



Request for Quotes

Recruitment & Hiring of Commissioners' Administrative Director

RFQ released: 02/20/2019
Deadline for Questions: 5:00 pm, 03/01/2019
Deadline for Quotes: 5:00 pm, 03/15/2019

Campbell County Government
500 South Gillette Ave., Suite 1200
Gillette, WY 82716



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I. INTRODUCTION

Campbell County (the “County”) is requesting quotes for the services of an executive search firm to find a suitable government professional to fill the position of Commissioners’ Administrative Director.

Respondents to this RFQ must follow the procedures and requirements stated within this RFQ. Failure to comply with, or complete any part of this RFQ, may result in the rejection of a quote. Respondents may be invited to an interview process with a panel of evaluators.

The Campbell County point of contact will be:

Charlotte J. Terry
Human Resources/Risk Management Director
Phone: 307-687-6356 Fax: 307-687-6450
Email: cjt16@ccgov.net

A. Background

The mission of Campbell County is to provide quality, efficient, and cost-effective services for all Campbell County residents through sound decision making and fiscal responsibility.

Campbell County was officially organized in 1913, out of the western halves of Crook and Weston Counties, and it includes 4,807 square miles and an estimated population of 50,000. The County includes the incorporated communities of Gillette (County seat) and Wright. Known as the Energy Capital, the County has vast deposits of coal, oil, natural gas and uranium. Located in Northeast Wyoming - midway between the Black Hills and the Big Horn Mountains, it is home to the largest surface coal mine in North America, and the Pronghorn Antelope herds nearly exceed the resident population.

In the current fiscal year Campbell County has 553.70 budgeted full time equivalent (FTE) positions and an annual budget of \$98,000,000. The County is governed by an elected five (5) member Board of Commissioners and is comprised of 25 departments.

Campbell County consists of a variety of departments providing public services, including air services, recreational services, health & human services, early childhood education, public safety & emergency services, building & planning, community justice, prosecution, public works and solid waste. The County also has several internal and support services such as finance, information technology, risk management and human resources.

For more information on the County, please visit www.ccgov.net/

II. GENERAL INFORMATION ON POSITION

The purpose of the position of Commissioners' Administrative Director is to plan, administer and direct the operations and activities of the Office of County Commissioners. The position is responsible for managing the County budget, regulatory, legislative and policy development and communication as well as supervision of multiple County departments and functions.

III. GOALS AND OBJECTIVES

The goal of the County, in issuing this RFQ, is to retain the services of a firm that will assist in the recruitment and hiring of a qualified candidate for the successful replacement of the retiring incumbent.

IV. SCOPE OF SERVICES

The selected firm will: evaluate the existing job description and salary range and make recommendations for changes that may be appropriate, find suitable candidates for consideration by the county, assist with the coordination of the interview and selection process including coordinating necessary travel.

V. COUNTY PROVIDED RESOURCES

The County will make available the necessary facilities needed for the selection process. The Human Resources Department will assist with the coordination of scheduling of events with County employees as well as provide detailed information on the position, benefits, local area and County organization.

VI. SUBMISSION GUIDELINES

When responding to this RFQ, please follow all instructions carefully. Please submit proposal contents according to the outline specified below, and submit all hard copy and electronic documents according to the instructions. Failure to follow these instructions may be considered an unresponsive proposal and may result in elimination from further consideration. Questions regarding the RFQ should be submitted in writing to Charlotte Terry by March 1, 2019. Proposals are due by March 15, 2019. The RFQ as well as all questions and responses will be available on the Campbell County website.

A. Proposal Submittal Requirements Response Format

To facilitate the analysis of response to this RFQ, the vendor is required to prepare their proposals in accordance with the instructions outlined in this section. Responses should be limited to no more than twenty-five (25) single-sided 8.5" x 11" pages, with font no smaller than 11. Document shall be tabbed to match the following submission guidelines and shall

fit comfortably in a standard 1” three-ring binder. Proposal may be submitted in either paper or electronically in PDF format.

