific costs for services, fee payment schedule, and cost guarantees, if available, for the services listed above. Include an hourly rate and description of services performed beyond the normal scope of services that would be included in a contract. Specify any additional expenses such as travel and lodging. These should include the number of firm personnel that would be needed on each trip.
9. Provide any assurances as to timely and successful completion of the recruitment. Provide a timeline with a detailed description of each component of the firm's proposed search process.
10. Describe any type of guarantees your firm provides if the recommended candidate does not work out as expected for Mecklenburg County.

SELECTION PROCESS

The selection process will include the following criteria in the evaluation of proposals for development of a shortlist to be considered for potential interviews and subsequent negotiations. These criteria are not necessarily listed in order of importance.

- Firm's qualifications and experience in conducting similar searches, including location of offices and related staffing
- Firm's understanding of the project objectives
- Previous work experience on similar searches and demonstrated experience in successful recruitments
- Experience and qualifications of the personnel actually conducting the search, including any sub-contractors
- Financial stability of the firm
- Firm's proposed methodology and schedule for conducting the search process
- Overall cost, including fees, and other expenses.
- The ability of the consultant to begin work immediately and complete the search within the County's stated deadline

- Evaluation of references from previous clients.
- Reasonableness of proposed contractual terms.

Following the deadline for submittal, the selection committee made up of the Board of County Commissioners will review the submitted responses and rank all submittals based on their response to the information requested. They may short list the number of qualified firms. The County reserves the discretion to determine the number of firms that will be on the short list. The County may engage in individual discussions with two or more firms deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. The selection committee will schedule firm interviews as required in the selection process. Such firms shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts.

The selection committee may conduct discussions with the firm(s) submitting responses regarding the contract and shall select from among the firm(s) deemed most qualified to provide the required services. At the discretion of the County, the discussions with the firm(s) may consist of written questions and responses, and/or personal interviews with members of the firm(s). If personal interviews are required by the County, the persons proposed to be responsible for performing the work required herein shall attend the interview. If requested, firms should be prepared to submit financial status information, which shall be held in confidence.

The County will negotiate with the most qualified firm at a compensation which is considered to be fair and reasonable to the County. In the event a satisfactory contract with the firm considered to be most qualified cannot be reached, negotiations with that firm shall be formally terminated. Negotiations will then proceed with the remaining ranked firms in the same manner until an agreement is reached, unless it is determined by the committee that it is in the best interest of the County that the process be terminated or modified.

Mecklenburg County reserves the right to reject any and/or all submittals, and to waive defects, technicalities and/or irregularities in any submittal. The County reserves the right to finalize a contract with one firm based on all factors involved in the written qualification submittal without further discussion or interviews.

Form A. BID/Solicitation Participation Acknowledgement

This form is to acknowledge that you are interested in participating in this project and that you have read/reviewed the County Sample Contract that will be used upon award. **Failure to submit this form by the designated date as identified on the Schedule of Events shall not preclude the Company from submitting a proposal.**

- Please complete and submit this form to the email address: Meckbids@mecklenburgcountync.gov.
- In the Subject Line include: Attention: Executive Search and Recruitment – County Manager Enter Solicitation #
Teresa Rausch, Procurement Director

AGENCY CONTACT INFORMATION			
Name:		Phone:	
Fax:		Email:	

AGENCY INFORMATION		
Agency Name:		
Name:	Title:	
Address:		
City:	State:	Zip Code:
Business Designation (check One)		
Individual [<input type="checkbox"/>]	Sole Proprietorship [<input type="checkbox"/>]	Public Service Corp [<input type="checkbox"/>]
Partnership [<input type="checkbox"/>]	Corporation [<input type="checkbox"/>]	Government/ Nonprofit [<input type="checkbox"/>]
LLC [<input type="checkbox"/>]		

Please check the appropriate box and provide the requested information:

- Yes No **Will attend the Pre-Proposal Conference and will submit a Proposal**

Number of attendees: In-Person Via Teleconference
- Yes No **Will not attend the Pre-Proposal Conference; however, intend on submitting a Proposal**

