

**REQUEST FOR PROPOSAL
FOR
FIRE CHIEF RECRUITMENT SERVICES**

Pinetop Fire District
Pinetop, Arizona, 85935
(928) 367-2199
<https://pinetopfire.com>

Release Date

Thursday, May 1, 2025

Contact Person

Jim Morgan
Fire Chief
928-367-2199

Deadline for Submissions

Monday, May 30, 2025, at 3:00 p.m.

Anticipated Award Date:

Monday, June 16, 2025

I. Introduction

The Pinetop Fire District Board of Directors is seeking services from a qualified executive search firm to assist in the selection of a new Fire Chief. The goal of the recruitment will be to have an appointment by December 1, 2025.

II. Background

The Pinetop Fire District (PFD) was formed on May 10, 1958, with the effective date of May 15, 1958, for recording such action.

PFD staffs two full-time stations and one in the design phase covering approximately 12 square miles of Navajo County. We are nestled in the White Mountain with elevations that range from 6,800 ft. on the west end of the district to 7,200 ft. on the east end of Pinetop Country Club. Our coverage area encompasses approximately 9,800 residents between the communities of Pinetop/Lakeside and unincorporated Navajo County.

The Pinetop Fire District is governed by a five-member non- partisan board selected from resident members of the community. Board members for the fire district are elected to alternate four-year terms so there are at least two members elected every two years. The Board establishes policy, sets tax rates, and approves the annual budget. As special districts of the State, each agency must comply with all applicable Arizona Revised Statutes including Open Meeting Laws.

III. Scope of Work

The successful consulting firm will be expected to perform the following:

- Develop the ideal candidate profile, including knowledge, skills, and abilities required for the position of Fire Chief to be used in a screening rubric for candidates.
- Develop and administer a search for appropriate candidates.
- Answer questions from candidates and collect application materials.
- Review the applications received, comparing them to the candidate profile, performing screening interviews as needed.
- Prioritize applicants for the Board, including a written summary of highly qualified candidates for the position.

- Maintain the confidentiality of the applicant pool.
- Advise the Board on interview strategies and appropriate questions to ask candidates; attend the interview sessions and provide assistance to narrow the candidate pool to finalists.
- Conduct complete background checks on finalist candidates and advise the Board of the results.
- Facilitate the final interview process; assist with contract negotiation as needed.

IV. Proposal Requirements

Each proposal should include the following information:

- A. Background information on the firm, including details of the firm's experience with similar recruitment, including the number of Fire Chief searches and placements; a brief resume of the individual(s) assigned to this project; contact information for references; and sample work products including recruiting brochures, candidate questionnaires, candidate reference reports, etc.
- B. A proposed schedule for each phase of the process, including development of the recruitment profile, search, background evaluations, interviews, and selection. The proposal should include information about the firm's current engagements and an affirmation of the firm's ability to focus on this project.
- C. Information about the firm's approach toward either unsuccessful recruitments or the premature dismissal or resignation of the selected candidate.
- D. A cost proposal for the Pinetop Fire District Fire Chief search, including consulting fees and reimbursable expenses. Payment terms should also be addressed.

V. Selection Process

The Board of Directors will review all responsive proposals and may conduct interviews with responsive firms. The following considerations may be used by the Board to evaluate each proposal submitted:

- Cost factors associated with performing the work required by the contract.
- All exceptions that are contained in the proposal.
- The firm's demonstrated experience on similar types of projects, including satisfactory reference checks relating to past work relationships, past performance on projects of similar scope and size, level of knowledge, reliability, flexibility and ability to meet project deadlines.

- The ability and willingness of the firm to meet or exceed the specifications and standards of this solicitation and the firm's understanding and perceived perception of the scope of work contained herein.
- The content and quality of the firm's proposal and other presentation materials.

VI. Submittal Requirements

All proposals shall be submitted electronically in PDF format. Please visit our website at Pinetopfire.com/RFP for project information, updates, addenda, and submitting a proposal.

Submittals must be received before 3:00 p.m. Arizona time on May 30, 2025. Proposals received after that time and date will not be considered unless the Board of Directors determines that ALL other timely-received proposals are insufficient. In that case, all late proposals shall be opened and considered. It is the responsibility of the responding firm to ensure the proposal arrives before the time and date stated above. The Board reserves the absolute right to reject any submission deemed to be incomplete, non-responsive or not meeting the needs and standards for the project, to request clarification of services submitted, to request additional information from competitors, to waive any deficiencies, and to accept the proposal deemed most advantageous and in the best interest of the agency and the taxpayers.

All costs incurred in any way whatsoever in the preparation and presentation of a proposal shall be wholly the responsibility of the firm submitting the proposal. The proposal and all supporting documentation shall become the property of PFD and will constitute a public record. Questions regarding the above request for proposal may be directed to: Fire Chief Jim Morgan at jmorgan@pinetopfire.com or 928-367-2199. The agency shall determine in its own sole discretion whether or how to respond to any query received.