



## Springfield Vermont

### **Board Members**

Kristi Morris, Chair

Michael Martin, Vice Chair

Tara Chase - Heather Frahm - Mike Schmitt

### **Town Manager**

Jeff Mobus

## **Request for Proposals (RFP) for Executive Search Services Town Manager Recruitment – Springfield, Vermont**

**Issue Date:** May 15, 2025 **Proposal Due Date:** June 11, 2025, 4:30 PM EDT

### **Introduction**

The Town of Springfield, Vermont, invites qualified professional executive search firms to submit proposals to assist in recruiting a new Town Manager. The selected firm will work with Town officials to identify and attract highly qualified candidates and facilitate a transparent and efficient hiring process.

**(802) 885-2104, Telephone (802) 885-1617, Fax 96 Main Street, Springfield, VT 05156**  
**<https://springfieldvt.gov>**

## **Scope of Services**

The selected firm will be responsible for:

1. **Needs Assessment & Profile Development** – Engage with town elected and appointed leadership and key stakeholders to define desired qualifications, experience, and leadership traits for the Town Manager position. Provide salary market information and pay range recommendation.
2. **Recruitment Strategy** – Develop and implement a national recruitment strategy targeting highly qualified candidates. Provide recommendations for citizen engagement in the process,
3. **Candidate Outreach & Screening** – Proactively seek candidates, review applications, and conduct preliminary screenings to assess qualifications and fit.
4. **Interview & Selection Support** – Facilitate the interview process, assist with scheduling, and provide evaluation tools to support decision-making. Guide selection committee(s) on the desired conduct of the interview sessions.
5. **Reference & Background Checks** – Conduct thorough background, reference, and credential verifications for final candidates.
6. **Final Candidate Assistance** – Provide support in contract negotiation and onboarding to ensure a smooth transition.

## **Proposal Requirements**

Interested firms should submit proposals including:

- **Firm Overview** – Background, experience, and relevant expertise in municipal executive searches.
- **Approach & Methodology** – Detailed description of approach to each item in the scope of services.
- **Project Timeline** – Estimated duration for each phase of the search process.
- **Team Qualifications** – Key personnel involved, their roles, and relevant experience.
- **References** – At least three municipal or public-sector references with contact details.
- **Cost Proposal** – Detailed breakdown of professional fees, estimated expenses, and payment terms.

## **Submission Process & Timeline**

- **Proposal Due Date:** June 11, 2025, at 4:30 PM EDT
- **Interviews with Potential Firms:** June 16, 2025 – June 20, 2025
- **Selection of Firm:** June 23, 2025
- **Projected Start Date:** July 1, 2025

Proposals must be submitted electronically to Charley Shepherd, Human Resources Director, [humanresources@springfieldvt.gov](mailto:humanresources@springfieldvt.gov) (802) 885-2104, Telephone (802) 885-1617, Fax 96 Main Street, Springfield, Vt 05156 <https://springfieldvt.gov/>

## **Evaluation Criteria**

Proposals will be evaluated based upon:

- Experience in municipal executive search services
- Demonstrated understanding of the Town Manager role
- Recruitment methodology and timeline
- Cost-effectiveness
- References and past performance

**Contact Information**

For any inquiries, please contact: Charley Shepherd, Human Resources Director,  
humanresources@springfieldvt.gov (802) 885-2104, Telephone (802) 885-1617,  
Fax 96 Main Street, Springfield, Vt 05156 <https://springfieldvt.gov/>

The Town of Springfield reserves the right to accept or reject any and all proposals or  
to negotiate modifications as needed.

**We appreciate your interest and look forward to reviewing your proposal.**

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