Reason:
- Yes No **Will not attend the Pre-Proposal Conference nor submit a Proposal**

Reason:

Form B. Pricing Worksheet

Regardless of exceptions taken, Companies shall provide pricing based on the requirements and terms set forth in this RFP. Pricing must be all-inclusive and cover every aspect of the Project. Cost must be in United States dollars. **If there are additional costs associated with the Services, please add to this chart. Your Price Proposal must reflect all costs for which the County will be responsible.**

1. Provide all fees associated with this recruitment including a description of fee calculation.

Fee Description	Cost Factor

Additional Comments:

Form D. Addenda Receipt Confirmation

Instructions: Please acknowledge receipt of all addenda posted to [MECKProcure](#) by including this form with your Proposal.

ADDENDUM #:

DATE REVIEWED:

I certify that this proposal complies with the General and Specific Specifications and conditions issued by Mecklenburg County except as clearly marked in the attached copy.

(Please Print Name)

Date

Authorized Signature

Title

Company Name

Form E. Vendor Company Information - Background and Experience

Vendor Background	
Question	Response
Vendor Identification	
Vendor Legal Name:	
Vendor Assumed or DBA Name:	
Vendor Address:	
Vendor Contact Information:	
Corporate Notes	
Ownership:	
State company ownership status <ul style="list-style-type: none"> • Business • Sole Proprietor • Partnership • Corporation • Limited Liability Corporation (LLC) • Other 	
State what city and state the company was legally formed.	
State the date the company was formed.	
Certified Partnerships:	
Identify certifications held for implementing another firm's products. Include how long the partnership or certification has been effect.	
Organization Size:	
Describe organization, including any parent companies, subsidiaries, affiliates and other related entities. <ul style="list-style-type: none"> • If a Subsidiary <ul style="list-style-type: none"> ○ # Of employees of proposing company/division ○ Identify revenues of proposing company/division 	
Vendor Experience	
Customer Base:	
# Of public sector clients.	
# Of clients that are municipalities/counties	
# Of clients served similar in size to the County	
Terminated Projects:	
List any terminated projects. Please disclose the jurisdiction and explain the reason for the termination.	
Litigation:	
List any litigation that you have been involved with during the past two (2) years regarding services provided.	
Additional Narrative Response	
Background:	

Describe company in terms of size, type of services offered, and clientele served.	
Describe track record for providing services and/or deliverables similar to the Scope of Work in the Solicitation.	
Financial Information:	
State whether the company or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or government body.	
Minority Women Business Enterprise (MWBE) Participation	
Provide a brief explanation of your company's approach to internal diversity and inclusion. <ul style="list-style-type: none"> • Provide diversity in demographics within your organization • Provide community involvement with diverse stakeholders/organizations. 	
Briefly explain your company's approach to utilizing NC Office of Historically Underutilized Businesses Minority and Women sub-firms and how they will contribute as part of the project team.	
Provide good faith information on previous projects, similar in scope and scale and the achieved diversity and inclusion on those projects.	
Describe the project team key individuals responsible for performing the Statement of Work services and/or deliverables. <ul style="list-style-type: none"> • Provide resume with information regarding <ul style="list-style-type: none"> ○ Experience ○ Qualifications ○ Professional certifications/licensures ○ Other information as deemed necessary 	
Provide organizational chart, listing key individuals and responsibilities, including location of office(s). <ul style="list-style-type: none"> • A percentage/ratio of male to female employees and the percentage/ratio of minority employees within the prime consultant firm. You may also choose to provide other examples or types of diversity within the firm. • A percentage/ratio of male to female employees and the percentage/ratio of minority employees within the sub- firms. Sub-firms may also choose to provide other examples or types of diversity within their firms. • Identify any MBE /WBE certified sub-firms included on your team, and identify which certification (M, W) those sub-firms have. • Any additional information you may have regarding any efforts on the part of the prime or sub-firms towards inclusion and diversity. This may include any professional agency or university 	

outreach efforts, internship, or education programs, etc.	
---	--

Communication

Describe communication scheme you will use to keep the County informed about services?	
--	--

What risks are associated with project? What contingencies have been built in to mitigate those risks?	
--	--

Form F. Vendor Reference Form

Please provide the following information for three (3) customers of comparable size and scope as outlined in this Solicitation, particularly North Carolina public sector customers that the vendor has been under Contract with during the past five (5) years, as well as any additional municipality references.