B. Proposal Submission Addresses

Written proposals shall be mailed to:

Campbell County HR Department
500 South Gillette Ave, Suite 1200
Gillette, WY 82716
Attn: Charlotte Terry

Electronic proposal should be emailed to:

Cjt16@ccgov.net

Subject line: Compensation RFQ Proposal

Section	Title
	Cover Letter – Should attest to the accuracy of the proposal and be signed by an individual authorized to execute binding legal documents on behalf of the proposer
1	Contact Person – Provide a contact person for this RFQ including name, title, mailing address, telephone number and email address; this should be the authorized representative for the proposer
2	General Information – List the proposer name, address, Tax-ID number, evidence of business license(s) held, fax number, website
3	Company description - Including a brief history of the proposer, description of the firm, including size, number of years in business, locations and primary services provided; include any subcontractor that will be used on the project and a description of the services they will provide
4	References - Include references for a minimum of four public clients (preferably County clients) for whom you have provided similar services within the past five years; include references business name, address, contact person, phone number, email address, length of relationship, number of employees and a description of services provided
5	Resumes of experience and education for all staff to be assigned to the project as well as three examples that demonstrate your firm’s ability to find suitable public sector professionals for governmental clients
6	Detailed work plan for the project, including but not limited to: complete description of documentation provided for completion of the project, on-site visits and on-site requirements; support required by Campbell County Human Resources staff.
7	Project Schedule – including beginning and ending dates of key components of the project and the entire project based on the start date of the agreement.
8	Costs – the proposed fee should include a detailed breakdown of all costs for the project, including miscellaneous administrative and travel for completion of the project outlined in project scope; costs should be stated on a time and materials basis with a not-to-exceed maximum cost; proposals should include detailed expectations of payment as well as details of the time needed on site to complete assignments.

VII. ADDITIONAL TERMS

Campbell County will not consider cost as the primary factor in selection of a vendor for this RFQ and will generally utilize a qualifications-based selection process. Quality and responsiveness of proposal, organizational stability, qualifications and experience as well as proposal approach and work plan will be considered in addition to cost.

Campbell County reserves the right under the terms of this RFQ to request additional scope items unrelated to this defined set of services. The scope of these services and related cost will be agreed to prior to the consultant performing any work.

Campbell County may modify the RFQ at any time prior to the RFQ due date by issuance of a written addendum to be published on the Campbell County website. Campbell County may cancel, delay, or suspend this solicitation if it is in the best interest of the County as determined by the County. Campbell County may reject any or all proposals, in whole or in part, if it is in the best interest of the County as determined by the County.

The County reserves the right to waive any non-material irregularities or information in the RFQ.

The County is not liable for any costs incurred by a proposer in the preparation and/or presentation of the RFQ.

Any material submitted by the proposer prior to an executed contract shall become the property of Campbell County. Materials submitted after a contract is executed will be subject to the ownership provision of the executed contract. The County reserves the right to retain all proposals submitted and use or implement any idea in a proposal regardless of whether the proposal is selected.

All information submitted to Campbell County is public record. If a proposer's RFQ includes any information, not required by law to be furnished, that the proposer considers proprietary, and the proposer requests in advance that this information be held in confidence, the County will take reasonable efforts to maintain the confidentiality to the extent allowable under Wyoming law, including whether the public interest would suffer by disclosure.

The RFQ will be posted on the Campbell County website at ccgov.net. All questions and responses will also be posted on the website.

ATTACHMENT A Job Description

Job Title: Commissioners Administrative Director

FLSA Status: Exempt	Job Type: 584	Pay Range/Band: 82/35
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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

DEFINITION

To plan, direct, manage, and oversee the activities and operations of the Campbell County Commissioners Office; administer the budget and staff of the office. Duties involve working with highly sensitive issues requiring tact, discretion and responsiveness to the philosophy and mission of the County Commissioners in dealing with public officials, elected officials, representatives of the business community, the press, and the general public.

