South King Fire
31617 – 1st Avenue South
Federal Way, WA 98003

Request for Proposals

Fire Chief Recruitment Services

South King Fire (SKF) is seeking an executive search firm to assist in identifying, recruiting and screening candidates for the position of Fire Chief

Posting Date: March 26, 2025

Due: April 14, 2025, 4:00 PM PST

SKF requests interested parties to submit proposals for the above referenced Request for Proposals (RFP).

Background:
SKF serves a population of more than 160,000 residents within the Cities of Federal Way and Des Moines as well as unincorporated Lakeland North and Lakeland South, a small portion of the City of Normandy Park and the City of Auburn's West Hill. The Fire District is a stand-alone district organized under Title 52 RCW Fire Protection Districts, with an elected Board of Fire Commissioners providing governance and policy direction to the Fire Chief and staff of the District. SKF staffs 7 response fire stations with Firefighters/EMTs which is augmented by South King County Medic One Paramedics and a Mobile Integrated Health team. In 2024, SKF responded to over 27,000 calls for emergency services.

Scope of Work:
SKF is seeking a consultant/executive search firm to provide recruitment services to attract Fire Chief Candidates at the direction of the Board of Commissioners. Primary tasks to include:

- Meet with SFK Board of Fire Commissioners ("SKF Board") to obtain information regarding the job tasks, responsibilities and the knowledge, skills, abilities and characteristics that will be required of the successful candidates for this position.
- Participate in ongoing meetings with SKF Board and staff, as necessary.
- Conduct both internal and external stakeholder meetings to inform the process.
- Develop a strategy and timeline for recruiting, including outreach for candidates from diverse backgrounds. The following should be included in this process:
    - Direct informational mailings to key associations and research organizations throughout the nation.

    - Selected advertising on professional websites and in professional publications.
    - Networking and direct inquiries with professional sources knowledgeable in the field.
- Review resumes provide weekly applicant reports and make recommendations regarding the finalists.
- For each of the finalists, conduct a reference check and prepare a written summary focusing on background, experience, and academic and professional qualifications. Through the reference checks, ascertain the strengths and personal aptitude assessment that would qualify the candidates for this position. Give a presentation highlighting the finalists' qualifications to SKF Board.
- Assist the Board Secretary with the logistics, facilitate the interview process and assist in the final selection and evaluation of the candidates.
- Complete criminal background check and final reference checks (ideally onsite interviews with former employers).
- Notify the applicants not selected.
- Comply with all federal, state and local rules, regulations, and programs during all phases of the recruitment and evaluation process.

Sub Consultants:
SKF must approve any subcontracting of any kind to be performed on this project.

Project Schedule:
Please provide a work schedule with your proposal to allow for adequate notification and SKF Board and staff scheduling during the performance of this work. The work schedule is to include all proposed major milestones.

Proposed Timeline:
The following table outlines the anticipated schedule for this RFP process. SKF reserves the right to modify or reschedule milestones as necessary.

Item	Date
RFP Announced	March 26, 2025
Proposals Due	April 14, 2025
First Round of Fire Chief Interviews (optional at SKF discretion)	Early to mid-June, 2025

Proposal Due Date/Time:
4:00 pm (local time) on Monday, April 14 2025. SKF must receive proposals no later than said date and time. By submitting a proposal, respondents acknowledge their satisfaction as to the size, scope and location of the work to be performed.

RFP Submittal Procedures

Proposals are to submitted in PDF format as an email attachment and sent to lauri.perry@southkingfire.org

- Email subject line to read: RFP Fire Chief Recruitment Services
- Email body to include the following:
  - Attached is Company Name's RFP for Fire Chief Recruitment Services
  - Proposals are due: April 14, 2025 at 4:00 PM (PST)

Response Requirements & Format:

All costs for developing a response to this RFP are the obligation of the respondent and are not chargeable to SKF. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by SKF. All responses and accompanying documentation will become property of SKF and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed SKF agent(s). Proposals cannot be withdrawn after the published close date.

Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. The following submittals must be part of your proposal; if any are not included, your proposal may be judged as non-responsive. A committee will evaluate the submitted proposals. During the evaluation process, SKF reserves the right to request additional information or clarification from firms responding to this RFP.