References may be called at any time during the procurement process. The County will not notify Vendors before reference checks begin.

The County reserves the right to check any other reference(s) that might be indicated through the explicitly specified contacts or that result from communication with other entities involved with similar projects.

If your Bid/Proposal includes a Third-Party Provider, you must also submit a separate copy of this form for each Third-Party Provider.

REFERENCE 1:

Name of Client: _____ Phone: _____

Address: _____

Primary Contact: _____ Title: _____

Email Address: _____ Phone: _____

Service Dates: _____

Summary and Scope of Services Provided:

Client Operating Budget: \$ _____ Client # of Employees: _____

REFERENCE 2:

Name of Client: _____ Phone: _____

Address: _____

Primary Contact: _____ Title: _____

Email Address: _____ Phone: _____

Service Dates: _____

Summary and Scope of Services Provided:

Client Operating Budget: \$ _____ Client # of Employees: _____

REFERENCE 3:

Name of Client: _____ Phone: _____

Address: _____

Primary Contact: _____ Title: _____

Email Address: _____ Phone: _____

Service Dates: _____

Summary and Scope of Services Provided:

Client Operating Budget: \$ _____ Client # of Employees: _____

Attachment 1: BDI Solicitation Coversheet

BUSINESS DIVERSITY & INCLUSION (BDI) PROGRAM PROVISIONS GUIDE

BDI SOLICITATION COVERSHEET

The County maintains a strong commitment to the inclusion of MWBEs in the County's contracting and procurement process. Accordingly, BDI provides information and forms that Bidders will supply to be considered for the Program.

Bidders are expected to review the entire BDI Program Provisions Guide and this BDI Solicitation Coversheet as they are planning to submit the BDI form(s) with their Bid/Proposal. The Bid/Proposal should outline any supplies and/or services to be provided by Subcontractors, including each certified Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) for the Contract. Submittals (forms) and time frames can be referenced in Section-4.

PROJECT NAME: _____

INDUSTRY CATEGORY

Architect & Engineering Construction Professional Services Other Services Goods

Review the established participation goal type selected with the below for this specific solicitation.

PARTICIPATION GOAL TYPES

A. CONTRACT-BY-CONTRACT GOALS

THE ESTABLISHED PARTICIPATION GOALS FOR THIS PROJECT ARE:

_____ MBE _____ WBE
*Note: the goals must be achieved independently and not in combination

Required Bid forms associated with this participation goal type are:

- [Form A] Listing of Good Faith Efforts (GFE)
- [Form B] Identification of Subcontractor Participation
- Joint Ventures Documentation (include when is selected)

B. ACHIEVEMENT GOALS

THE ESTABLISHED PARTICIPATION GOALS FOR THIS PROJECT ARE:

_____ MBE _____ WBE
*Note: the goals must be achieved independently and not in combination

Required Bid forms associated with this participation goal type are:

- [Form B] Identification of Subcontractor Participation
- [Form C] Statement of Intent to Perform Contract with Own Workforce
- [Form D] MWBE Inclusion Plan
- Joint Ventures Documentation (include when is selected)

C. SPECIAL PROJECTS

THE ESTABLISHED PARTICIPATION GOALS FOR THIS PROJECT ARE:

_____ MBE _____ WBE
*Note: the goals must be achieved independently and not in combination

Required Bid forms associated with this participation goal type are:

- [Form D] MWBE Inclusion Plan
- Joint Ventures Documentation (include when is selected)

**Attachment 2: BDI Form B – Identification of Subcontractor Participation
BUSINESS DIVERSITY & INCLUSION (BDI) PROGRAM PROVISIONS GUIDE**

Mecklenburg County Government

Formal Documents

Form B – Identification of Subcontractor Participation
[Submit with Bid]

The County maintains a strong commitment to the inclusion of MWBEs in the County’s contracting and procurement process when there are viable subcontracting opportunities. Bidders must submit this form with their Bid/Proposal outlining any supplies and/or services to be provided by all Subcontractors, including each MBE, WBE, and non-certified firms for the Contract.