SUPERVISION EXERCISED AND RECEIVED

Exercise direct supervision over assigned staff to include administrative assistant, grants specialist, public information coordinator, emergency management coordinator, adult treatment courts coordinator, fleet manager, juvenile probation director and ITS manager.

Receive administrative direction from Campbell County Commissioners.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Important and essential duties may include, but are not limited to, the following:

1. Assume full management and leadership responsibility for all Commission Office services, staff, and activities. Manage the development and implementation of Commission Office goals, objectives, policies, and priorities; establish appropriate service and staffing levels; allocate resources accordingly.
2. Coordinate the development and advocate implementation of Commission's philosophy, goals, objectives, policies, and priorities.
3. Facilitate the development and maintenance of short- and long-range planning with the Campbell County Commissioners; ensure the philosophical objectives of the Commissioners are integrated into County policies and goals; serve as staff representative to Campbell County Commissioners.
4. Serve as primary facilitator of communications for the Commissioners Office both internally and externally.
5. Coordinate Commissioner's schedule and ensure proper press notification; prepare agenda and discussion items for scheduled Commission meetings; research and follow up issues as required.
6. In coordination with the Commissioners, work cooperatively with other agency administrators, commissioners, boards, staff, and public to effectively implement Commissioners' philosophy and goals.
7. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; assign tasks, projects and monitor assigned personnel.
8. Manage and participate in the development and administration of the Commissioners department's annual capital, and operating budgets; monitor and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
9. Coordinate County budget process, audit, grants and fund investments.
10. Coordinate Department activities with those of other divisions, departments, outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
11. Stay abreast of new trends and innovations in the field of government administration.
12. Suggest resolutions and facilitate response to difficult and sensitive inquiries and complaints from the public.
13. Represent the Commissioners to other County departments, elected officials and outside agencies; explain County programs, policies, and activities; negotiate and help resolve sensitive and controversial issues.
14. Facilitate coordination of adopted policies and resolutions.
15. Adhere to safe work practices and procedures.
16. Direct, attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned.
17. Represent County when working with other entities at all levels, i.e. Town, City, College, University, State and Federal.
18. Coordinate the scheduling of the County budget process and facilitation of ongoing communication regarding the process with other County departments and agencies. Serve as liaison with outside agencies in the coordination of the budgeting process.
19. Monitor and communicate legislative issues with the potential to impact the organization.
20. General knowledge of County budget.

OTHER JOB-RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive and diversified local government service delivery program.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of public policy program development and administration.
- Recent developments, current literature, and sources of information regarding local government operation, management, and administration.
- Advanced principles and practices of budget preparation and administration.
- Principles and practices of supervision, training, and performance evaluation.
- Organizational and management practices as applied to the analysis and evaluation of the Commissioners Office.
- Pertinent Federal, State, and local laws, codes, regulations and policy procedures.
- Modern office procedures, methods, and equipment.
- Principles of team building.
- Principles and procedures of record keeping and reporting.
- Principles of contract administration.
- Facility management and operation.
- Principles and practices of working safely.

Skill to:

- Operate modern office equipment.
- Operate a motor vehicle safely.

Ability to:

- Provide administrative and professional leadership and direction for staff.
- Build cooperation and trust through effective communication.
- Bring resolution and closure to issues.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient Commissioners' services.
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Identify and respond to community, board, and County Commissioners' issues, concerns and needs.
- Prepare and administer department budget; allocate resources in a cost-effective manner.
- Recognize problems, analyze problems to determine appropriate level of response, identify and propose alternative solutions, project consequences of proposed actions and assist with implementation of recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Oversee and prepare clear and concise administrative and financial reports.
- Ensure the maximum utilization of staff, equipment, and supplies.
- Explain Department and County policies and procedures.
- Communicate clearly, tactfully and concisely, both orally and in writing.
- Deal effectively with difficult people.
- Make effective presentations to large groups and organizations.
- Oversee the preparation and administration of contracts and ensure appropriate legal review.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education/Training:

- Equivalent to a bachelor's or master's degree in Business, Public Administration or a related field.

