



REQUEST FOR PROPOSALS
Executive Search Services RFP
Charlotte, Vermont

Proposals Due: 2pm on *Monday, December 22, 2024*

PROJECT DESCRIPTION

Project Summary

The Town of Charlotte is requesting proposals to develop and manage the recruitment process for the Town of Charlotte Vermont.

Context and Background

Charlotte is a rural town in Chittenden County Vermont with a population of approximately 3,400.

Timeframe

Proposals are due at 2 pm on Monday, December 22th, 2025. Bidders are directed to submit a sealed bid, the details are explained further in the RFP.

PROPOSAL REQUIREMENTS

Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** - A cover letter of interest and general description of recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – Provide a detailed explanation of how the bidder will provide service to the Selectboard. Please include:
 - a. Describe the service to be provided, an overview of staffing support if utilized, including a detailed scope of work broken down by task and team member with organizational chart.
3. **Project Budget** – Provide a detailed budget broken down by task. Include your overhead and hourly rates for the individuals involved. Also, provide an estimated budget with staff hours and expenses.
4. **Qualifications and Staffing** – Provide a qualifications profile of the company and sub-consultants (if applicable), including the role of each consultant on the team with organizational staffing chart. Also provide detailed information on the organization, including the name of the firm, year established, including a description of relevant experience providing similar services;
5. **References** - A minimum of three (3) professional references for whom a similar project has been completed within the last five (5) years.
6. **Page Limit** - The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including outside covers, cover letter, table of contents and resumes.

All information submitted becomes property of the town upon submission. The Town reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to or withdraw the RFP. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety if it is in the best interest of the Town. This solicitation of proposals in no way obliges the Town to award a contract.

Submission Requirements

Respondents should submit one printed copy of their response by 2pm on **Monday, December 22, 2025** in a sealed envelope clearly labeled “Recruitment Services Proposal.”

Municipality/Local Project Manager Contact Information

Carrie Johnson
Interim Town Administrator
Town of Charlotte
159 Ferry Road | PO Box 119
Charlotte, VT. 05445
Ph: (802) 425-3533 X205
Townadmin@townofcharlotte.com

If you have any questions about this project or the RFP, please address them in writing via US. mail or email to Carrie Johnson. We will respond to all questions in writing within 7 days and it will be posted on the Town’s website. Both the question and response will be shared with all other consultants.

RFP Schedule Summary:

RFP Issued November 25, 2025
Requests for Proposals due – 2pm on Monday, December 22nd, 2025.
Consultant selection: January 2026

Proposal Selection: Proposals will be reviewed by the Charlotte Selectboard. A short list of consultants may be selected for interviews.

Proposal Evaluation: Respondents will be evaluated according to the following factors:

1. Price
2. Bidder’s ability to perform within the towns preferred time limits
3. Bidders experience and reputation, including previous experience with the town.
4. Quality of service, and materials if applicable.
5. Bidders ability to meet insurance or bonding requirements and any other terms or conditions.
6. Bidders financial responsibility.
7. Nature and size of bidder organization.
8. Any other factors the appropriate municipal panel (AMP) determines are relevant in connection with this bid.
9. Bidders ability to provide future service, maintenance, and support.
10. Bidders who are suspended or debarred are automatically disqualified.

Contract Requirements:

The Town will negotiate the final contract terms upon selection. All contracts are subject to review by the municipality’s legal counsel. The contract shall not start until the successful applicant enters a written contract with the municipality. The Town is not liable for any cost incurred by the consultant prior to issuance of a contract.