A complete proposal will include:

1. Cover letter stating:
   a. Brief overview of firm
   b. List of services offered by firm, in accordance with the scope of work
   c. Firm's point-of-contact name, position and contact information
2. Recruitment Approach and Process Overview – Provide an overview of your recruitment methodology and how you will screen potential candidates, and provide assistance with SKF's selection process.
3. Provide a work schedule with your proposal to allow for adequate notification and staff scheduling during the performance of this work. The work schedule is to include all proposed major milestones.
4. Identify firm's current personnel with their respective qualifications and relevant experiences (limit to no more than one page per person). Team member qualifications and roles, particularly Lead Consultant qualifications, are important.
5. Organizational chart of firm.
6. List of firm's recent tasks, projects, and current on-call commitments. Include Lead Consultants' contact information for each listing.

7. Payment Methodology – Provide total expenses for each task/set of deliverables. Please also include number of hours and hourly rate of all named team members and total cost, as identified in the Scope of Work.

Additional response requirements include the following:

1. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
2. Provide a statement indicating the number of calendar days the proposal shall be valid (SFK's minimum number of days is 60).

SKF reserves the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The final decision is at SKF's sole discretion and respondents to this request have no appeal rights or procedures guaranteed to them.

SKF reserves the right to re-evaluate firms who were not originally short-listed at any time before the determination of a finalist is made. Upon notification of an intent to award, SKF reserves the right to limit the period of contract development to thirty (30) days, after which time project award may be rescinded. SKF has the option not to award a contract at the end of this process.

Terms and Conditions:

SKF reserves the right to amend terms of this RFP to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort firms may have spent on their responses. Terms of the agreement are outlined in this solicitation and include the following documents, which are incorporated herein by this reference:

- RFP – Fire Chief Recruitment Services

Contracting notice:

Upon selection of Consultant, SKF intends to enter into an agreement using a standard Consulting Services Agreement which shall be used to secure these services.

Performance Criteria:

The consultant shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the Consultant shall be documented by SKF and submitted to the Consultant for corrective action. Continued poor performance shall be deemed a breach of SKF requirements and shall be the cause for immediate termination of services.

Proposed Personnel:
Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's proposal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by SKF. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. SKF shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. SKF shall not unreasonably withhold approval of staff changes.

Invoicing and Payment:
Consultant may invoice SKF no more frequently than once per month for work completed. Invoices shall contain an itemized listing of all expenses. SKF will make payment to Consultant within forty-five (45) days after receipt and approval of said invoices. Invoices shall be delivered to:

South King Fire
Lauri Perry
31617 – 1st Avenue South
Federal Way, WA 98003
Lauri.perry@southkingfire.org

Public Disclosure Notice

All materials provided by the respondent are subject to State of Washington and applicable County (e.g. King County) public disclosure laws, per RCW 42.56. Any information contained in the proposal that the respondent desires to claim as confidential or proprietary **must** be clearly designated, including page with particular content identified. SKF assumes no obligation on behalf of the respondent to claim any exemption that is not clearly identified by the respondent as being confidential or proprietary. SKF will try to respect all material identified by the respondent as being confidential or proprietary but requests that respondent be highly selective of what they mark as such. SKF will make a decision predicated upon applicable laws and can choose to disclose information despite its being marked as confidential or proprietary. Marking the entire proposal as confidential or proprietary, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of SKF. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in SKF possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the confidential information.

Governing Law and Venue:

In the event of litigation, the submittal documents, specifications, and related matters shall be governed by and construed in accordance with the laws of the State of Washington. Venue shall be with the appropriate state or federal court located in King County.

Americans with Disabilities Act (ADA) Information:

SKF, in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 will make every reasonable effort to provide equal opportunity to submit qualifications in response to this request.

Title VI Statement:

SKF, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Questions/Inquiries:

Please direct any questions concerning this RFP or SKFs requirements to SKF employee listed below. No other SFK official or employee is empowered to speak for SKF with respect to this request. Information obtained from any other source shall not be binding and may disqualify your response.

Executive Secretary/Board Secretary Lauri Perry – Lauri.Perry@southkingfire.org