Experience:

- Seven to eight years experience in local government with progressively responsible management and supervisory duties which demonstrates administrative ability and leadership qualities. Experience should be in the public sector and include management in a similar organization.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must be current or obtained within a specified time frame as defined upon employment.

- Valid driver's license.

WORKING CONDITIONS:

Essential duties require the following:

Working Environment:

- No undesirable working conditions or exposure

Physical Activities:

- Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, kneeling, twisting upper body, and lifting an average of 25 lbs.; travel to different sites.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Campbell County is an Equal Opportunity Employer

Attachment B

SUMMARY OF EMPLOYEE BENEFITS EFFECTIVE JANUARY 1, 2019



Campbell County offers a comprehensive benefit package designed to be responsive to employee needs. This summary is intended to be a brief description of the benefits offered to eligible regular full-time and regular part-time employees.

Regular part-time employee premium amounts are based on the number of hours worked.



MEDICAL BENEFITS

Campbell County offers their eligible employees the choice of two different Health Plans. Benefit coverage is the same for both plan, with a few minor exceptions. Both plans offer 80/20 Co-Insurance after the annual deductible is satisfied. The Medical Benefit is administered by Blue Cross/Blue Shield of Wyoming.

Low Deductible Health Plan (LDHP)

Deductible:	Single \$ 500	Emp+1/Family \$1,000
Co-Insurance:	Single \$2,000	Emp+1/Family \$4,000
Total Out of Pocket Max:	Single \$2,500	Emp+1/Family \$5,000

Employee Premium with LDHP:

Single	\$50.00 per month
Employee + One	\$100.00 per month
Family	\$150.00 per month

High Deductible Qualified Health Plan (HDHP)

Deductible:	Single \$1,350	Emp+1/Family \$2,700
Co-Insurance:	Single \$1,150	Emp+1/Family \$2,300
Total Out of Pocket Max:	Single \$2,500	Emp+1/Family \$5,000

Benefit payments are based on BCBSWY Allowable Charges

NO EMPLOYEE PREMIUM HDHP

**Medical TPA is:
www.WyomingBlue.com.**

BCBS at 1-800-442-2376 or

Medical / Dependent Care Flex Saving Account (FSA)

Eligible employees may enroll in a Campbell County sponsored Medical and/or Dependent Care FSA. The annual matching contribution offered by Campbell County is \$100.

2019 FSA Maximum Contribution:

Health FSA	\$2,700
Dependent Care FSA	\$5,000

Health Savings Account (HSA)

Eligible employees may enroll in a Campbell County Sponsored Health Savings Plan provided they are enrolled in a High Deductible Qualified Health Plan.

2019 HSA Max Contribution:

HSA Single	\$3,500.00
HSA Emp/Family	\$7,000.00

55 or older, can make additional contribution of \$1,000.00

2019 Employer Contribution*:

Single:	\$ 250
Emp +1 or Family	\$ 500

* contributions may be increased with enrollment in wellness program

***Now Available to Individuals Covered Under the County's Medical & Prescription Plan:
Coalition Family Health Center***



PRESCRIPTION DRUG BENEFIT

The prescription benefit is administered by Express Scripts. Both a mail order and a retail pharmacy service is available.

Co-Pay Retail (30-day supply)

Generic	\$10
Formulary	\$20 + 20% of balance to a maximum of \$80 per script
Non-Formulary	\$35 + 30% of balance to a maximum of \$150 per script

Co-Pay Retail (90-day supply)

Generic	\$25
Formulary	\$50 + 20% of balance to a maximum of \$200 per script
Non-Formulary	\$87.50 + 30% of balance to a maximum of \$375 per script

Co-Pay Mail Order (90-day supply)

Generic	\$15
Formulary	\$40 + 20% of balance to a maximum of \$160 per script
Non-Formulary	\$75 + 30% of balance to a maximum of \$300 per script

*****Prescriptions with the HDHP are at full price until deductible is met; allowable charge is applied to deductible*****

(Specialty medications are only available through CuraScript Specialty Pharmacy and limited to a 30-day supply.)

