



TOWN OF ST. JOHNSBURY

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REQUEST FOR PROPOSALS RECRUITMENT AND RETENTION PROJECT SERVICES TOWN OF ST. JOHNSBURY, VERMONT

INTRODUCTION

The Town of St. Johnsbury, Vermont is requesting proposals from qualified companies with experience in recruitment and retention to assist in reviewing and development recruitment and retention programs for the Town of St. Johnsbury.

Proposals are to be submitted electronically by 4:00 PM on September 16, 2022 to:

Rachel Waterhouse
Administrative Assistant
Town of St. Johnsbury Vermont
51 Depot Square
St. Johnsbury, VT 05819
rwaterhouse@stjvt.com

The Town of St. Johnsbury reserves the right to reject any or all proposals submitted. Proposals will be evaluated by the Town based on company experience and reputation, understanding of Town requirements, and price. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from proposers. At the discretion of the Town, companies submitting proposals may be requested to make oral presentations as part of the evaluation process.

Please direct all questions regarding this request for proposals to Rachel Waterhouse, 802-748-3926 x6, rwaterhouse@stjvt.com.

NATURE OF SERVICES REQUIRED

The Town of St. Johnsbury, Vermont desires to work with a consultant to provide additional strategies for recruitment and retention of employees for the Town of St. Johnsbury.

It is expected that the consultant will meet with town employees, analyze compensation, benefits and local wages to help evaluation the employment market demands. Review current marketing strategies and provide directed expansion on advertisement and marketing strategies. The consultant will work with the Town to assist in the creation of recruitment and retention programs for the Town.

At the conclusion of the project, the consultant will provide a detailed report on qualitative and quantitative retention data, near and long-term recruiting visions and retention plans for the Town of St. Johnsbury.

DESCRIPTION OF THE GOVERNMENT

The Town of St. Johnsbury has a population around 7,500. The Town provides the following services to its citizens:

Public safety (police and fire), highways and streets, water and sewer, recreation, parking, public improvements, planning and zoning, and general administrative services (managers, clerks, finance and valuation).

The Town has a total budgeted payroll of \$3,104,399.85 covering 45 full-time and 9 part-time or seasonal employees.

PROPOSAL REQUIREMENTS

Interested consultants shall submit its proposal separated into two sections: the **technical proposal** and the **cost proposal**.

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the company seeking to undertake this project for the Town of St. Johnsbury in conformity with the requirements of this request for proposals. The technical proposal should demonstrate the qualifications of the company and of the particular staff to be assigned to this engagement. It should also specify the approach that will be taken meet the request for proposals requirements. The technical proposal shall provide the necessary information in the following sequence:

- Background of the company. The proposer should state the size of the company, and the number and nature of the professional staff to be employed in this engagement.
- Partner, supervisory and staff qualifications and experience. The proposer should identify the principal supervisory and management staff who would be assigned to the engagement and disclose each person's experience in recruitment and retention planning.
- Specific recruitment and retention approach. The proposal should set forth a plan of implementation, including an explanation of the recruitment and retention methodology to be followed. The work plan should include a description of tasks, estimates of work effort, time budgets, and a detailed breakdown of responsibilities of all personnel.

The cost proposal should be structured as follows:

- Total all-inclusive maximum price for the project.
- Breakdown of costs shall be provided.
- Out-of-pocket expenses included in the total all-inclusive maximum price and reimbursement rates.
- Progress payments will be made on the basis of hours of work completed during the course of the engagement. Interim billing shall cover a period of not less than a calendar month.

EVALUATION CRITERIA

The consultant will be selected based on the technical qualifications and as well as consideration of the proposed budget. The technical qualifications review will include the proposed scope and approach as well as the expertise and experience in providing quality recruitment services to government entities and the qualifications and experience of the firm's professional personnel assigned to the project. The approach of the recruitment plan and the plan for implementation will also be reviewed.