Prior to submission, review your documents for accuracy and ensure all items are complete

Name of Bidder: _____ **Certification Status** MBE WBE NCSBE
(Company Name) (check all that apply): CBI-SBE NCDOT-DBE

Project Name: _____ **Solicitation #:** _____ **Total Bid Amount:** _____

Authorized Person: _____ **Telephone:** _____ **Email:** _____

I, the Authorized Person, do hereby certify that on this Contract, we intend to use the following certified **MWBEs** and non-certified firms as Subcontractors (subconsultants, vendors, suppliers, and/or providers of professional and/or other services). We intend to expend the amounts/percentages below of the total dollar amount of the contract with the businesses listed

****MBE and WBE Certification with the NCHUB Office is required to be counted toward participation goals.**

Total Utilization Amount	Total Utilization Percentage	Total MBE Amount	Total MBE Percentage	Total WBE Amount	Total WBE Percentage	Total Non-Certified Amount	Total Non-Certified Percentage

#	Firm Name / Contact Person	Telephone / Email	County / State	Scope of Work	MBE Amount	WBE Amount	Non-Certified Amount
1							
2							
3							
4							
5							
6							

Form C – Statement of Intent to Perform Contract with OWN Workforce
 [Submit with Bid]

Prior to submission, review your documents for accuracy and ensure all items are complete

Name of Bidder: (Company Name) _____ Telephone: _____	Certification Status: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NCSBE <input type="checkbox"/> CBI-SBE <input type="checkbox"/> NCDOT-DBE Emails: _____
Project Name: _____	Solicitation #: _____
Total Bid Amount: _____	

I hereby certify that it is our intent to perform 100% of the contract required for this Contract.

1. In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type of project, normally performs, has the capability to perform, and will perform **all elements of the work** (labor) on this project with his/her own current workforces – **including any aggregation of material, equipment or supplies required for the project provided by the Bidder’s company for utilization on a County Project, with the total value of which is ten percent (10%) or more of the value of the contract or \$2,000, whichever is less; and**

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

2. If it should become necessary to subcontract some portion of the work at a later date, the Bidder will comply with all "Good Faith Efforts" requirements in providing equal opportunity to MWBE firms to Subcontract the Work. The BDI Program Office should be notified immediately and approved, and respective BDI Program Provisions and Forms should be adhered to.

The undersigned hereby certifies that he or she has read the BDI Program Provisions Guide and this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Person: _____
 Signature: _____
 Title: _____



State of _____, County of _____
 Subscribed and sworn to before me this _____ day of _____ 20____
 Notary Public Name/Signature _____
 My commission expires _____

Form D – MWBE Inclusion Plan

[Submit with Bid, when selected in the BDI Solicitation Coversheet]

Create a detailed description of the strategies and actions the Bidder will take to outreach fairly and equitably, support, and contract with MWBEs.

Prior to submission, review your documents for accuracy and ensure all items are complete

The following are elements to incorporate into the MWBE Inclusion Plan to help collaborate with MWBEs by addressing the following, but not be limited to:

- the firms you contacted, when, and how you made contact, and their contact information
- the outreach strategy used to meet this Contract’s MWBE achievement goals;
- the specific resources and resource contacts utilized to locate MWBE firms for this Contract;
- the plan for building a connection with MWBEs and developing a project team;
- the plan to strengthen business relationships;
- the methods that will be used to improve lines of communication;
- the approach(es) that will be taken to resolve disputes;
- detailed description of the supportive services and activities that will be established for business development and how the plan will be executed;
- the mentorship opportunities that will be made available and how those opportunities will be executed; and
- the efforts that will be made available for capacity building and how those efforts will be executed.

(add additional sheets if needed)