Prescription Benefit Manager is: Prime Therapeutics

Contact at 1-800-442-2376 or

www.bcbswy.com.



DENTAL BENEFIT

The dental benefit is administered by Delta Dental of Wyoming.

Calendar Year Deductibles:

Single Employee: \$45
Employee+1/Family: \$90

Calendar Year Maximum Benefit

(excluding orthodontics & preventative): \$1,500

Lifetime maximum for orthodontics

(limited to age 26): \$1,750

Coverage:

Preventive & Diagnostic: 100%
Basic Services: 85%
Major Services: 50%
Orthodontic: 50%

Benefit payments are based on allowable, reasonable & customary charges.

Employee Premium with LDHP:

Single \$5.00 per month
Employee + One \$10.00 per month
Family \$17.50 per month

NO EMPLOYEE PREMIUM HDHP

Dental Benefit Manager is: Delta Dental of Wyoming

**Contact at 1-800-735-3379 or
www.deltadentalwy.org**

VISION BENEFIT

Optional vision coverage is offered to eligible employees at their own expense.



Monthly benefit premium charges are:

Single \$11.15
Employee + Spouse \$18.35
Employee + Child \$17.43
Family \$28.93

Insured through:

**VSP
Contact at 1-800-877-7195 or
www.vsp.com**

EMPLOYEE ASSISTANCE PROGRAM (EAP) BENEFIT

To help employees' deal with a situation that is troubling them or if they are looking for information and referrals, the County has contracted with CuraLinc. This prepaid service for employees, and household members offers up to six sessions per issue at no charge.

Contact CuraLinc at 1-888-881-5462 or www.support-linc.com

LIFE & AD&D BENEFITS

The Life and Accidental Death & Dismemberment Plan provides a benefit equal to 1 x annual salary up to a maximum of \$50,000. In the event of the death of a spouse or eligible dependent child, the life benefit is \$2,000. Supplemental employee and dependent insurance may be purchased through payroll deduction.

LONG-TERM DISABILITY

The long-term disability benefit provides insurance coverage for all regular employees working at least 30 hours per week at no charge. The benefit for eligible qualifying employees is 60% of monthly earnings to a maximum of \$5,000 per month, less any other benefits received. The benefit is subject to a 180-day elimination period.

WELLNESS PROGRAM

The wellness program provides educational opportunities and programs designed to help enable employees to live a healthy lifestyle.

SICK LEAVE

Sick leave in the amount of 96 hours per year is accrued on a bi-weekly basis for regular full-time employees and on a prorated basis for eligible regular part-time employees.

VACATION LEAVE

Eligible full-time employees accrue paid vacation leave based on the following schedule. Eligible part-time employees accrue vacation leave on a prorated basis.

Years of service	Hours per Year
0 to 4	96
5 to 9	136
10 to 14	176
15 to 19	196
20 to 24	216
25+	236

HOLIDAYS

Employees classified as regular full-time and regular part-time working at least 20 hours per week on the date a holiday is observed will be eligible to accrue holiday hours for each recognized holiday. Campbell County will recognize the following days as holidays:

New Year's Day	Columbus Day
Equality Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day-After-Thanksgiving
4th of July	Christmas Day
Labor Day	

DEFERRED COMPENSATION PLAN

An optional 457 Deferred Compensation Plan is offered to all eligible employees. Wyoming Retirement Systems (WRS) administers and sponsors the plan. The first year of employment the County matches up to \$20 per pay period.

Plan sponsored by: Wyoming Retirement Systems at (307) 777-3326

RETIREMENT - DEFINED CONTRIBUTION PENSION PLANS

All eligible employees participate in the Wyoming Retirement System Pension Plan for which they are eligible.

Under the **Public Employee's Pension Plan:**

Employee contribution	= 8.50% of gross salary
Employer contribution	= 8.37% of gross salary
Total contribution	= 17.12%. of gross salary

Currently, both the employee and the employer contribution are funded by Campbell County. Law enforcement and fire fighter pension plans differ.

**Plan sponsored by: Wyoming Retirement Systems at (307) 777-7691 or
<http://retirement.state.wy.us>.**

This summary is intended to be a brief description of the benefits offered to eligible Campbell County employees. These benefits may be modified from time to time. In case of differences between the information in this summary and the actual Benefit Plans, the Plan always takes precedent.

For further information regarding these benefits, please contact the Human Resources Department.



**Human Resources Department
500 S. Gillette Avenue, Suite 1200
Gillette, Wyoming 82716
Phone (307) 687-6355
FAX (307) 687-6450**

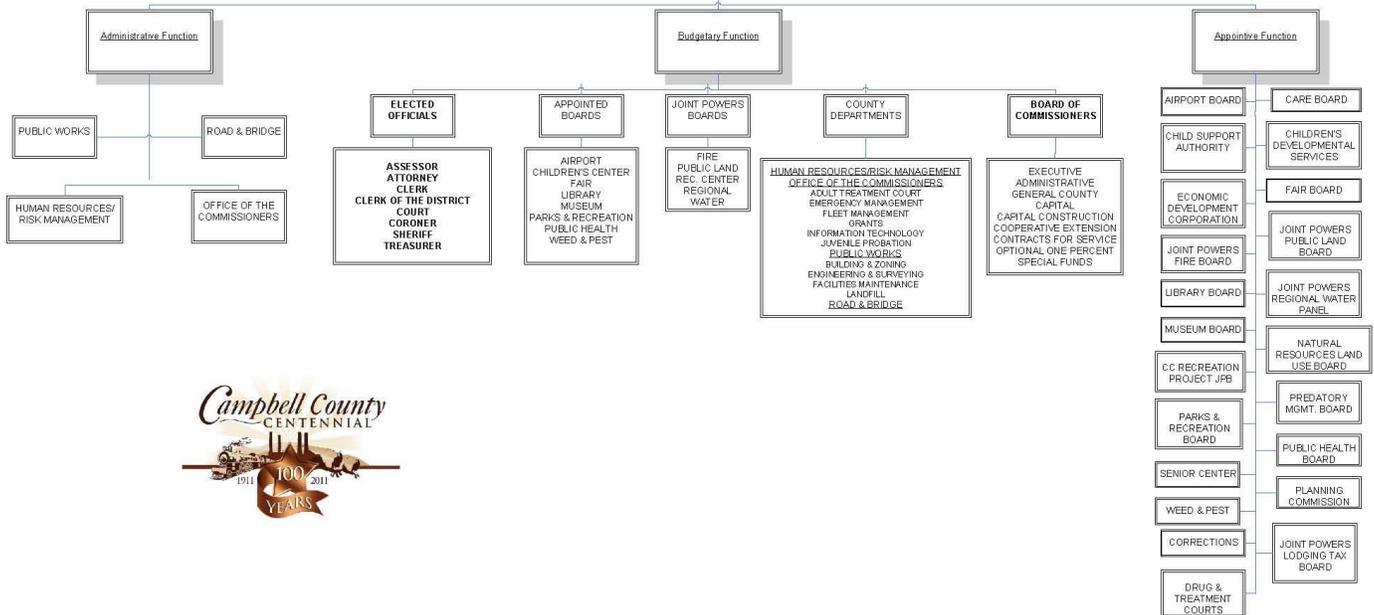
Attachment C

Organizational Chart

CAMPBELL COUNTY, WYOMING ORGANIZATIONAL CHART

CITIZENS OF CAMPBELL COUNTY

BOARD OF COUNTY COMMISSIONERS



REVISED: 8 FEBRUARY 2017